Tots 2 Toddlers

Safeguarding Children

Intent of Policy:

The health, safety and welfare of all our children are of paramount importance to all the adults who work in our nursery. Our children have the right to protection, regardless of age, gender, race, culture, background or disability. They have a right to be safe in our nursery.

Implementation of Policy:

Our aims are:

* to provide a safe environment for children to learn in
* to establish what actions the nursery can take to ensure that children remain safe, at home as well as at nursery
* to raise the awareness of all staff to these issues, and to define their roles and responsibilities in reporting possible cases of abuse
* to identify children who are suffering, or likely to suffer, significant harm
* to ensure effective communication between all staff on child protection issues
* to set down the correct procedures for those who encounter any issue of safeguarding
* The DSL should have responsibility for co-ordinating action within the Nursery and liaise with other agencies
* Staff with designated responsibility for Safeguarding should receive appropriate training – DSL and Deputy DSL.
* Parents should be made aware of the Nursery Safeguarding Policy and the fact that this may require cases to be referred to the investigative agencies in the interests of the child. This is including the police.
* The LSDO is: Hayley Waller and the Deputy LSDO is: Maria New
* It is the responsibility of both Lead Safeguarding Officer to:
* ensure that Tots 2 Toddlers Safeguarding Procedures are followed at all times
* ensure that all staff are aware of these procedures
* ensure that appropriate training and support is provided to all staff
* develop effective working relationships with other agencies and services
* decide whether to take further action about specific concerns (e.g. refer to Children’s Services or call Children’s Social Care Professional Helpline on 01329 225379)
* liaise with Social Work Teams over suspected cases of child abuse
* ensure that accurate records relating to individual children are kept in a secure place and marked ‘Strictly Confidential’
* submit reports to, and attend, Safeguarding Conferences
* ensure that the nursery effectively monitors children who have been identified as ‘at risk’
* provide guidance to parents, children and staff about obtaining suitable support.
* Keep up to date with all relevant procedures and legislations
* Attend TAC (Team Around the Child) and CAF (Common Assessment Framework) meetings

Nursery Procedures

* It is the responsibility of the DSL to ensure that all safeguarding issues raised in setting are effectively responded to, recorded and referred to the appropriate agency. They are also responsible for arranging the whole settings safeguarding training for all staff and volunteers who work with children and young people in our setting.
* The DSL and Deputy DSL must receive full safeguarding training every three years. They will then deliver in-house training, which is divided into topics in each staff meeting. Six topics spread over the year.
* The DSL should attend the Safeguarding Support Groups offered by the Local Authority.
* The DSL is required to attend or ensure that the Deputy SDO 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.
* All adults, have a duty to refer all known or suspected cases of abuse to the relevant agency including MASH (Multi Agency Safeguarding Hub), Children Service, Social Care, or the Police. Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting’s Designated Person in the first instance.
* Any records made should be kept securely in the Safeguarding file.
* If any member of staff is concerned about a child, they must inform the Lead Safeguarding Officer immediately.
* Information regarding the concerns must be recorded by the member of staff on the same day on a ‘cause for concern’ sheet (which has an outline of a body on it – staff must accurately record their concerns).
* The recording must be a clear, precise, factual account of the observations and must be dated.
* These sheets are kept in the ‘Safeguarding’ file, which is kept securely in the managers locked cupboard.
* If a child who is known to be on the Safeguarding Children Register changes nursery, the Lead Safeguarding Officer will inform the social worker responsible for the case and transfer the appropriate records to the receiving Nursery, in a secure manner, to a named person, and separate from the child’s general file.
* If sharing any information or records about a child with any other professionals or outside agencies (E.g. MASH) then parents ‘permission to share will be requested, unless there is concern or we are advised not to as this could cause more harm to the child.
* We will follow the procedures for sharing information with reference to the ‘GDPR’. When considering sharing information or recording children's/ families details we will be making sure that data protection is in place and any confidential information is kept secure.
* Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
* When we refer a child, we should include any information we have on the child’s developmental needs, the capacity of the child’s parents or carers to meet those needs and any external factors that may be undermining their capacity to parent.
* We should always follow up concerns if we are not satisfied with the local authority children’s social care response and should escalate concerns if we remain dissatisfied.
* All practitioners should aim to gain consent to share information, but should be mindful of situations where to do so would place a child at increased risk of harm. Information may be shared without consent if a practitioner has reason to believe that there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner.
* Practitioners must have due regard to the relevant data protection principles which allow them to share personal information, as provided for in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). To share information effectively: All practitioners should be confident of the processing conditions under the Data Protection Act 2018 and the GDPR which allow them to store and share information for safeguarding purposes, including information which is sensitive and personal, and should be treated as ‘special category personal data’

