Safeguarding Children Policy 3.1- 3.13 Welfare requirements

See the staff identification board in the foyer for the Designated Safeguarding Lead and Deputy (DSL)

For concerns about a child or young person contact:

Multi Agency Safeguarding Team
Phone: 0300 470 9100 (Monday to Friday 9am to 5pm)
In an emergency the Police on 999

All staff at Marlborough House will work with children, parents and the community to ensure the safety of children and to give them the very best start in life. We publish our policies and procedures on our website. The Manager is responsible for the update of the policy. All changes and updates to policies are reviewed then published to our website, to staff and to the nursery policy folder.

We follow the aims set out in the Early Years statutory Framework that state our setting must promote children's right to be strong, resilient and listened to by:

- Creating an environment in our setting that encourages children to develop a positive self-image, regardless of their background.
- Encouraging children to develop a sense of autonomy and independence.
- Enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- Helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children. Which includes the sharing of all information on a daily basis when needed about things such as falls scrapes bumps and bruises that have occurred inside and outside the setting. As well as any concerning behaviour.

Responding to suspicions of abuse

We acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect.

When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file.

Staff in the setting take care not to influence the outcome either through the way they speak to children or by asking leading questions of children.

Mobile Phones and Cameras

No mobile phones are allowed in any area of the nursery where children are present. They must be stored in the staff cupboard.
Parents must be asked to refrain from answering or using their phones whilst in the nursery area during drop off and collection of children.
All visitors are asked to keep mobile phones in their bags which are stored in the staff room.
Designated Tablets are used by the staff to record the children's work.
See separate Mobile phone, camera and tapestry policies.

Nursery Policy

We have regard to the statutory guidance 'Working together to Safeguard Children' (2013) and a copy is available within the setting.

We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements that may affect the well being of children. These changes may be:

- a proposal to change the hours during which childcare is provided.
- any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children.
- Any change in the name or registered number of the company.

If a referral is to be made to the local authority social services department, we act within the guidance of Surrey Safeguarding Children Board in deciding whether we must inform the child's parents at the same time. If a concern is referred, parents/carers may not be informed of this by the setting if it is deemed that by doing so it may place the child or young person at greater risk.

Staffing and volunteering

We meet the requirements of the EYFS 3.28 at all times to ensure that the needs of all the children are met therefore ensuring that they are safeguarded.

Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. This is done verbally and is written in our contracts.
We carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

All employees must apply for an enhanced DBS through The Nursery's agent, they will be provided with instruction for this and then must enrol for the DBS update service and give permission for The Nursery to access their DBS when required.

The update service for each employee will be accessed by the Nursery in line with our procedures every three months to receive an instant online updated check.

Staff must disclose any information that may appear on a DBS that could determine their suitability to work before an application is made and at anytime during their employment.

All employees must also disclose any information relating to a person living in their household who is disqualified or if they live in the same household where a disqualified person is employed.
All information that may have grounds for disqualification under section 75 of the Childcare Act 2006 must be disclosed by employees.

Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

We abide by Ofsted requirements in respect of checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works with children .

We will meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

A registered provider or a childcare worker may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed.

Students/parents do not work unsupervised and it is policy that staff do not work alone. New staff are mentored and coached in safeguarding of children and staff are encouraged to promote a positive culture of practice across the team . All staff attend the training course 'Working Together to Safeguard Children' every three years.

We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.

We have procedures for recording the details of visitors to the setting.
We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

We stipulate that anyone collecting children from The Nursery are known to staff and the parent/carer responsible for the child has informed The Nursery that they may collect their child. In an emergency we ask for photographic identification. Also see Arrival and Departure policy.

Allegations against staff.

We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place by first recording the details of any such alleged incident.

When an allegation is made against a member of staff a referral to the Local Authority Designated Officer (LADO) must be made.

The LADO will be consulted at the earliest opportunity and **no later than 24 hours** after the allegation has been made

The LADO can be contacted on 0300 123 1650 Option 3

The LADO is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them harm.

The LADO will advise the person who has referred the allegation with regards to:

- the next steps to be taken.
- how to manage talking about the concerns with the adult who may have harmed the child.
- How to inform the child's parents / carers.
- How to safeguard children throughout the investigation.
- What LADO expect of you and any other agencies who become involved.

The person making the referral will follow LADO's guidance and advice as to how to manage the allegation.

The LADO may consult with the police and children's social care to share information and establish if there is a role for them.

