



## Child Protection/Safeguarding Children Policy and Procedure

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## **Child Protection/Safeguarding Children Policy and Procedure**

At Rainbow Nursery School we care for children aged 6 weeks up until children who are aged 12 years 364 days old. It is our aim to ensure that the children in our care are protected, nurtured, valued, respected and kept safe from harm. We help children feel confident and to express their views and to tell adults if they are unhappy.

We have practitioner to child ratios in place to ensure that this happens. The ratios are taken from the Statutory Framework for Early Years Foundation Stage (Setting the standards for Learning Development and Care for Children from Birth to Five) and are as follow: Under 2's 1 practitioner: 3 children, 2-3years 1 practitioner: 4 children, 3-8 years 1 practitioner: 8 children.

**The welfare of our children both at home and within the setting is paramount.**

We will make the parents/carers aware about the procedures that the setting will follow if abuse is suspected. All Rainbow practitioners and employees are aware of the procedure to follow if there are any concerns regarding the well being of a child within our care. Every individual has the responsibility to report any concerns to the Designated Safeguarding Officer.

## **SECTION ONE**

### **Aims of our Child Protection/Safeguarding Children Policy and Procedure**

It is our aim at Rainbow Nursery to:

- Provide a safe, respectful and supportive environment for children in which they feel confident to approach adults and secure in the knowledge that they will be listened to. Ensuring that children are never placed at harm when in the care of Rainbow Nursery
- Ensure that children feel able to express their views and preferences, that they have the courage and confidence to tell any adult that they are unhappy and support them in learning how to keep themselves safe
- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Encourage children to develop a sense of independence in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.
- Ensure that practitioners are confident to act on any safeguarding concerns, act in the best interest of the child and share information with the Designated Safeguarding Officer.
- Ensure that children know that they can speak about their worries or concerns with anyone of their choice, whom they trust, both within and outside of Rainbow Nursery
- Ensure that practitioners are trained right from induction to understand the safeguarding/child protection policy and procedures and are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of different ways in which children can be harmed, including by other children through bullying and discriminatory behavior. that adults talk and listen to children where they have concerns about their safety and wellbeing.
- Ensure that practitioners are regularly updated with child protection training and procedures and kept informed of changes to national and local procedures through staff meetings that are held quarterly.
- Ensure that practitioners understand how to recognise early indicators or potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures.
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children.
- Ensure children in our care are kept safe both at home and within the setting
- Raise awareness of parents/carers about the procedures that Rainbow Nursery will follow if abuse or neglect is suspected
- Make any child protection referrals in a timely way, sharing relevant information as necessary set out by North Yorkshire Local Safeguarding Children Board (LSCB).
- Make any referrals relating to extremism to the police in a timely way sharing relevant information as appropriate.
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times.
- Identify any changes in practitioner's behavior and act on these as per the Staff Behaviour Policy.
- Take any appropriate action required relating to any allegations of serious harm or abuse against any practitioners or person working with children or living or working on the nursery premises – ensuring that any allegations are reported to Ofsted and our Local Authority.
- Ensure the Child Protection/Safeguarding Children Policy and Procedure is kept up to date and complies with any legal requirements and any guidance from the North Yorkshire Local Safeguarding Children Board.

## **SECTION TWO**

### **Introduction**

The welfare, protection and safety of every child in our care are of paramount importance. We take our responsibility to safeguard children seriously. We have robust systems in place for Child Protection and Safeguarding Children. In all instances we will always refer back to the North Yorkshire Safeguarding Children's Board Guidance and procedures if we suspect abuse or neglect and will put these procedures into practice. Where appropriate we will refer to the children's social care department and work with any other agencies such as the police if necessary. We complete any necessary steps such as contributing to a child protection plan to support children's social care.

We will respond swiftly and appropriately to all suspicions or allegations of abuse, and provide parents and children with the opportunity to voice their concerns.

We have a system in place for dealing with concerns about possible abuse. All members of the management team are fully aware of these systems.

The nursery is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

At Rainbow Nursery we endeavour to protect children from risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures. Safeguarding is a much wider subject than what is covered within this policy, therefore this policy should be used in conjunction with all our other policies and procedures.