Everyone who works with children has a responsibility for keeping them safe.

No single practitioner can have a full picture of a child’s needs and circumstances and, if children and families are to receive the right help at the right time, everyone who meets them has a role to play in identifying concerns, sharing information and taking prompt action.

Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety of children, which must always be the paramount concern.

All practitioners should not assume that someone else will pass on information that they think may be critical to keeping a child safe. If a practitioner has concerns about a child’s welfare and considers that they may be a child in need or that the child has suffered or is likely to suffer significant harm, then they should share the information with their DSL / Deputy DSL. If needed escalate and contact the local authority children’s social care and/or the police.

The Children Act 1989 promotes the view that all children and their parents should be considered as individuals and that family structures, culture, religion, ethnic origins and other characteristics should be respected. We must ensure we support

and promote fundamental British values, of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. These link into our core aims that we follow in our everyday good practice. (Working to Safeguard Children 2018)

Prevent Abuse by Means of Good Practice

* Adults will never be left alone for long periods of time, with individual children or with small groups
* Adults that have no DBS certificate or relevant childcare qualifications will never be left alone with a child.
* Children will have regular circle time and discussions on appropriate behaviour

Staff Training

* A clear vetting and barring training is in place for all new staff and clear policies are in staff handbook on Crona.
* All adults in the Nursery receive regular training to raise their awareness of abuse, and to improve their knowledge of Safeguarding procedures that have been agreed.
* The maximum period of time before refresher training must take place is three years.
* All staff have termly supervisions and monthly one – to – ones.

When to be Concerned:

* Staff should be concerned about a child if he or she: -
* has any injury which is not typical of the bumps and scrapes normally associated with children’s injuries
* regularly has unexplained injuries
* frequently has injuries (even when apparently reasonable explanations are given)
* gives confused or conflicting explanations on how injuries were sustained
* exhibits significant changes in behaviour, performance or attitude
* indulges in sexual behaviour which is unusually explicit and/or inappropriate to his or her age
* discloses an experience in which he or she may have been harmed
* gives other cause to believe that he or she may be suffering significant harm

Dealing with a Disclosure:

* If a child discloses that he or she has been abused in some way, the member of staff should: -
* listen to what is being said without displaying shock or disbelief
* accept what is being said
* allow the child to talk freely
* reassure the child but not make promises which might not be possible to keep
* not promise confidentiality – it might be necessary to refer to Children Schools and Families
* reassure him or her that what has happened is not his or her fault
* stress that it was the right thing to tell
* listen, rather than ask direct questions
* if necessary, ask open questions, not leading questions
* not criticise the alleged perpetrator
* explain what has to be done next and who has to be told in an age appropriate manner.

Record Keeping and Monitoring:

* When a child has made a disclosure, the member of staff should: -
* make brief notes during and as soon as possible after the conversation
* not destroy the original notes in case they are needed by a court
* record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
* complete the diagram with an outline of a body shape, to indicate the position of any bruising or other injury
* record statements and observations rather than interpretations or assumptions on the incident report form.
* Dealing with a disclosure from a child, and a Safeguarding case in general, is likely to be a stressful experience.
* The member of staff should, therefore, consider seeking support for him/herself and discuss this with the Lead Safeguarding Officer.

Physical Restraint:

* There may be times when adults, in the course of their duties, have to intervene physically in order to restrain children and prevent them from coming to harm.
* Such intervention will always be the minimum necessary to resolve the situation.
* We follow the guidance given in the statutory Framework for the Early Years Foundation Stage (EYFS) which sets out the specific legal requirements in relation to EYFS and provides the following guidance: ‘Physical Intervention should only be used to manage a child’s behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances.’ The managers will require the adult(s) involved in any such incident to report the matter to him or her immediately, and notify the parents/carers, It will be recorded as an incident.

Confidentiality:

* Staff have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Children Schools and Families and the Police).
* If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child’s sake.
* Within that context, the child should, however, be assured that the matter will be disclosed only to people who need to know about it.
* Staff who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.
* Child Protection records should be kept securely locked.

Employment and Recruitment:

* Tots 2 Toddlers ensures that people looking after children are suitable to fulfil the requirements of their roles.
* We have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children are suitable.
* Practitioners are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).
* Tots 2 Toddlers does not allow people whose suitability has not been checked, including through a DBS, to have unsupervised contact with children being cared for.
* Managers record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records disclosure, reference number, the date a disclosure was obtained and details of who obtained it).
* We will do all we can to ensure that all those working with children in our nursery are suitable people.
* This involves scrutinising applicants, verifying their identity and obtaining references, as well as the mandatory checks and enhanced DBS.
* We ensure that all staff have sufficient understanding and use of English to ensure the wellbeing of children in our care.

Family Support:

* The Nursery will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers in the group.
* Where abuse at home is suspected, the Nursery will continue to welcome the child and family while investigations proceed.

Reporting Child Abuse:

Hampshire Children’s Services:

During Office Hours (8.30am – 5.00pm) 0300 555 1384

At all other times you should contact the **out-of-hours Service: 0300 555 1373**

Prevent Duty

We have a duty under section 26 of the Counter-Terrorism and Security Act 2015 to exercise our functions in order to have ‘due regard to the need to prevent people from being drawn into terrorism’ If you wish for further information please ask manager for the document ‘Prevent Duty’ June 2015. (Located on staff notice board in the office). For the procedure to follow if you are concerned about radicalisation or extremism please refer to the Prevent Duty Policy.

Female Genital Mutilation

Female Genital Mutilation (FGM): professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. If a staff member suspects FGM has taken place or is going to, they should report this to their safeguarding lead immediately. In the absence of safeguarding lead, report to deputy safeguarding lead.

FGM is known to be practiced among certain communities in 29 countries: Benin, Burkina Faso, Cameroon, Central African Republic, Chad, Cote d'Ivoire, Democratic Republic of Congo, Djibouti, Egypt, Eritrea, Ethiopia, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, Somalia, Sudan, Tanzania, Togo, Uganda and Zambia. Certain ethnic groups in Asian countries practice FGM, including in communities in India, Indonesia, Malaysia, Pakistan and Sri Lanka. In the Middle East, the practice occurs in Oman, the United Arab Emirates and Yemen, as well as in Iraq, Iran, the State of Palestine and Israel. In Eastern Europe, recent infomation shows that certain communities are practicing FGM in Georgia and the Russian Federation. In South America, certain communities are known to practice FGM in Columbia, Ecuador, Panama and Peru.

However, please remember it is illegally done in many other places.

Child abuse linked to faith or belief

* + If you suspect abuse of any kind it MUST be reported, and this still applies to abuse linked to faith or belief.
	+ This may include FGM, breast ironing, honour based abuse and witchcraft.
	+ You must not let the fear of appearing intolerant stop you from reporting the abuse.
	+ Follow the normal safeguarding procedure for abuse.

 Time frame and procedure for reports

The duty to report to your DSL / Deputy DSL is to be done as soon as possible after a case is discovered. Effective records should be made by the member of staff raising the initial concern, signing and dating once completed. Any safeguarding information should be kept confidential and only relayed on a need to know basis. The member of staff should the return to their everyday duties.

Following a report, the staff member should receive adequate support from management should they need it. The DSL / Deputy DSL will be expected to follow the procedure outlined on the attached safeguarding flowchart.

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/722305/Working_Together_to_Safeguard_Children_-_Guide.pdf>

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