

BUTTONS DAYCARE NURSERY LTD

Early Years Foundation Stage Safeguarding and Welfare Requirements:

Child Protection

Safeguarding Children (Including managing allegations of abuse against a member of staff and mobile phones/cameras in the setting)

Policy Statement

Our setting will work with children, parents and other professionals to ensure the rights and safety of children and to give them the very best start in life.

Buttons Nursery fully recognises the contribution it can make to protect the children and support the children in its care. In cases where Buttons Nursery has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse (physical, emotional, sexual, neglect and abuse that may form cultural traditions such as FGM and breast ironing), staff have no alternative but to follow SSCP (Sunderland Safeguarding Children's Partnership Procedures) and inform Children Services, Social Care of their concern. There are three main elements to the Nursery's safeguarding policy:

- Prevention: (positive Nursery atmosphere, careful and vigilant teaching, which is relevant to the age group, providing good adult role models).
- Protection: (following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns)
- Support: (to children and Nursery staff and to children who may have been abused)

Procedures.

Any member of staff having concerns about a child (suspicion of abuse) will communicate this to the Designated Lead.

Parents/carers are made aware that our Nursery will take any reasonable action to safeguard the welfare of its children. In cases where our Nursery has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, as stated previously, staff have no alternative but to follow the SSCP child protection procedures and inform the social services department of their concern.

The specific responsibilities of the Designated Safeguarding Lead and Deputy are:

All adults working with or on behalf of children have a responsibility to protect children. Within our Nursery, the following individuals have special responsibilities: -

The Designated Safeguarding Lead is Michelle Barr (Manager).

Role: to co-ordinate all matters relating to child protection issues. These will include:

- To have a sound knowledge of, and to respond in accordance with Sunderland's Safeguarding Partnership Procedures for child protection.
- Dealing with reports of abuse against children.
- Dealing with complaints against staff by children.
- Making referrals to the relevant agencies or for allegations to the Designated Officer (DO) (see allegations against staff section)

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Contact information is as follows.

Contact Integrated Contact and Referral Team on 0191 5617007 (Mon to Thurs 8.30 – 5:15pm or Fri 8.30 – 4.45pm)

The Out of Hours team are contactable on 0191 5205552 (available Monday – Thursday 5:15pm – 8:30am and Friday 4:45pm – 8:30am Monday)

- Liaising with relevant agencies.
- Ensure that all staff report any welfare concerns/suspicion of child abuse to the designated person or nominated deputy in their absence.
- Liaise with other agencies and attend/ contribute at Safeguarding children meetings.
- When children leave the establishment ensure any safeguarding children files are passed on to the new establishment as soon as possible separately from main nursery files. A receipt must be returned to the forwarding school/nursery.
- To keep detailed accurate secure written records of referrals /concerns
- Obtain access to resources and attend any relevant or refresher training annually.
- Ensure all staff receive training covering safeguarding children and are able to recognise and report any concerns immediately they arise.
- Ensure each member of staff has access to and understands the Nursery's Safeguarding Policy.
- Be aware of all Nursery visits and outings and clarify with party leaders their role and responsibility in connection with Safeguarding children.
- Ensure an effective policy against bullying, inclusive of measures to prevent all forms of bullying among children, is in place.
- Ensure the Safeguarding Policy is updated and reviewed annually and work with the relevant bodies regarding this.
- Ensure parents see copies of the Safeguarding Policy/paragraph in current prospectus and on the Buttons website.

Lilian Douglas (Deputy manager) is the Deputy Designated Lead for Safeguarding children. Role: to co-ordinate all matters relating to child protection issues in the absence of the Designated Lead.

Michelle will be responsible for liaising with the other Directors of the Company, (John and Jean Barr) on matters relating to safeguarding children and participate in the annual review of the policy.

*The Designated Officers – if they happen to be off site will still be contactable via mobile phone.

Staff and Volunteers.

We ensure that all staff and parents are made aware of our safeguarding policies and procedures.

We provide adequate and appropriate staffing resources to meet the needs of the children.

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Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974 and are issued with Safeguarding policies.

Candidates are informed of the need to carry out 'enhanced disclosure' Checks with the Disclosure and Barring Service before posts can be confirmed.

When in post, staff are regularly reminded to declare anything that will affect their suitability to work with children. If false information is given, then Buttons Nursery's Disciplinary Procedure will come into effect.

Where applicants 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 references and Disclosure and Barring checks for staff and volunteers, to ensure that no disqualified or unsuitable person works at the setting or has access to the children.

Volunteers do not work unsupervised.

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.

Responding to Suspicions of Abuse

Buttons Nursery is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in "What to do if you're worried a child is being abused" and 'Working together to Safeguard Children'.

We acknowledge that abuse 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, any member of staff makes a dated record of the details of the concern and discusses what to do with the setting's Designated Leads. The information is stored in the Safeguarding File, which is kept in the office. The child will have their own personal section in this file where such matters will be stored.

We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation.

NB – In some cases this may mean the police, or another agency identified by Sunderland Safeguarding Children's Partnership.

We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

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We use detailed procedures and reporting formats when making a referral to social care or other appropriate agencies.

Recording suspicions of abuse and disclosures

Where a child makes a comment to a member of staff that gives cause for concern (disclosure), observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:

- Listens to the child, offers reassurance and gives assurance that she/he will take action.
- Does not question the child.

Makes a written record that forms an objective record of the observation or disclosure that includes the date and time 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 the information is stored in the Safeguarding File, which is kept in the office. The child will have their own personal section in this file where such matters will be stored. This is kept securely and confidentially. Please note though, appropriate steps are taken if information is to be referred immediately as outlined in the next section.

Making a Referral.

Safeguarding children is the responsibility of all adults and especially those working with children.

Our Nursery's aim is to help protect the children in our care by working consistently and appropriately with safeguarding children agencies.

We are committed to respond in accordance with the Sunderland Safeguarding Children's Partnership procedures in all cases where there is a concern about significant harm.

Child Protection/Child in Need Referrals:

This form is used when the child requires social work intervention.

In these circumstances, we will have records detailing what work has been undertaken by our Nursery to support the child and family and why we believe that a more corporate and co-ordinated approach is needed. The request for co-ordinated support services for a family should always be discussed with parents. Where, following an assessment of a situation, it is considered immediate protective action is required; the Designated Safeguarding Lead must make a child protection/child in need referral.

Early Help Referral:

If the concerns are about the needs of a child or their family but the Designated Persons don't consider this to be a 'Child in Need' or a 'Child Protection' issue, or if they feel the family could do with extra support we would Contact the Early Help Advice and Allocations Team (EHAAT) for help and support at any time on: Telephone: 0191 561 4084

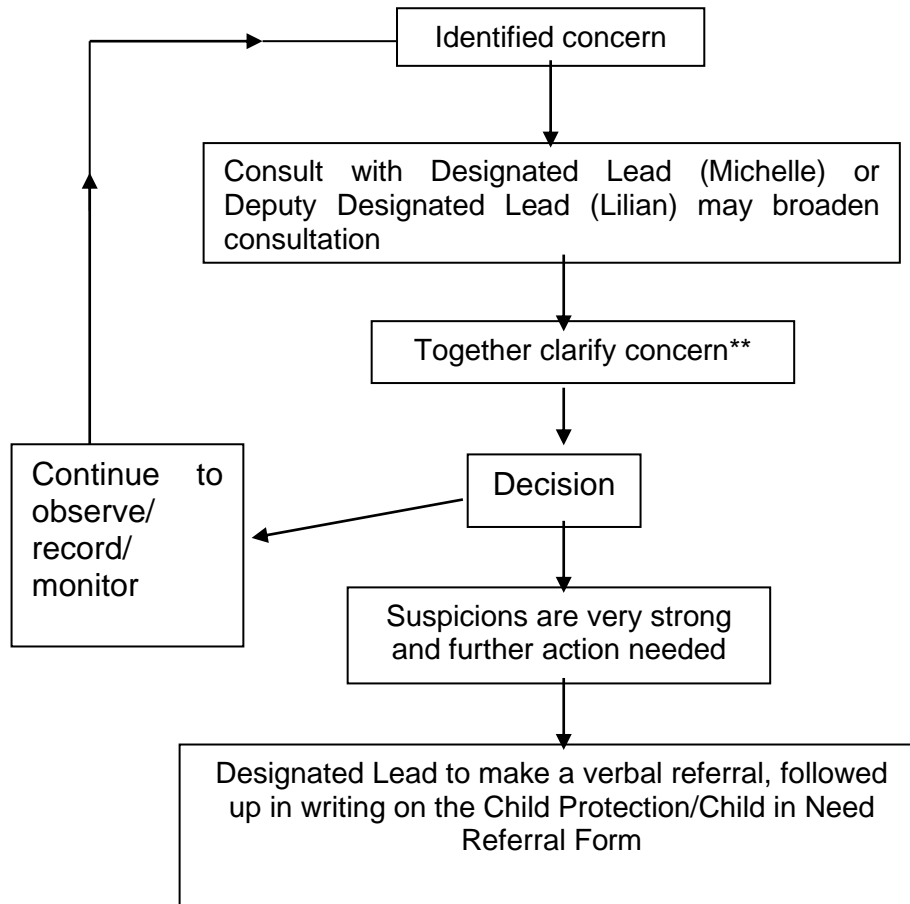
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Referrals

