



Safeguarding Children Policy (Including child protection)

Our nursery seeks to provide an environment in which children feel secure and safe. Staff in the nursery have a duty of care towards the children attending the setting and with this duty brings responsibilities to ensure that all efforts are made to safeguard children from suspected or actual harm.

The Legal framework for this policy:

Children Act 2004/1989
Working Together to Safeguard Children 2013
Safeguarding Vulnerable Groups Act 2006
Every Child Matters 2004
Early Years Foundation Stage Statutory Framework 2014

Staff Responsible:

All staff

Designated person for Safeguarding children:

(1) Safe Working:

Definitions:

Safeguarding - Doing everything possible to minimise the risk of harm to children by putting plans and procedures in place to protect them.

Child protection - Taking timely and appropriate action when we are made aware that a child has been harmed or may be being harmed.

Our aims:

- 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.
- To ensure timely support can be given to families to support the well being of the children
- To adhere to the Early Years Foundation Stage Statutory Framework 2014 Safeguarding and welfare requirements and all legislation in relation to safeguarding and child protection.
- To provide a supportive ethos where children feel valued and supported.

Our prime responsibility is the welfare and well being of all children in our care. All staff have a responsibility to act quickly and responsibly in any instance that may come to our attention. All Practitioners have a duty to safeguard and promote the welfare of all children. Due to the amount of time that children spend in the setting staff may be the ones whom children confide in. All staff have a duty be aware that abuse does occur in our society. This policy lays out the procedures that all staff, students and volunteers will follow if we have any reason to believe that a child in out care is subject to welfare issues including physical, sexual, emotional abuse, neglect or a mixture of these. (See definition below).

The Local and national guidance is discussed with staff at the point of induction and are always accessible on site. Regular opportunities are given in staff meetings to revisit and offer on going support.

All staff, volunteers and students responsibilities:

1. Take responsibility for your own actions and behaviour;
2. Act in the child's best interest;
3. Avoid conduct which could lead to questioning your intention;
4. Take advice from appropriate persons;
5. Discuss misunderstandings with senior management team;
6. Identify and report areas of risk / vulnerability including:
 - Significant changes in behaviour of staff or children
 - Deterioration in children's general well being
 - Unexplained bruising, marks or signs of possible abuse or neglect
 - Children's comments which give cause for concern
 - Any reason to suspect neglect or abuse outside the setting
 - Inappropriate behaviour displayed by other members of staff, or any other person working with children.
 - To give regard to the Governments statutory guidance, 'Working together to safeguard children' .
7. Remove self from situations where there may be significant risk;
8. Report concerns regarding yourself;
9. Report concerns regarding your colleagues;
10. Listen to what children tell you and act on non-verbal signals.
11. **Always** take action to follow up concerns.

The role of the safeguarding officer (Page 16 Safeguarding and Welfare Requirements EYFS 2014:

- To be responsible for the implementation of the safeguarding policies and procedures in the setting.
- To liaise with the LSCB
- To provide support and guidance to all staff on an on going basis, and on specific safeguarding issues as they arise.
- To attend regular safeguarding training that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect(See description below)
- To train all staff to understand their safeguarding policy and procedures, and to ensure that all staff have up to date knowledge of safeguarding issues.
- To ensure Ofsted are made aware of any allegations of serious harm or abuse by any person living, working, or looking after children within 14 days.

- To ensure that the Wigan safeguarding children's Boards procedures are followed in the Nursery.
- To ensure that appropriate training and support is provided to all staff
- To develop effective working relationships with other agencies and services
- To ensure that accurate records relating to individual children are kept in a secure place and marked 'Confidential'
- To submit reports to, and attend, Safeguarding Conferences as appropriate
- To ensure that the nursery effectively monitors children who have been identified as 'at risk'
- To provide guidance to parents, children and staff about obtaining suitable support.
- To attend TAC (Team Around the Child) and Early Help meetings
- To decide whether to take further action about specific concerns (e.g. refer to LADO, Special Assessment Team, Early Help etc)

Wigan Safeguarding Children Board:

Wigan Safeguarding Children Board acts as the key statutory mechanism for agreeing how the relevant organisations in Wigan co-operate to safeguard and promote the welfare of children in that locality, and for ensuring the effectiveness of what they do.