The LADO Risk Assessment for Suspension will be carried out to determine if the member of staff should be suspended. If the decision to suspend the member of staff is made, this would be on full pay for the duration of the investigation. Suspension of a member of staff is not an indication of admission that the alleged incident has taken place but is to protect the staff as well as children and families throughout the investigation process.

Ofsted will be notified as soon as reasonably practicable but at the latest within 14 days of the allegations being made.

All documentation must be legible, signed and dated.

Disciplinary action

Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify the Disclosure and Barring Service so that their name may be included on the List for the Protection of Children and Vulnerable Adults.

Training - 3.20 Welfare and safeguarding requirement

Safeguarding is an ongoing awareness through out our working hours. Staff are made aware of the need for the constant attention to the safety of children in all aspects of nursery life. We work together to ensure that we are supporting each other's best practice and are protecting each other and children from any harm or staff from any allegations.

Staff are constantly coached on the ethos of the nursery to protect and give children the best possible experience away from their parents. Staff know that when children are in their care they become a substitute parent for this time. It is with this ethos and culture, that we must have a whistle blowing policy should anyone make any such move to undermine the culture we have embedded and worked hard to establish. It is our duty as individuals to tell of any such behaviour from any adult. If a member of staff feels unable to tell the management because the issue includes management then phone Lado.

We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff knows the procedures for reporting and recording their concerns in the setting.

We refresh our knowledge of the child protection policy at regular times within staff meetings and feel that sharing our knowledge of all children confidentially eliminates problems going unnoticed.

We have a Designated Safeguarding Lead (DSL) that has attended Surrey Safeguarding Children Board modules 1 and 2 with Surrey Safeguarding board, these modules give training in safeguarding children and child protection plans. The DSL attends refresher training every two years.

Staff attend Working Together to Safeguard Children every three years and updates are accessed through Surrey Early Years Training Way Ahead magazine and safeguarding board updates. We also have in house feedback from other staff attending safeguarding training. Which helps to give a continuous cycle of updates and learning.

Staff have regular appraisals and supervisions and are encouraged to have a mutual respect for the ongoing development of teamwork where by discussion of sensitive issues is always available.

Our policies are put on the website when updated and staff read and sign to say they have understood this updated policy on our paper copies.
Staff are aware of the Surrey Safeguarding Board online Manual.

Planning

The layout of the rooms allows for constant supervision. Staff strive to always work together and inform others when leaving the room .

Staff responsibilities

Staff must report all concerns to their manager and to the setting DSL however small regarding children this includes but is not limited to the following:

- signs of abuse and neglect
- unsuitable behaviour displayed by other members of staff, students and volunteers

All Staff are aware of how to respond to the following:

- **pre-existing injuries.** These must be logged in the accident book with the parent / carer in attendance.
- **bruising in babies/children who are not independently mobile.** These may be children that do not access the setting for example siblings.
  - If the child appears seriously ill or injured, emergency treatment must be sought and children's services notified.
  - Where a practitioner observes a bruise on a child who is not independently mobile they must suspect non-accidental injury.
  - The practitioner should seek an explanation of the bruising from the parent/carer and record this accurately.
  - A phone referral to children's services must be made following the conversation with the parent or carer and followed up in writing within 48 hours.

  Multi Agency Safeguarding Team
  0300 470 9100
- **latest safeguarding awareness** – on Female Genital Mutilation (FGM), Honour Based
- Violence (HBV), Forced Marriage (FM). -and Prevent Duty are addressed in staff meeting s and training.
- **sharing information and any concerns** – if in doubt about any issue we promote an open discussion policy so Staff can speak freely about anything they feel is relevant without prejudice and with respect from other staff members

Disclosures

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

- offers reassurance to the child;
- listens to the child; and
- gives reassurance that she or he will take action.

The member of staff does not ask leading questions.

Recording suspicions of abuse and disclosures

Staff make a record of:

- 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 as far as possible;
- the name of the person to whom the concern was reported, with date and time; and
- the names of any other person present at the time.
-

These records are signed and dated and kept in the child's confidential personal file.

After consultation with the setting's DSL and Manager a decision whether Children's services should be informed will be made. To contact Children's services use the following details.
Phone: Multi Agency safeguarding hub 0300 470 9100

Informing parents

Parents are normally the first point of contact.
If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Surrey Safeguarding Board advises not to.

This will usually be the case where by telling the parent the child could be in danger. In these cases the investigating officers will inform parents.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know.

Support to families

The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.

The setting makes clear to parents its role and responsibilities in relation to safeguarding, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with other professionals.

Accident Books.

We review this to get a clear picture of issues that could be repeatedly arising.

Policy updated: 18th February 2017
Policy reviewed: 18th February 2017