Channels of communication should be quick and clear:

Suspected Child At Risk

Action to take



** Any member of staff who is unhappy with the joint decision made with the Designated Lead can challenge this and appropriate action will be taken.

Our policy is based on "What to do if you're worried a child is being abused" (HMG 2006)

PREVENT Duty Procedures for referrals

It is important for us to be constantly vigilant and remain fully informed about the issues which affect the local area, city and society in which we teach. Staff are reminded to suspend any 'professional disbelief' that instances of radicalisation 'could not happen here' and to be 'professionally inquisitive' where concerns arise, referring any concerns to the Designated Leads (Michelle and Lilian)

We believe that it is possible to intervene to protect people who are vulnerable. Early intervention is vital, and staff must be aware of the established processes for front line professionals to refer concerns about individuals and/or groups. We must have the

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confidence to challenge, the confidence to intervene and ensure that we have strong safeguarding practices based on the most up-to-date guidance and best practise.

Michelle Barr and Lilian Douglas are the Designated Safeguarding Leads and will deal swiftly with any referrals made by staff or with concerns reported by staff. They will discuss the most appropriate course of action on a case-by-case basis and will decide when a referral to external agencies is needed. The referral form will be clearly marked stating if it is a referral for Extremism/Radicalisation.

As with any child protection referral, staff must be made aware that if they do not agree with a decision not to refer, they can make the referral themselves.

Staff will be fully briefed about what to do if they are concerned about the possibility of radicalisation relating to an individual, or if they need to discuss specific children whom they consider to be vulnerable to radicalisation or extremist views.

Modern Day Slavery and Trafficking.

Modern day slavery is a serious crime which encompasses slavery, servitude, forced compulsory labour and human trafficking. The victims can face various forms of abuse and can also be forced into other forms of exploitation. Staff will remain vigilant for signs and symptoms of this and will report any concerns to the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead who will then make a referral in the usual way.

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 Local Safeguarding Children Partnership does not allow this.

This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

Liaison with other agencies

We work within the Local Safeguarding Children Partnership guidelines.

We have a copy of "What to do if you're worried a child is being abused" for parents and staff and all staff are familiar with what to do if they have any concerns.

We have procedures for contacting the local authority on safeguarding children issues, including maintaining a list of names, addresses and telephone numbers of relevant agencies – as stated in this policy, to ensure that it is easy, in any emergency, for the setting and other agencies to work well together.

We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.

Contact details for the National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

If a referral is to be made, we act within the area's safeguarding children guidance in deciding whether we must inform the child's parents at the same time.

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Allegations against staff

We ensure that all parents/staff/students know how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse.

Staff are made fully aware of the Whistle blowing policy, should they have concerns about *any inappropriate behaviour displayed by an adult for example, inappropriate sexual comments; excessive one-to-one attention or inappropriate sharing of images*
*(This section taken directly from the Statutory Framework for the Early Years Foundation Stage)

We follow the guidance of the Local Safeguarding Children Partnership when responding to an allegation being made against a member of staff or volunteer/student. Alleged incidents are recorded immediately.

We refer to any such complaint immediately to the Designated Officer to investigate. The Designated Officer can be contacted on 0191 5613901, or emailed on designatedofficer@togetherforchildren.org.uk.

They manage any allegations made against adults working with children and providing services for children and young people. They will be contacted with regard to any concerns or allegations made against any adult working within the childcare provision. An Allegation Management Form will be completed and kept on the individual staff members file.

Any allegations of abuse by any person working, or looking after children at the premises, or any other abuse which is alleged to have taken place on the premises will also be reported to Ofsted within 14 working days. Action in respect of these allegations will also be reported.

Ofsted can be contacted on:

0300 123 1231

We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.

Where management and children's social care agree it is appropriate in the circumstances, the management will suspend the member of staff, or the volunteer/student, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place but is to protect the staff as well as children and families throughout the process.

Disciplinary Action

Where a member of staff or volunteer/student is dismissed from the setting because of misconduct relating to a child, we notify the relevant agencies.

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Training

We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and 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.

Training is refreshed annually for Designated Leads and every 2 years for other practitioners.

Planning.

The layout of the rooms allows for constant supervision.

EYFS Framework

We introduce key elements of keeping the children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and that they develop an understanding of why and how to keep safe.

We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.

We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Sunderland Safeguarding Children Partnership.

Support to Families

We believe in building trusting and supportive relationships with families, staff and volunteers/students in the group.

We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the Sunderland Safeguarding Team.

We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.

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Confidential records kept on a child are shared with the child's parents or those who have responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Sunderland Safeguarding Children Partnership.

Mobile Phones

This mobile phone policy applies to all staff members employed by Buttons Nursery and parents/carers, students/volunteers and any other professionals accessing the Nursery.

We believe our staff should be completely attentive during their hours of working, to ensure all children in the nursery receive good quality care and education. This is why mobile phones are not to be used during working hours.

- Personal electronic devices e.g.: mobile phones, camera/phones, I. Pods, smartwatches and Fitbit etc are not allowed to be taken into the Nursery rooms.
- Mobile phones must not be used unless on a designated break and then this must be in the staff area
- Mobile phones should be stored safely in staff lockers or cars (at own risk) at all times during the hours of your working day
- Professionals on entering the Nursery will be asked to lock mobile phones in either the Nursery Office or one of the designated lockers
- Parents/carers are also informed during visits and induction periods, to not use their mobile phones in the Nursery rooms

Any staff found with their mobile phone in the nursery room will face disciplinary action in line with the company disciplinary procedures.

Photography (covers digital cameras and tablets)

Upon having a child accepted for the Nursery, the parent/carer is asked if they agree to the child being photographed on occasion by a member of staff or individual validated by the Nursery. This enables the Nursery to proceed with the taking of photographs for publicity shots, evidence of children participating in the curriculum, pictures for Displays, children's folders, evidence portfolios and at special occasions such as Open Day/Christmas etc.

Every parent/carer has the right to refuse this request, in which case the child must not be photographed by any member of staff, by a parent/carer, or by any outsider without the express permission for that occasion of the parent/carer with whom the Nursery has a contract.

While pictures of children may be used as part of the publicity of the Nursery, no pictures of children will be displayed on a Nursery web site, nor will they be made available to anyone other than the child's Parents/carer's in a digital form, without their express permission.

Where pictures are made available to the press or television, they will not be released with the names of the child unless the parent/carer gives their permission for this to be

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done.

Photographs are stored on a password-protected computer/tablets. Computer is locked in the main office and the tablets are locked in lockable filing cabinets. Images are deleted on a regular basis.

On visits and outings, a Nursery camera will be taken. No other digital or photography equipment will be used as the Nursery mobile.

Tablets are to be used for the purpose of children's learning and development and also the children to use as part of their learning.

Any staff found using the tablets for their own personal use or misuse will face disciplinary action in line with the company disciplinary procedures.

This policy was amended on/who by

Reason.....

Date to be reviewed

Signed on behalf of all the management and staff at Buttons Nursery

Signature Counter signature.....

Print Name Print Name.....

Role..... Role.....

Updates that we are unable to share via staff meeting due to the ongoing Covid-19 situation, will be shared either by email/memo/Whats App chat with the staff.