To enable agencies to work together and keep children and young people safe, Wigan Safeguarding Children Board was launched in April 2006. All organisations within Wigan who work with children and young people have a responsibility to safeguard them. A number of those organisations have a legal responsibility to safeguard children and are members of the Board.

Safeguarding and promoting the welfare of children requires effective co-ordination in every local area. For this reason, the Children Act 2004 required each Local Authority to establish a Local Safeguarding Children Board (LSCB).

Wigan Safeguarding Children Board will ensure that its agencies work together to "co-ordinate the assessment, planning, interventions and review of children and young people with a set of complex needs and compromised parenting or caring, in order to ensure they are safe and their welfare is promoted". The key aim of Wigan Safeguarding Children Board is to ensure that all children and young people are kept safe in our community.

Wigan's Safeguarding Children Board oversees the work of the traditional child protection system along with other safety issues, such as road safety and child protection in schools. The Board therefore oversees a wide range of matters related to keeping children safe.

Wigan Safeguarding Children's board definitions of need are defined in the diagram below. Staff use the supporting information to ensure appropriate support can be offered to the family to address their needs and to support the well fare of children.



Safeguarding and Promoting the Welfare of Children

Thresholds of Need in Wigan



All Staff who are aware of concerns about the welfare or safety of a child should know:

- What services are available locally
- How to gain access to services
- What sources of further advice and expertise are available
- Who to contact in what circumstances
- When and how to make a referral to Children's Social Care

If there are concerns you can:

- Discuss concerns with a manager or designated member of staff in your specification
- Discuss concerns without identifying the child with Senior Colleagues in another agency to develop an understanding of the child's needs and circumstances and appropriate actions
- Always record the outcomes of discussions about a child's welfare including what action is to be taken

If concerns remain you should:

- Seek consent of the family and child to undertake a Common Assessment
- If the assessment identifies the need for services then call a Change Meeting

BUT

- if you believe that a child may be suffering or is at risk of suffering significant harm then always refer to Children's Social Care
- Concerns may also come to light about a child already known to social care
- In both of these circumstances you should always discuss concerns with the family and seek their agreement to making a referral to Children's Social Care unless to do so would place the child at increased risk of significant harm

Common Assessment Framework – A national standard assessment to determine if a child has additional / unmet need

Change Meeting – A meeting of professionals from different agencies with the purpose of providing services to improve outcomes for children

Lead Professional – A member of the children's workforce who coordinates actions and services provided by different agencies involved with the child / young person

Section 47 Enquiries – Where the police and/or social care investigate concerns to decide if action is needed to protect a child and/or a criminal offence has been committed



Wigan Council
Wigan Safeguarding Children Board
7 Worsley Terrace, Standishgate
Wigan WN11 1SN
Tel: 01942 62 0044

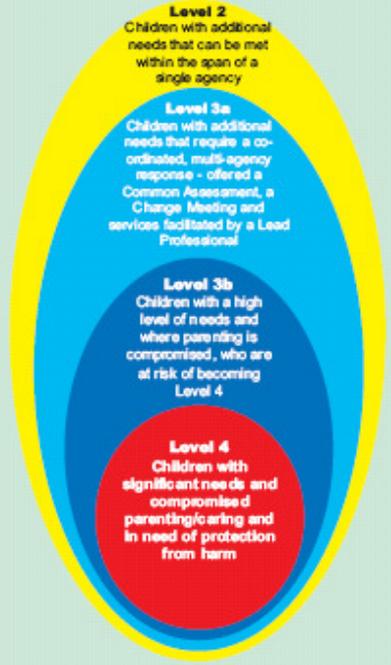
Level 1
Children with no additional needs accessing Universal services (including, for example, schools and primary health care)