## **SECTION THREE**

### **Definition of Safeguarding**

(Taken from <https://www.nspcc.org.uk/preventing-abuse/safeguarding/>)

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

Safeguarding children and child protection guidance and legislation applies to all children up to the age of 18.

### **Legal Framework that covers Safeguarding Children**

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
- Working together to safeguard children 2015
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.

## **SECTION FOUR**

### **Types of Abuse**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

*Taken from 'What to do if you're worried a child is being abused (advice for practitioners) 2015'.*

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

### **Indicators of child abuse**

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children, and will take advice from the appropriate bodies on this area. We also have an anti-bullying policy in place within the setting to deal with any incidents regarding bullying.

### **Physical abuse**

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager.

### **Sexual abuse**

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

We will be aware of the possibility of child sexual exploitation (CSE) and the signs and symptoms this may manifest as. If we have concerns, we will follow the same procedures as for other concerns and we will record and refer as appropriate. As this mainly happens with older children we will have heightened awareness in our out of school facilities.

### **Emotional abuse**

Action should be taken if the practitioner has 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.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

### **Neglect**

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

### **Female genital mutilation**

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. For those nurseries caring for older children in their out of school facility this may be an area of abuse you could come across. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, you should contact children's social care team in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed in our setting.

### **Fabricated illness**

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

### **Monitoring children's attendance**

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day so the nursery management are able to account for a child's absence.

### **Extremism – the Prevent Duty**

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police or via the Social Care route (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further.

### **e-Safety**

Our nursery is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the nursery we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- Ensure management monitor all internet activities in the setting
- Using approved devices to record/photograph in the setting
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the internet watch foundation (IWF [www.iwf.org.uk](http://www.iwf.org.uk))
- Ensuring children are supervised using internet devices
- Integrating e-safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'
- We encourage staff and families to complete a free online e-safety briefing which can be found at <https://moodle.ndna.org.uk>
- We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care.
- Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.

## **SECTION FIVE**

### **Role and Responsibilities**

#### **Early Years practitioners**

All practitioners should follow the North Yorkshire Safeguarding Children's Board guidance and procedures and the 'What to do if you're worried a child is being abused' document.

Practitioners are aware that it is NOT their responsibility to investigate any concerns or decide the truth of any disclosure or allegation. However, all practitioners have a duty to recognise the safeguarding of the children in their care and are aware they must report any concerns immediately to the Designated Safeguarding Officer.

All concerns regarding the welfare of the children must be recorded and discussed with the designated safeguarding officer before any discussions with parents take place.

At Rainbow Nursery we provide a safe and secure environment for all of the children who we care for. We will only employ suitable adults who have had an enhanced check from the Disclosure and Barring Service (DBS) and until this check has been returned and we are satisfied with information, the employee will not be allowed to start their employment at Rainbow Nursery. We do not allow volunteers or students to be alone with the children regardless of whether or not they have a clear DBS check.

#### **Practitioners should report:**

- Immediately, any suspicious injuries, marks or bruising that are not commonly received during 'normal play'
- Any explanations given which appears inconsistent or suspicious
- Any behaviours which rise suspicions that a child may have suffered harm. e.g. significant changes in behaviour, worrying drawings, or play
- Any signs or symptoms that a child may be suffering abuse or neglect
- Any significant changes to a child's presentation including non-attendance
- Any hint or disclosure of abuse or neglect received from the child, or from any other person, including disclosures of abuse or neglect perpetrated by adults outside of the family or by other children or young people
- Any concerns of persons who may pose a risk to children (e.g. living in a household with children present), or working at the setting, including:
  - Inappropriate conduct e.g. inappropriate sexual comments or behaviour
  - Excessive one to one attention beyond the requirements of their usual role and responsibilities
  - Taking and/or sharing child abuse images

#### **Designated Safeguarding Officer (DSO)**

Miss Lisa Watson, Ms Kelly Hutton, Miss Melanie Richardson, Miss Stephanie Mugridge and Mrs Harriet Shields are the Designated Safeguarding Officer's for Rainbow Nursery.

