

Safeguarding policy

Our main aim is to ensure “The child’s needs are paramount, and the needs and wishes of each child, be they a baby or infant, or an older child, should be put first, so that every child receives the support they need”- Working together to safeguard children- March 2013.

Therefore it is our duty of care to promote the welfare of every child in line with section 40 of the Childcare Act 2006 to comply with the welfare requirements of the Early years foundation stage which states effective safeguarding systems are those where:

“Children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them. We aim to create a high quality setting which is welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence.”

We also act in accordance with:

- Working together to safeguard children 2013.
<http://www.workingtogetheronline.co.uk/resources.html>
- Childcare Act 2006
<http://www.legislation.gov.uk/ukpga/2006/21/contents>
- Safeguarding vulnerable groups Act 2006
<http://www.legislation.gov.uk/ukpga/2006/47/contents>
- Data protection act 1998
<http://www.legislation.gov.uk/ukpga/1998/29/contents>
- Freedom of information Act 2000
<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/>
- EYFS 2014
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>
- Children and families act 2014
<http://www.legislation.gov.uk/ukpga/2014/6/resources>

If you would like to read a hard copy of any of these, to have them translated or like an overview please ask either the manager or deputy who will be able to contact the relevant people or arrange a time to go through these with you.

Child protection

We ensure good communication happens between home and nursery through our key worker systems where we encourage families to inform us of any changes or significant events happening outside of nursery which may affect their child. We also explain to families when starting that we need to be made aware of any involvement with children’s services and any changes of people living in their home. Information regarding each child is also shared with any other agencies involved in their care and any other settings they attend including childminders and nannies.

Our designated safeguarding representatives are:

Nursery manager

Deputy manager

Our Safeguarding representatives provide support, advice and guidance to any other staff on an ongoing basis, and on specific safeguarding issues as required. They have both attend regular training on child protection delivered by both the Local safeguarding children's board and Brighton and Hove children's workforce (Hove) and West Sussex County Council (Crawley) which is also regularly revisited in our staff meetings to ensure all staff are have the children's welfare at the forefront of their minds while working at our setting.

These include in house training from outside organisations such as safety net, attend training provided by our local authority and by our representatives at monthly staff meetings covering all areas of safeguarding to ensure each staff member knows how to identify, understand and respond appropriately to signs of possible abuse and neglect at the earliest opportunity. These include:

- Significant changes in children's behaviour
- Deterioration in children's well being
- Unexplained bruising, marks or signs of possible abuse and neglect
- Children's comments which give cause for concern
- Any reasons to suspect neglect or abuse outside the setting
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children (Inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images)
- Whistle blowing- who to contact, steps to take and outside agencies to contact (Please see Whistle blowing policy and procedure).

All our staff are provided with a full induction during their probation period which covers all our policies/ procedures, ratios, health and safety, environment and lone working ensuring they are fully understood through our daily practise and holding regular meetings where we share information and supervisions where we ask staff to revisit their suitability checks, set out continuing professional development and discuss any concerns.

Before any new staff member starts work at our nursery we ensure that they have a suitable and current DBS check, 2 references relevant to their post, proof of identity including current address and health declaration. (Please refer to our Safer recruitment policy).

What is Abuse?

Being mistreated or abused (sometimes called 'Significant Harm') is defined as Sexual Abuse, Physical Abuse, Neglect or Emotional Abuse.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may also include non-contact activities, such as involving the children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Physical Abuse

Physical abuse may result in the symptoms described below. Aside from direct physical contact, physical abuse can also be caused when a parent or caregiver feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's development. It may involve conveying to children that they are worthless or unloved, inadequate or valued insofar as they meet the needs of another person. It may feature inappropriate expectations being imposed on children, relative to their actual development or age.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs. This is likely to result in the serious impairment of the child's health or development.

If there are allegations, suspicion or evidence to suggest a child has been harmed or likely to suffer harm we are duty bound to refer to outside agencies. These agencies can include:

- MASH (Multiple agency safeguarding hub – B&H) – mash@brighton-hove.gov.uk- 01273 290 400.
- MASH – West Sussex – 01403 229900
- Early help hub- earlyhelp@brighton-hove.gov.uk- 01273 292 632
- LADO (Local authority designated officer)- 01273 295 643 OR 07795 335 879 (Hove) - 01243 642962 (Crawley)
- Police team (Hove) - mash.siu-brighton@sussex.pnn.police.uk- 01273 404 041 or 07699 391 462
- Ofsted- enquiries@ofsted.gov.uk- 0300 123 1231
- Children's Access Point – 01403. 229900 cap@westsussex.qcsx.gov.uk

If we believe a child is in immediate danger we will contact the police before any next steps.

Raising a concern:

At all times the welfare of the child is paramount. No attempt will be made to interrogate the child or investigate the matter without clear instruction to do so by the social worker involved with the case. Allegations of abuse are always to be treated seriously, the child will be reassured that they have done nothing wrong.

- All concerns are taken seriously and will be dealt with in a professional and timely matter.
- Trust your own professional judgement; if you are concerned about a child, other professionals may also be concerned.
- Do not presume others will report a concern only you can be certain it has been reported to your safeguarding representative if you raise it yourself.
- Report earlier rather than later. Most serious incidents of child abuse started with comparatively minor incidents that were not noticed or not reported.