Level 2
Children with additional needs that can be met within the span of a single agency

Level 3a
Children with additional needs that require a co-ordinated, multi-agency response - offered a Common Assessment, a Change Meeting and services facilitated by a Lead Professional

Level 3b
Children with a high level of needs and where parenting is compromised, who are at risk of becoming Level 4

Level 4
Children with significant needs and compromised parenting/caring and in need of protection from harm



Early Help (previously CAF) framework:

At Holy Family Catholic 2 year old Nursery we are committed to proactively respond to any concerns around a child's welfare and will respond at the earliest opportunity. We will use systems such as the Early Help framework to ensure a multi agency approach can be facilitated to support the families and children's needs. We commit to the concept of the lead professional role and we will undertake this role if appropriate. We will encourage the professionals involved with the family to focus on the child's (or children's) whole range of needs - including their education, learning, health care in the wider context of your family, community and culture. We will focus on possible solutions with the families and focus on what the child (or children) does well, not just on any difficulties and problems they may have. We will encourage professionals from different services to work together to support the family and their child (or children). The Early Help process is whereby practitioners can identify a child's or young person's needs early, assess those needs holistically, deliver coordinated services and review progress.

Early Help will be offered to families when:

- a practitioner is worried about how well a child or young person is progressing (e.g. concerns about their health, development, welfare, behaviour, progress in learning or any other aspect of their wellbeing)
- a child or young person, or their parent/carer, raises a concern with a practitioner
- a child's or young person's needs are unclear, or broader than the practitioner's service can address.

The process is entirely voluntary and informed consent is mandatory, so we understand that families do not have to engage and if they do they can choose what information they want to share. Children and families will not be stigmatised by the Early Help indeed they can ask for Early Help to be initiated. We understand that the Early Help process is not a 'referral' process but a 'request for services'.

Any suspicion of abuse as described below will be dealt with as described below:

Definitions of abuse (Taken from 'Working Together to Safeguard Children 2013 Appendix A Glossary page 95):

Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is

Neglect

not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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 / carers.
- Repeated injuries.
- Unaddressed illnesses or injuries.

Nursery Procedure:

These procedures have been developed in line with Wigan Safeguarding children's board guidance and procedures:

Recording suspicions of abuse and disclosures

Staff should make an objective record (supported by the nursery manager/ Designated Safeguarding Coordinator (DSCO)) of any observation or disclosure and 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 injuries or marks seen.
- exact observation of an incident including any other witnesses.
- 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.
- Any discussion held with parent/carer (where deemed appropriate).

These records should be signed by the person reporting this and the manager/DSCO or supervisor, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse we will:

- not to promise the child complete confidentiality. This promise cannot be kept.
- Allow time for the child to talk openly; you must **not** force the disclosure or put words into the child's mouth. After the disclosure it is vital details are logged down accurately (see above).
- Staff **must not** make comment either publicly or in private about a parent's supposed or actual behaviour. 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 it might not be possible to keep
- 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

All staff will have the opportunity to attend safeguarding training. All staff will also will receive initial basic training during their induction period. This will include the procedures for recording and reporting. It may be thought necessary that through discussion with all concerned the matter needs to be raised with the Central Duty Team and Ofsted (Contacts below).

REFERRAL TO CHILDREN'S SOCIAL CARE SERVICES (Special Assessment Team):

We understand that it is good practice to seek the consent of parents / carers before making a referral unless to do so would increase the risk of immediate harm to the child.

Any disclosure or suspicion of abuse as defined above will be referred to the Social Care Special Assessment Team via phone call initially. If consent is refused we will discuss this with the Duty Officer at the point of referral. We will give regard to the advice given and

keep documents of the time, name of the person discussions took place with and a log of the conversation. This will be kept confidentially in the child's safeguarding file.

Child Protection Referral – All child protection referrals will be discussed with the Duty Officer, at the time the concerns come to light. The referral form will then be completed subsequently and sent to the Duty Officer within 48 hours of the verbal referral having been made. The exceptions to seeking consent will be any referral where Sexual Abuse or Fabricated and Induced Illness is suspected, in this instance there should be no discussion with family prior to referral to Duty Officer.