The Designated Safeguarding Officers are responsible for the following:

- Ensuring there is a Child Protection/Safeguarding Children Policy and Procedure in place along with all of the other nursery policies and procedures
- Ensuring that all of the safeguarding children board procedures are followed correctly.
- Ensuring that measures are in place for safer recruitment. (see Recruitment Policy), including ensuring that any new employees, including volunteers receive a comprehensive induction.
- To make arrangements to ensure that any allegations against any person working in the setting are dealt with effectively.

- To ensure that supervisions and appraisals include opportunity to discuss welfare concerns and to identify any areas for development or training needs to ensure practitioners fulfil safeguarding responsibilities.
- Ensuring that the child protection training record is maintained and monitored.

The registered person (Mrs Harriet Shields, or Lisa Watson as a named person) must inform Ofsted of: Changes to the person who is managing the provision, changes to the names or registered number of the company, any incidents of food poison affecting two or more children looked after on the premises, any serious accident or injury to, or serious illness of, or the death of any child whilst in the care of the setting and actions taken, any allegation of serious harm against, or abuse of, a child by and person looking after children on the premises (whether the allegation relates to harm or abuse committed on the premises or elsewhere) or by the registered person or any person living, working or employed on the premises, or any abuse which is alleged to have taken place on the premises, and the action taken in respect to these allegations, or any other significant event that is likely to affect the suitability to look after children of the registered person or any person caring for children on the premises.

### **Role and Responsibilities of the Designated Safeguarding Officer (DSO)**

The Designated Safeguarding Officers are Miss Lisa Watson, Ms Kelly Hutton, Miss Melanie Richardson, Miss Stephanie Mugridge and Mrs Harriet Shields. Lisa, Kelly, Melanie, Stephanie and Harriet can be contacted by ringing **01937 557115** or there is an alternative contact number for Miss Lisa Watson available at the nursery. If the Designated Safeguarding Officer was absent the Acting Designated Safeguarding Officer would be Ms Kelly Hutton, Miss Melanie Richardson and Miss Stephanie Mugridge who can be contacted on **01937 557115**. If neither of these people are on site, then Harriet Shields is also a Designated Safeguarding Officer can be contact on **01937 557115** or an alternative contact number for her is available from the nursery.

### **The Designated Safeguarding Officer's role includes:**

- Referring any concerns or suspecting abuse or neglect of children in our care to Children's Social Care. Referrals will be made following the 'Procedure' section of this policy
- Liaising with any other appropriate agencies
- Talking to parents about concerns where appropriate
- Attending multi-agency child protection meetings
- Contributing to a child in need or child protection plan
- Ensuring that all practitioners are aware of the safeguarding policy
- Keeping and storing records according to the confidentiality policy
- Seeking advice and support from relevant agencies where appropriate. E.g. Common Assessment Framework
- Ensuring practitioners have completed safeguarding training and are kept updated with changes in legislation.
- Providing adequate and appropriate staffing resources to meet the needs of all children
- Giving practitioners, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children. This information is also stated within every member of staff's contract
- We request DBS checks on a 3 yearly basis/or we use the DBS update service to re-check staff's criminal history and suitability to work with children
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us
- Volunteers, including students, do not work unsupervised

- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones, Pokémon hotspots, strangers lingering. We will ensure the children remain safe at all times
- The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

The Designated Safeguarding Officer will use the tools we have in place to make the decision as to if they feel a referral to Children Social Care is appropriate at that time.

## **SECTION SIX**

### **Training, Support and Supervision**

The Early Years Foundation Stage (EYFS) states that “Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have an up to date knowledge of safeguarding issues” (Statutory Framework for the EYFS, 2014, point 3.6)

The Designated Safeguarding Officer, Lisa Watson has attended Advanced Safeguarding Training in February 2018. Mrs Harriet Shields completed training in November 2016. Ms. Kelly Hutton completed training in November 2016. Miss Melanie Richardson completed training in April 2017. Miss Stephanie Mugridge completed training in April 2018.

All practitioners complete the North Yorkshire Safeguarding Children Board’s ‘E-learning Basic Awareness Training’ course online. All new employees complete this during their induction. These certificates are kept in the main office within the nursery. The most recent update for Safeguarding training for practitioners was in April 2018 during a staff training session.