It is our belief that if anyone has a concern, however large or small, then it should be shared and reported. If it proves to be of no significance, no harm is done. But if it proves significant then early intervention has been ensured and possible further incidents may have been avoided.

On the next page is the procedure to be followed when concerns are raised.

Reporting the incident or concern.

It is extremely important this is referred to the Safeguarding representative immediately to record the incident stating exactly what was said/ seen.

Initial assesment

The safeguarding representative with be aware of any other information already reported but may need to gather more information.

Discussed with parent/ carer

All incidents or concerns should be discussed with the child's parents/ carers unless there is a concern that this will place the child at greater risk – as may be the case for instances of suspected sexual abuse.

If you are unsure seek advice from MASH.

Discussion to decide next steps.

It is always good to have two staff making the decision although if you are unsure seek advise from the early help hub- 01273 292 632

Still have concerns

A referral to MASH team needs to be made. Ensure you have following information:

Cause for concern/ reason for referral

What the child has said (If has do not ask them)

Child's current location and emotional and physical condition

Basic info- names, d.o.b and gender of all children and household members, first language, contact details

Who has parental responsibility

No longer have concerns

You may still feel although this is not a child protection issue the family is still in need of support and a referral to Early help is necessary. Permission must be sought for this and please see Appendix 10 for referral form

Refer to MASH

01273 290 400

mash@brighton-hove.gov.uk

For information on what happens after referring to MASH please see Appendix5

Allegation against staff or volunteers procedure

“An ‘allegation’ refers to any information or concern which suggests an adult who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child;
- Possibly committed a criminal offence against, or related to, a child: or
- Behaved in a way that indicates s/he is unsuitable to work with children.

An allegation can arise in connection with your work, your own children or other children living outside the family, and can relate to a current or historical concern.”- LSCB- Appendix 8

1. Allegation is made:

- Directly by the child in person
- Indirectly, for example by friend/s of the child
- Complaint from parent/ carer to manager, children's social care or the police
- Report from a colleague or another agency
- Anonymous

Initial assesment decided by Safeguarding officers for next step or Regional manager in the event it is about the Safeguarding representative.

2. Staff member removed from duty if necessary.

They may be isolated if on premises from staff and children or in some incidents may be suspended during investigation where a suspension letter must be given stating clearly that this is a suspension letter, outlining reason and rights to payment etc...

3. Officer (Lado) informed.

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or,
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children, is unsuitable to work with children.

LADO contact details:

Darrel Clews, Safeguarding team, children's services, Moulsecomb hub north building, Hodshrove lane, Brighton, BN2 4SB.
Tel: 01273 295 643 / Mobile: 07795 335 879

Information needs to be shared through out each step of this process.

4. Any allegations that meet the threshold for 'harm' or 'risk of harm' will be reported to police and social care for investigation.

Multi Agency Safeguarding hub (MASH)
Telephone immediatly: 01273 290400

followed by completed referral form to mash@brighton-hove.gov.uk

Investigations may have three related, but independent strands

These investigations may have three related, but independent strands:

Enquiries and assesment by children's social care regarding whether a child is in need of protection or in need of services.

A police investigation in to a possible criminal offence

Consideration by the employer of whether disciplinary action is necessary.

For further information and possible outcomes please see Appendix 8

Investigation

This is a process to gather information through documentation, statements and investigation meetings. the possible outcomes are:

- No further action
- Verbal or written warning with actions
- Invite to formal Disciplinary meeting
- Reputed to police and social care (Please see step 4)

Disciplinary meeting

Please refer to disciplinary procedure

Data protection and information sharing in regards to safeguarding.

It is our duty of care to notify Ofsted of any incidents that involve serious harm, abuse or allegations. This will be the responsibility of our Safeguarding representatives or area manager Veronica Sullivan.

We abide by the Data protection act 1998 which gives us clear guidelines on how to share personal and sensitive information, we ensure everyone is aware that the child's welfare is paramount and information has to be shared if relevant to any child's welfare that we are made aware of.

- We ensure the Data Protection Act is not a barrier to sharing information
- We are open and honest with families about what information can be shared and in what circumstances
- We seek advice if we are in any doubt
- We share information with consent, where appropriate and where possible
- We consider safety and well-being and who may be affected by our sharing of this information
- We ensure that the information we share is necessary for the purpose for why we are sharing it, is only shared with people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is securely shared
- We keep a record of your decision and our reasons for sharing information (This information is taken from the information sharing legislation 2008, although not still current we feel it is important to use as part of our practise)

Mobile phone, social media and camera requirements.

We have a policy that covers the use of mobile phones, camera's and social media sites please refer to this. But bellow is an overview of a few examples of what we put into practise:

All staff are made aware before starting work in the rooms that mobile phones and personal camera's are not permitted in area's where the children access, by staff, visitors, children and families.

Permission is sought for children to have their photo's taken while engaging in activities both in nursery and on outings. These photo's are stored only on nursery camera's and are locked in office each night.

Staff are requested not to put that they work in a nursery on any social meeting sites such as Facebook, plenty of fish etc..

For all appendixes please see the main policy file located in the office.