Dealing with a disclosure from a child, and a Safeguarding case in general, is likely to be a stressful experience. We will provide support to the member of staff.

(2) Whistleblowing:

Please see Whistleblowing policy for full details of the settings procedures.

Whistleblowing is raising a concern about malpractice within an organisation.

Holy Family Catholic 2 year old nursery is a group committed to delivering a high quality pre-school service, promoting organisational accountability and maintaining public confidence.

At Holy Family Catholic 2 year old nursery we treat any allegation of abuse seriously in line with the Wigan's Safeguarding Children Board guidelines. If staff members witnesses any of the behaviour below they should immediately report this following the procedures below:

- A staff member/ student/ volunteer has behaved in a way that has harmed a child.
- A staff member/ student/ volunteer has possibly committed a criminal offence against or related to a child.
- A staff member/ student/ volunteer has behaved in a way that indicates s/he is unsuitable to work with children (Inappropriate language or behaviour).
- Discrimination of any kind has been witnessed.

An employee or volunteer who, acting in good faith, wishes to raise such a concern should:

- Normally report the matter to the manager Kerry Atkins who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed. If an employee or volunteer feels the matter cannot be discussed with the manager, he or she should contact the Local Authority Designated Officer Steve Westhead 01942 486034 (Out of hours 01942 828300) See Appendix 1 or OFSTED on 0300 123 1231 for advice on what steps to follow. The contact details are also displayed clearly in the setting for all staff, visitors and parents and carers.

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 CRB/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.

All staff are aware of where to access the response phone number. It is clearly displayed on notice boards within the nursery.

We are aware of our wider safeguarding responsibilities to ensure children are kept safe. We complete regular safeguarding audits to ensure our responsibilities are met within EYFS 2014 statutory framework.

We share information from the children's centre with families to promote well being.

Daily and yearly risk assessments ensure safety and robust systems are in place to ensure healthy practices are in place (See policy).

Medication forms note last dosage given and permission is always sought from parents prior and after administration noting last dosage given.

Parental responsibility is captured on entry.

First aid training is accessed by staff and there is always a staff member that has been trained on site. The first aid box is accessible in the room.

Regular fire evacuation drills take place and contacts, a designated phone is taken out and records kept.

Smoke alarms are checked regularly and public liability insurance is displayed.

(3) Site security:

A children's register is in place noting arrival and departure times and person accompanying the child at the beginning and at the end of the day. Staff will also sign in and out at reception. As children start parental responsibility is captured and named people are noted who can collect along with a password. The parents must introduce these people to the staff prior to collection. If an unknown person arrives to collect a child they will not be released until permission has been sought by the parent.

Staff wear uniforms to ensure they are easily recognisable within the setting.

All visitors are signed in and out at the school reception by a senior member of staff and we have code of conducts in place for visitors and staff. The signing in system is located in the school reception and visitors are never left unsupervised.

Although a direct door to the room is the main entrance staff will only allow children to leave once they have seen who is collecting the children and are happy that they are on the collection form. Children will be released via the room door only as parents arrive. Children will not be left outside at any time unsupervised.

(4) Uncollected and missing child:

For every child attending the Nursery, a list of emergency contact numbers is kept in the managers lockable drawer. Full emergency contact details are also recorded on each child's personal record form in their file in the filing cabinet. To ensure that we keep up to date with all contact details for each child we regularly ask for updates via newsletters and verbally. Parents are informed that they need to inform staff immediately should they need to amend or change any contact details.

As children start at the setting forms are completed to document 'authorisation to collect'. Should a parent/carer wish to nominate someone else to collect their child from Nursery then they must inform the child's key person immediately.