All practitioners have access to the contact details of the Local Designated Officers for the setting and to Ofsted so they can report any safeguarding concerns independently.

Safeguarding is a subject that is covered regularly within practitioner meetings.

All new practitioners read policies and procedures, as part of their induction. A copy of the induction to say they have read and signed these policies and procedures is kept in their file.

Practitioners are regularly asked about safeguarding issues and safeguarding is covered in all staff meetings.

Any practitioner who has had to deal with abuse or a neglect issue will be offered support from the management team within the nursery but will also be signposted to the correct agencies by the designated safeguarding officer.

## **SECTION SEVEN**

### **Record Keeping**

Within our admissions policy it states that we require information regarding the safety and well being of the child. It is essential that the parent/carer completes this section of the enrolment form and that it is signed, by both parents, where applicable. If a parent states on the form that their child has previously been or is on the child protection register or that there is anything else on the form that may raise concerns, a meeting will be arranged with the parent/carer to ensure that we are fully aware of the reasons why the child is/has been on the child protection register and to clarify any concerns.

The designated safeguarding officer would hold this meeting and the manager of the area of which the child would start in would also be present. By doing this we ensure that the child's needs are fully met within the nursery and that we can safeguard them to the best of our ability.

It is all practitioners' responsibility to complete a written record of any child protection concerns once children have started nursery, even if it is not appropriate to make an immediate referral, this must be passed on to the designated safeguarding officer who is responsible for collating and reviewing these records.

These records should be objective and include:

- Child's Name and Date of Birth
- Date and Time of Incidents
- Statements, facts and observations (what was seen/heard)
- A body diagram indicating the position, size and colour of any injuries (photographs **MUST NOT** be used)
- Words that the child has used, these should not be translated into 'proper' words
- Any non-verbal behaviour
- Key contacts/meetings with parents/carers and other agencies/professionals. These should be dated and timed and include a summary of discussions, decisions made, reasons for these and any agreed actions

These records will be signed by the person recording them and by the designated safeguarding officer.

### **Existing Injury Records**

If any child comes into nursery and their parent/carer reports that they have a mark/bruise which has not happened whilst the child has been in the nurseries care, the nursery practitioners will document the mark/bruise on an existing injury form. It will be noted on the existing injury form the exact place, size, shape and colour of the mark/bruise. This is witnessed by another nursery practitioner. The cause of this will be documented by the parent/carer if they are present at the time.

If the parent/carer has not reported the mark/bruise when dropping off their child at nursery, the mark/bruise will be documented in the existing injury book by the nursery practitioners as soon as they notice the mark/bruise. The nursery practitioner will complete the 'Description of Injury' section but will leave blank the 'Cause of Injury' section, even if the child has told them what has happened. When the child is collected from nursery it will be explained to the parents/carer or person collecting the child from nursery that they have noticed a mark and have completed an existing injury form. It will be explained that the mark has not happened whilst the child has been in our care, and the reason why we don't feel it has happened whilst the child has been in our care i.e. the bruise is green and brown which is an old bruise.

If the parent/carer does not know how the mark/bruise has occurred, they must write this on the form. If it is not the child's parent/carer and the person who is collecting is unsure of why the child has a mark/bruise the nursery practitioners will note in their diary that the form must be completed the next time the child's parent/carer drops off or collect them.

If it is felt necessary, a mark/bruise must be reported to a manager immediately and the Safeguarding Children Policy and Procedure must be followed.

The existing injury forms are audited by the Baby Nursery, Day Nursery and Preschool Managers on a regular basis. Nursery practitioners will also be aware of the number of forms being completed and will report any concerns to their manager.

### **Absent Children**

All children's absences are documents and kept with the weekly registers. If children are absent for more than two sessions and we have had no report from a parent/carer as to why they have been absent, the Baby, Day or Preschool Manager will contact the child's parent/carer to find out where the child is. If we cannot contact the parent/carer after 1 week we will contact the child's emergency contacts listed on their enrolment form. If the emergency contact does not know where the child/family are, we will continue trying to contact parent/carer. If we have made no contact for 2 weeks and the child has not attended nursery we will contact the North Yorkshire Area Prevention Manager, David Fincham - **01609 534022** for advice. After speaking with them we may then ring Social Care to report our concerns.

## **SECTION EIGHT**

### **Making a referral**

In most circumstances we aim to work in partnership with parents and they would be informed of any concerns that we have and any intention we have to involve other agencies such as Children's Social Care. The parent would be asked to attend the nursery within 24 hours for a meeting with the designated safeguarding officer who would inform the parent that they were going to inform Children's Social Care/Prevention Team that they had safeguarding concerns regarding their child. There would be another member of the senior management team present during this meeting. However, if we felt that sharing these concerns with parents/carers might place a child at risk of harm, then we would not inform parent's beforehand. If there was any concern that a child maybe suffering or at risk of suffering significant harm, **their safety and welfare would be the overriding consideration.**

All child protection documents will be stored in a lockable filing cabinet at the main office, which is only accessible to the management team. This is **not** where the child's records are kept. Any information regarding child protection is only shared with practitioners on a need-to-know basis. If the documentation is concerning the DSO or one of the managers – these documents would be stored in the director's office in a lockable filing cabinet.

If a referral has been made and Children's Social Care have become involved, and a child attends another setting or they leave to go to school, the records of referral would be copied and sent to the school/setting. These must be clearly marked 'CHILD PROTECTION – CONFIDENTIAL – FOR THE ATTENTION OF THE DESIGNATED PRACTITIONER FOR CHILD PROTECTION (Early Years) or DESIGNATED SENIOR PERSON (School)'. If it is possible a meeting would be arranged with the Designated safeguarding officer of the setting/school and this information would be passed on face-to-face, as well as the documents being handed over.

If a report had been made to children's social care but it had been concluded that no further action was required, the Designated safeguarding officer would arrange a meeting with the new setting/school and pass on the information regarding the safeguarding issues to the Designated safeguarding officer of the setting verbally. No written information would be passed on.

In both of these cases where Social Care had been informed of concerns, parents would be made aware that we would be passing this information on to the child's setting/new school. We would not inform parents that we were informing the new setting/school if we had only been making notes.

If there had been concerns regarding a child and notes and observations had been kept, the Designated safeguarding officer would make the decision if this information needed to be passed on to the new setting/school. This decision will be made on the frequency of incidents happening and the date of the last recorded details. The Designated safeguarding officer would arrange a meeting with the setting/school and pass on the information that they felt was relevant.

Child protection records will be shared with other appropriate agencies including OFSTED in order to safeguard children. The records of any child we have child protection concerns about will be kept until the child's 25<sup>th</sup> birthday.

Children who are subject to CAF, a looked after children, known to Children's Social Care, has additional needs or is subject to assessment and intervention will be monitored very closely. These children will be discussed every 2 months, this discussion will be between the child's key person and the manager of that area. These conversations will be documented and kept in a file separate to any safeguarding information if they have a file containing this information.

## Procedure

If it were suspected that a child is suffering abuse or neglect the Designated safeguarding officer would be informed immediately. In the absence of the Designated safeguarding officer the deputy Designated safeguarding officer would be notified. If concerns are raised the Designated safeguarding officer will consider:

- If the child requires any urgent medical attention
- If we need to immediately contact the police
- Whether to make an enquiry to Children's Social Care central data base on **01609 780780** to establish if the child is or has been subject to a Child Protection Plan
- Seeking advice from the Area Prevention Manager Dave Fincham **01609 534022**
- If they need to discuss the matter with other agencies that may be involved with the family
- Consulting with appropriate person's e.g. Health Visitor, Children Social Care
- The child's wishes and any fears or concerns s/he may have.

### **The designated safeguarding officer will then decide:**

- Whether to discuss the concerns with the parents if it would not put the child at further risk of harm, impede any police investigations and/or place practitioners or others at risk
- Whether to make a referral to Children's Social Care as they feel the child is suffering or is likely to suffer harm and whether or not this needs to be done immediately

### **OR**

- Not to make a referral at this point
- Whether monitoring of the child is needed
- Whether it would be appropriate to undertake an assessment (e.g. CAF) and/or to make a referral for other services for the family to gain extra support

Reasons for any decisions made and actions taken will be fully documented. In cases where we as a setting cannot agree with a decision, we will follow the North Yorkshire Safeguarding Children's Board (NYSCB) procedures – Resolution of Professional Disagreements, to ensure that all children are safeguarded. The link for this document is - <http://www.safeguardingchildren.co.uk/section-15-procedures.html>

If a referral is made the Designated safeguarding officer or Deputy DSO this will be followed up with a standard referral form – the DSO should ask the Social Worker to email one of these forms. If a referral is made the Social Worker may ask for the details of the child stated in appendix two of this policy.

Where practitioners are concerned that the DSO or deputy DSO may not have taken the concerns sufficiently seriously or not taking appropriate action they should contact their Early Intervention Manager (EIM) number at the back of the policy, the local Children's Centre Manager, Children Social Care or the police directly. They should also inform Ofsted. If their concern is regarding a person working directly with children, they should contact the Local Authority Designated Officer (LADO) directly.

If a member of staff from social care contacts the Nursery setting requesting any details regarding the safeguarding of a child within our care, the member of staff will take the callers full name and an office number to call them back on. This will then be passed onto the Designated safeguarding officer to return the call.

## Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the LSCB.

### **Support to families**

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

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 in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

## **SECTION NINE**

### **Disclosure from a Child**

If a child was to make a disclosure whilst in the setting Early Years practitioners will not investigate this themselves, however, wherever possible they will gain enough information to pass on to the Designated safeguarding officer immediately so that they can make an informed decision of what to do next.

All practitioners are aware of what they should do if a child was to make a disclosure to them, this is the procedure they follow:

The Practitioner will:

- Listen to and take seriously any disclosure or information suggesting that a child may be at risk of harm
- Try to ensure that the person disclosing **DOES NOT** have to speak to any other practitioners
- Keep questions to a minimum and ask open ended questions e.g. “can you tell me how it happened?” rather than “did they hit you?”
- Not show any signs of shock, horror or surprise
- Not express any feelings or judgments about any person alleged to have harmed a child
- Explain to the child that they must tell the designated safeguarding officer what they have said
- Reassure and support the child wherever possible
- Explain that only the people who need to know will be told
- Explain what will happen next
- Never tell the child that they will keep what they have disclosed a secret

In the instance that a child does disclose information to a practitioner, the practitioner must immediately report this to the Designated safeguarding officer or Deputy DSO, the practitioner will then be asked to record the information in writing. This must be signed by the practitioner and the DSO. The Designated safeguarding officer will then follow the ‘Making a Referral’ section of this policy and make the decision whether to make a referral to Children’s Social Care.

If a practitioner has brought a safeguarding concern to the Designated safeguarding officer, once a decision has been reached as to what is going to happen the Practitioner will be informed. They will be reassured by the designated safeguarding officer that they have followed the correct procedures even if a referral is not made. Practitioners must keep any information disclosed to them by a child confidential, other than sharing this with the DSO or Deputy DSO and any other agencies who may want to speak to them. Practitioners must not make any comments either publicly or in private about the supposed or actual behavior of a parent/carer or practitioner involved. Practitioners will be offered support from their manager during this time.

## **SECTION TEN**

### **Suitable People**

Within our setting we have a Recruitment Policy that ensures that we are employing suitable people. From the very beginning of our recruitment process we ensure we are safeguarding the children in our care (see Recruitment Policy) Within this policy it states how we always have at least two of the management team involved in the interview process, how we require two suitable references and at least one of these must be from a previous employer and how we complete suitability checks such as DBS check.

All persons applying for a position at Rainbow Nursery (including cleaners, cooks, maintenance etc.) will be sent a Suitability Declaration form as part of their application pack. This must be completed and returned to us along with their application form. If any information on this declaration leads us to believe that the person or any person living with the employee is disqualified from working with children then the applicant would not be interviewed for the position, therefore would not gain employment with us. If we felt, we required further details then we would speak to the person on the telephone and they would be asked to contact Ofsted to apply for a 'waiver' if it was appropriate to do so. We will then make a professional judgement as to whether we feel the person is suitable to work with children.

If an applicant has returned the Suitability Declaration and all of the information including does not cause concern, they would be asked during interview and during induction, if they were successful in gaining employment, if there are any reasons known to them why they should not work with children.

If the employee is disqualified from working with children or is living with someone who is disqualified, they would need to apply for a waiver from Ofsted.

It is the responsibility of all employees after employment has taken place, to disclose to their manager immediately any police action taken against them or any circumstances which could lead to consideration of disqualification, for example a change in their home circumstances that would change their suitability declaration.

In the event that an employee was to disclose information that would change their suitability to work with children, the employee would be suspended immediately until further advice had been sought and the person had applied for and received a waiver from Ofsted (if appropriate). If the employee was not granted waiver from Ofsted their employment at Rainbow Nursery would be terminated on the grounds that they are unsuitable to work with children.

If it was disclosed from another person that an employee has had a change in circumstances that may lead to them being unsuitable to work with children, the employee would be suspended on full pay and a full investigation would take place by the Nursery Manager and Director. If this information was found to be correct then the above actions would take place.

If an employee or applicant disclosed any information to us that would make them unsuitable to work with children we would report this to the Disclosure and Barring Service (DBS) and to Ofsted. We would notify these agencies of the information that we had.

## SECTION ELEVEN

### Allegations against Practitioners/Students and Volunteers

At Rainbow Nursery we protect all of our employees from allegations being made against them, by the policies and procedures that we have in place as well as following the North Yorkshire County Council (NYCC) document, 'Guidance for Safer Working Practice for those working with Children in Education and Early Years Settings'.

We have a Staff Behaviour Policy in place that supports us to monitor staff and changes in their character. Practitioners are aware of the need to disclose changes in circumstances and use the Whistle Blowing Policy where required.

The procedure that is followed for child protection is slightly different when an allegation is made against a practitioner or any person working/ volunteering within the setting. The Designated safeguarding officer (DSO) (Nursery Manager) will handle allegations made against practitioners, however, if an allegation were made against the DSO or any of the management team, then the director of the company, Mrs. Harriet Shields would deal with the allegation and follow the procedure as the Designated safeguarding officer would. The Local Authority Designated Officer (LADO) may also be contacted for support during the procedure.

If an allegation were made against an employee, we would follow the North Yorkshire Safeguarding Children's Board procedures <http://www.safeguardingchildren.co.uk/professionals/managing-allegations-against-staff> All information is documented, including any decisions made, actions taken, and the reasons for these.

All allegations will be investigated fully and in line with the above procedures. Investigations into allegations against people who work with children may have up to three related strands: enquires by Children's Social Care, investigations by the Police and/or investigations by Rainbow Nursery as an employee under disciplinary procedures. There may also be further investigations by Ofsted.

Our disciplinary procedure will be followed if necessary following an allegation. (See Disciplinary Policy and Procedure)

Initial actions to be taken would be:

- The person who has received an allegation or witnessed an event must immediately inform the Designated safeguarding officer or their manager. They will be asked to record the details of the allegation. If the allegation is about the DSO or their manager they must report this to Mrs. Harriet Shields or Mr K. Shields.
- The designated safeguarding officer/ manager, where necessary, will secure the immediate safety of the child who may have been harmed and get them any urgent medical attention they require. This may result in moving the practitioners who an allegation has been made against to another area of the setting or to another duty. At this point the area manager will be available to give support and guidance for the practitioners the allegation has been made against
- The Designated safeguarding officer/ manager will seek advice from the Local Authority Designated Officer (LADO) regarding how to continue with the investigation, including whether to suspend the employee on full pay whilst any investigations are undertaken. If it were not suitable for the investigation to be carried out by the setting, other agencies would be allowed to do this freely and we will work together with them.
- The Designated safeguarding officer will consider if suspension is appropriate and may take advice from the Local Authority Designated Officer (LADO) as to if this is appropriate
- If the allegation were deemed to be true by the designated safeguarding officer, they would inform the child's parents immediately
- OFSTED will be informed of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere. We will notify Ofsted of the actions taken in respect of the allegations. These notifications will be made as soon as is reasonably practical, but at the latest **WITHIN 14 DAYS** of the allegation being made.

- As with any child protection matters, the situation will be dealt with confidentially and information only shared on a need to know basis
- Support will be given throughout to children, parents and practitioners where applicable
- All records of allegations against members of staff will be kept in a lockable file cabinet in the main office. Only the management team have access to this. Any allegations against a member of the management team will be stored in a lockable file cabinet in the director's office. These records will be kept until the child the allegation was made against, 25<sup>th</sup> birthday.
- The nursery reserves the right to dismiss any employee in connection with any founded allegations following an enquiry.
- If allegations are deemed to be true then the correct authorities would be informed, including the police if it is felt necessary. The nursery would also notify the Disclosure and Barring Service. All information would be kept until the person's normal retirement age or for 21 years and 3 months if that is longer.

If any employee felt that the concern was not being dealt with adequately or they feel that they cannot raise concerns with a manager or director they should contact the LADO directly, see Important Contact Numbers section of this policy. These contact numbers can also be found in the staff room or preschool kitchen at the nursery.

The practitioner who the allegation has been made against will be kept informed of the progress of the investigation at all times.

## **SECTION TWELVE**

### **Taking, storing and using images of children, (including mobile phone, tablet, video and camera use)**

Within the Early Years Foundation Stage statutory framework, it states that the use of mobile phones and cameras must be covered within a policy. This is covered within the 'Usage of mobile phone' policy and the 'Use of photographic devices/video recording devices' policy.

## **SECTION THIRTEEN**

### **Important Contact Number and Websites**

North Yorkshire Children's Social Care – **01609 780780**  
Emergency Duty Team (After Office Hours) – **01609 780780**

**North Yorkshire Area Prevention Manager**  
Dave Fincham – **01609 534022**

**Local Authority Designated Officers (LADO) for allegations against all practitioners –**  
Rosemary Cannell - **01609 534974 or 07715540723**  
Susan Crawford - **01609 532152 or 07813005161**

Ofsted – **0300 123 1231**

North Yorkshire Police - **101**

Designated safeguarding officers for Rainbow Nursery School – Miss Lisa Watson, Ms Kelly Hutton, Miss Melanie Richardson, Miss Stephanie Mugridge and Mrs Harriet Shields - **01937 557 115**

### **Useful websites**

[www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk) - North Yorkshire Safeguarding Children's Board

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the nursery manager or director.

Within the policy where it states the Designated Safeguarding Officers (DSO) these people are Miss Lisa Watson, Ms Kelly Hutton, Miss Melanie Richardson, Miss Stephanie Mugridge and Mrs Harriet Shields

Within the policy where it states parent/s this refers to parents, carers or guardians.

Signed: 

Date: April 2018

Lisa Watson  
Early Years Nursery Manger

This policy was reviewed and amended April 2018

This policy will be reviewed in 2020 or before if there are any changes in legislation.

This phone numbers within this policy are checked once every 3 months. It is monitored by the whole of the management team within the setting and amendments are made as necessary.

## **Appendix One**

### **Recording suspicions of abuse and disclosures**

Staff should make an objective record of any observation or disclosure, supported by the Designated Safeguarding Officer. This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the DSO, dated and kept in a separate confidential file.

### **Information Children's Social Care may ask for regarding the child you are making a referral about**

- Full names (including aliases and spelling variations), date of birth and gender of the child/ren;
- Family address and (where relevant) school/ nursery attended;
- Identity of those with parental responsibility;
- Names and dates of birth of all household members;
- Ethnicity, first language and religion of the children and parents;
- Any special needs of children or parents;
- Any significant/important recent or historical events/incidents in the child or family's life;
- Cause of concern including details of any allegations, their sources, timing and location;
- Child's current location and emotional and physical condition;
- Whether the child needs immediate protection;
- Details of the alleged perpetrator, if relevant;
- Referrer's relationship and knowledge of the child and parents;
- Known involvement of other agencies/ professionals; and
- Information regarding parental knowledge of, and agreement to, the referral.