Delays to Child Being Collected:

If a parent/carer is running late to collect their child or will not be able to get to Nursery on time as expected then the following procedure must be followed:-

- A phone call must be made by the parent/carer to the staff line: [01942 704148](tel:01942704148) to inform the staff of how late the parent/carer thinks they will be.
- If alternative arrangements have been made for the child's collection the parent must ring the nursery and inform them immediately.

Should a child not be collected at the appointed time, a member of staff will:

- Endeavour to contact the parent/carer using the contact information on file.
- If it is not possible to speak to the parents/carer the adults who are authorised by the parents to collect the child will be contacted using the numbers recorded within the child's personal record and registration form.
- At least two suitably qualified members of staff will remain on the premises with the child until the person collecting the child arrives.
- If the parents or carers cannot be contacted and a reasonable time has elapsed, then at this point the Manager/ deputy manager will contact the Special Assessment Team on 01942 828300 Out of hours contact **0161 834 2436**.
- Children's Services will aim to locate the parents or relative, if they are unable to do so the child will be admitted into the care of the local authority.
- UNDER NO CIRCUMSTANCES will a staff member take the child home with them.
- A full written report on the incident will be included in the child's file.
- Kerry Atkins (Safeguarding officer/Manager) will monitor all incidents of uncollected children in line with safeguarding procedures. OFSTED will be contacted

(5) Mobile phone and social networking:

At Holy Family Catholic 2 year old Nursery we are committed to ensuring that the children in our care are safe and secure.

Recent events have highlighted the misuse of different forms of social networking sites and mobile phone photography. We strictly forbid the use of any mobile phones and the use of any form of communication regarding any children they may care for on social networking sites.

Procedure: See separate policy and procedure.

Missing child:

Any instances where children will be leaving the premises will be classed as an outing. In all instances a risk assessment will be carried out by the manager and deputy manager

documenting and assessing risks that may arise for children or staff. Actions will be documented as to how these risks can be minimised or removed. Consideration will be given to adult: ratios also. Written permission will be gained from parents and these will be kept. Adults will take the emergency contact details, register, any medication, first aid kit and a designated phone.

In the unlikely event of a child, going missing within the nursery or on an outing the following procedure will be implemented immediately.

- * All staff present will be informed and an immediate thorough search of the nursery will be made followed by a search of the surrounding areas, ensuring that all other children remain supervised throughout.
- * A staff member will notify the Manager, whilst other staff continues searching.
- * The Manager will carry out a second search of the area.
- * If the Child is still not been accounted for the Manager will contact the police.
- * The Manager will also contact the parents of the missing child.
- * During this period, staff will be continually searching for the missing child, whilst other staff maintain normal routine as possible for the rest of the children in the Nursery.
- * The Manager will meet the police and the parent/carers.
- * The Manager will then await instructions from the police.
- * Any incidents must be recorded in writing on an incident report form.
- * OFSTED will be contacted and informed of any incidents.

Useful contacts/ Supporting Legislation/guidance:

Steve Westhead (Local Authority Designated Officer) **01942 486034/ 01942 828300**
Special Assessment Team **01942 828300** Out of hours contact **0161 834 2436.**

OFSTED

0300 123 1231

<http://www.wiganlscb.com/>

Gateway Referral Team

DATA PROTECTION ACT 1988

www.isa.gov.uk/referral

Early Years Foundation Stage Statutory Framework 2014

Safeguarding Vulnerable Groups Act 2006

Children Act 2004 Every Child Matters

Working Together to Safeguard Children 2013

What to do if you are concerned a child is being abused 2006

www.homeoffice.gov.uk/crime/vetting-barring-scheme/

Guidance for Safer working practice for adults who work with children and young people

EYFS Statutory Framework 2012

DfES documents: 'Circular 10/95 – Protecting Children from Abuse: The Role of the Education Service'

'Safeguarding Children and Safer Recruitment in Education' (2006)

Relating policies: Staff induction, recruitment, deployment and development, Suitable people, Suitable people, Whistleblowing, information sharing and data protection, Outings

Developed by: Kerry Atkins

Date: 1/6/15

Staff and parents that have had input into this policy:

Review Date: