



Child Safeguarding and Protection Policy



This policy is intended to ensure safe and secure provision at all times through effective safeguarding. It should be read in conjunction with Kent and Medway's Safeguarding of Children Procedures which provides explicit instructions for all agencies in work associated with protecting children. These procedures can be found at www.medwayscp.org.uk/mscb/ and must be referred to in all cases. Reference should also be made to the setting's Photographic & Digital Image Policy and Recruitment & Selection Policy and the following publications/legislation:

Children Act 1989/2004; Safeguarding Vulnerable Groups Act 2006; Childcare Act 2006;

Working Together to Safeguard Children 2018; Keeping Children Safe in Education 2016 (revised Sept 2018), What to do if you are Worried a Child is being Abused 2015 and the Statutory Framework for the Early Years Foundation Stage: Setting the Standards for Learning, Development and Care for Children from Birth to Five 2014, The Prevent Duty: for Schools & Childcare Providers, Early Help Strategy (Medway Council)

Safeguarding and promoting children's welfare can be defined as:

- ***Protecting children from maltreatment***
- ***Preventing impairment of health or development***
- ***Ensuring children grow up in circumstances consistent with the provision of safe and effective care***
- ***Taking action to enable all children to have the best outcomes***

The setting has a member of staff appointed to Designated Safeguarding Lead (DSL) and this is displayed in the reception of the setting.

Security:

Entrance to the setting is manually controlled and the collection of children is controlled using a password system for non-primary carers that are not known to the staff. Parents must inform a member of staff if a non-primary carer is collecting their child and confirm that password access is acceptable.

All visitors are signed in and out by a member of staff and must be accompanied and supervised throughout their time at the setting, however, the nursery reserves the right to refuse access to any individual it believes may compromise the safeguarding of any child or children at the setting.

Staff Recruitment, Vetting and Suitability:

All staff are required to undertake an enhanced DBS check with barred list information. This is completed at the setting using an online approved provider and permission is given by the applicant at the time of the application for the setting to access the results before employment can commence and for periodic status checks to be performed. As of January 2019 all new staff will be required to sign up to the DBS update service and all existing staff phased onto this. Refer to Recruitment and Selection Policy for full procedure.

Should any member of staff raise concerns about a colleague's suitability to work with children, all relevant checks will be performed as if the member of staff were new and advice sought from the Local Authority Designated Officer (LADO). Any person who does not hold a current enhanced DBS will never be left unsupervised and staff suitability declarations are performed in line with Ofsted's recommendations. A central record is held of all staff DBS checks including their renewal date and professional qualifications, enabling their suitability to work with children.

Short term volunteers and visitors to the setting will never be left unsupervised and never left unattended nor out of sight or any qualified member of staff.

Staff Awareness and Training:

The setting's DSL will undertake safeguarding training every two years and ensure that all staff providing childcare receive regular updates and information on safeguarding and child protection at least annually. All staff training including for volunteers will meet the MSCP Competency Framework.

All newly recruited staff will have a discussion regarding the importance of safeguarding and be provided with a copy of this policy during their induction. They will also be informed of the ability to contact Ofsted directly about a concern (whistleblowing). All staff must be aware of statutory guidance: What to do if you're worried a child is being abused – Every Child Matters, Change for Children, and 'Working Together to Safeguard Children'.

In line with the requirements of the Counter-Terrorism and Security Act 2015 and the Prevent duty for Schools and Childcare Providers, a member of senior management will also be trained to aid the identification of radicalisation and extremism. Staff will also be aware of their mandatory duty to report to the police any suspected instances of female genital mutilation (FGM Act 2003).

Health & Safety

It will be instilled into all staff to be diligent and have regard to general health and safety ensuring the setting provides a safe learning environment at all times.

Refer to the setting's Health & Safety Policy. Staff understand it is their duty of care to safeguard all children at all times and this includes challenging parents regarding the correct use of child car seats and with regard to smoking in vehicles with a child. All planned nursery outings will be individually risk assessed.

Non-attendance

Where a child does not attend a booked session without prior notice of absence; parents or suitable named contact will be contacted on the same day (before the end of session that they were due to attend) and the reason for non-attendance recorded. Any undue cause for concern will then be reported following safeguarding guidelines including contacting Medway Council's First Response Team.

Supervision

Staff receive regular supervision and the setting follows the model guidelines for Safeguarding through Effective Supervision (Preschool Learning Alliance 2013) and Working Together to Safeguard Children 2015. Supervision meetings will be also be used as a trigger to ensure staff DBS certificates are current and suitable and that their subscription remains valid.

Confidentiality

Written records will be completed promptly and will be held securely. All matters will be dealt with in the strictest of confidence, however the setting reserves the right to consult other relevant authorities for advice or to report concerns or seek advice without the permission of the parents. We will aim to gain consent to share information, but will be mindful of situations where to do so would place a child at increased risk of harm. Information may be shared without consent if we have 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.

The setting is committed to a multi-agency approach and we will support outside agencies and authorities in their investigations. We will always work in partnership with external agencies regarding any raised concerns.

Children at Risk

Managers and staff must be alert to the fact that children who go missing from the setting unexpectedly may be at risk and should seek advice from the Local Authority Designated Officer (LADO) if any concerns are raised.

All staff are made aware of the additional barriers that exist when recognising the signs of abuse or neglect in children who have special educational needs and/or

disabilities. The setting's designated SEND practitioner will work closely with all families of these children and report any raised concerns to the nursery manager following the procedures below.

For children who are to our knowledge the subject of a child in need plan or child protection plan or who are looked after there must be a written plan in place that has clear and agreed procedures identifying any help that the child should receive and the action to be taken if the member of staff working with the child (keyworker) has further concerns or information to report.

Child accidents (including child on child incidents)

All accidents will be recorded on the nursery's software and staff witnessing the accident will complete a detailed description of the event. Managers will oversee the publication of these to the parents/carers and monitor common themes and determine if risk assessment needs to be informed. In addition, Physical Intervention guidelines should be considered if appropriate.

Staff guidelines for child protection procedures

Any issues of suspected abuse or abuse reported to a member of staff through the child or an adult will result in the following procedures being followed:

1. Procedure to follow if a child tells a member of staff something which raises concern

Any child who confides in a member of staff about any problem must be listened to carefully and sympathetically, and taken seriously. The staff member must not at any time ask the child questions relating to the problem but must inform the nursery manager immediately.

It is essential that all written reports of concerns relating to child protection, regardless of the origin of the concern, must be signed and include the time and date. There must be no delay or negligence in passing on concerns to the nursery manager and in turn for the nursery manager to inform relevant agencies.

When recording something that a child has said the following must be included:

- Date
- Time
- Child's details
- Name of member of staff in whom the child confided
- Exactly what the child has said
- Nursery manager dealing with the matter
- Action to be taken

- Signature of all relevant staff members together with time and date

When recording something which has caused concern to a member of staff the following must be included:

- Date
- Time
- Child's details
- Details, signs and symptoms which raised concern
- Staff member who raised the matter
- Action to be taken
- Nursery manager dealing with the matter
- Signatures to be obtained from all relevant staff members together with time and date.

Everything the child says must be taken seriously. The child must be allowed to talk and it is essential that the child leads the conversation, the member of staff must not at any time question the child. The child should be reassured throughout the procedure that he/she is taking the right course of action.

The member of staff may need to inform the child gently and with care that they may need to seek the advice of others in finding the best way to deal with the situation.

The member of staff will inform the nursery manager and write a full report of what the child said.

The nursery manager in conjunction with the Ofsted registered provider will decide on the action to be taken, this may be to monitor the situation for a specified length of time, to speak to the parents or to contact the Local Authority or another course of action. The decision of the appropriate course of action will follow the guidance of Working Together to Safeguard Children 2015 and Kent and Medway's Safeguarding of Children Procedures.

Actions to consider:

Making a Family Solution Referral to Medway Council (Early Help Referral) for family and child concerns using:
www.medway.gov.uk/info/200170/children_and_families/600/concerned_about_a_child/3

Reporting a child safeguarding concern using:

www.medway.gov.uk/info/200170/children_and_families/600/concerned_about_a_child/2

The action taken will be documented and all records held securely.

Procedure to follow if a member of staff observes something which raises concern

The member of staff must document the observation, noting the concern raised and how the observation relates to that concern.

The member of staff will notify the nursery manager. The nursery manager together with the member of staff will write a plan of action and observation taking into account the government guidelines. This plan of action may include speaking to the parents.

The plan of action will include a date for review when the nursery manager will decide whether to continue monitoring, inform Medway Council's Children's Advice and Duty Services or if the concern is no longer valid.

Procedure to follow if a member of staff (or the setting in general) is accused of a child protection offence

This procedure also applies where it is brought to the attention of the setting that an injury has been sustained or an incident has occurred to a child that did not occur in the care of the parent/carer and is *implicated* that it has taken place whilst at the setting. In this situation staff may have no recollection of how the incident/injury took place yet must still follow this procedure:

The accusation must be reported immediately to the nursery manager and a written statement of the accusation will be recorded to include:

- The date and time when the accusation was first made.
- The name of the person raising the accusation.
- Details of the accusation together with any supporting evidence.
- The name of the member of staff to whom the allegation was first reported.
- This statement will be signed, dated and timed by the person making the accusation and the person to whom the accusation was reported.

In the first instance Medway Council's First Response Team must be informed and the Local Authority Designated Officer (LADO) within 24hrs. Ofsted must be informed within 14 days and consideration given to informing the setting's insurance provider. Insurance certificate and policy number is displayed in reception.

The member of staff accused of the child protection offence will be interviewed by the nursery manager and the Ofsted registered person. The member of staff will be made aware of the details of the allegation and that outside organisations

have been informed. The member of staff will be asked to comment on the allegation.

The nursery manager and Ofsted registered person will decide on the action to be taken, this may include immediate suspension of the member of staff whilst the investigation takes place. This does not carry any implication of guilt and none should be inferred. It may also mean instant dismissal if the allegation amounts to gross misconduct. The Disclosure and Barring Service (DBS) must be informed if a member of staff is dismissed (or would have been had the staff member not left first) because they have harmed a child or put a child at risk of harm. At all times referral must be made to Working Together to Safeguard Children 2015 which provides specific advice on how to refer allegations of abuse against those working with children.

In making the decision the nursery manager and Ofsted registered person will take into account the guidelines of Medway Council's Child Protection & Safeguarding Team.

The nursery manager/director will ensure that all stages of the investigation are recorded to include the date and time of reported incidents and all written reports will include the date and time of recording. The member of staff, Ofsted and any other bodies such as Medway Council's Child Protection & Safeguarding Team or Police will be kept informed until there is a conclusion to the matter.

If an instance where there is a safeguarding concern regarding the setting owner or an accusation, this must be reported by the manager to the LADO and the MSCP escalation policy must be followed.

As a member of staff or public you feel that your concerns about child safety and protection are not being dealt with to your satisfaction, or that this policy is not being followed appropriately and that this endangers a child's safety, you can contact Ofsted's whistleblowing hotline on 0300 123 3155 Monday to Friday 8am to 6pm whistleblowing@ofsted.gov.uk or alternatively, Medway Council Children's Advice and Duty Service (details below) or the NSPCC Whistleblowing Helpline 0800 028 0285

Contact Details:

1. For general information regarding child protection or safeguarding, or if you have a concern about a child (If the matter is urgent you should state that you wish to make a referral):

Single point of access and multi-agency safeguarding hub (MASH)
(Incl. Child Protection and Safeguarding Team)

Gun Wharf
Dock Road
Chatham
ME4 4TR

01634 334466

03000 419191 (Emergencies outside of office hours)
triage@medway.gov.uk

2. For concerns about an adult who works with children, new allegations should be referred to First Response Team (details above) and they will decide whether to inform the Local Authority Designated Officer (LADO). For enquiries relating ongoing cases, the LADO can be contacted on:

01634 331065
child.protection@medway.gov.uk.cjism.net

Ofsted should also be contacted regarding concerns about an adult (see below).

3. Medway Safeguarding Children Partnership (MSCP)
Address as Above

01634 336329
www.medwayscp.org.uk/mscb/

4. Applications, Regulatory and Contact (ARC) Team
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

0300 123 1231
www.ofsted.gov.uk

Further information can be found at:

www.medway.gov.uk/healthandsocialcare/childrenandyoungpeople/makinglifebetter/childprotectionchildabuse.aspx

Medway Council's Guide to Managing Allegations against Members of Staff:

<http://www.msrb.org.uk/pdf/A%20Guide%20to%20Managing%20Allegations%20against%20Members%20of%20Staff%20v01.pdf>

NSPCC Helpline 0808 800 5000 for support where allegations have been made against an adult and for parents where there is an investigation involving their child.

For strictly non-urgent cases MSCP provide the following service:



“No Name” Consultation Line Quick Guide



Please be prepared with the following information before you call.

- How old is the child and their gender?
- Be concise and summarise the concerns.
- Information about the family/household. Are there siblings? How old? Parents? Who has contact?
- Have a clear chronology in terms of their concerns, dates and what action they took as a result, i.e. were parents spoken to? Did they implement intervention? Referrals to other services?
- Any historic concerns/social care intervention if the concerns are the same?

You should consult with your DSL/ Safeguarding lead before calling for initial guidance.

Open from 09:30-12:30 Monday – Friday

01634 331662

This line should **NOT** be used in the case of children who are at **risk of immediate harm** or where a **clear disclosure** has been made.

In this case you need to call Children’s Services First Response Service on
01634 334466

If you have urgent concerns about the immediate safety of a child ring 999.

Disclosure of Abuse Record

If a child discloses information of abuse, of any kind, the following form must be completed.

Date:	Time:
Name of Child:	Date of birth:
Member of staff in whom the child confided:	
Written account of exactly what the child has said:	
Name of nursery manager/director dealing with disclosure:	
Action to be taken:	
Name(s) & signatures of relevant staff members (with time & date):	

Raised Concern Record

If a member of staff raises a concern of suspected abuse, of any kind, the following form must be completed.

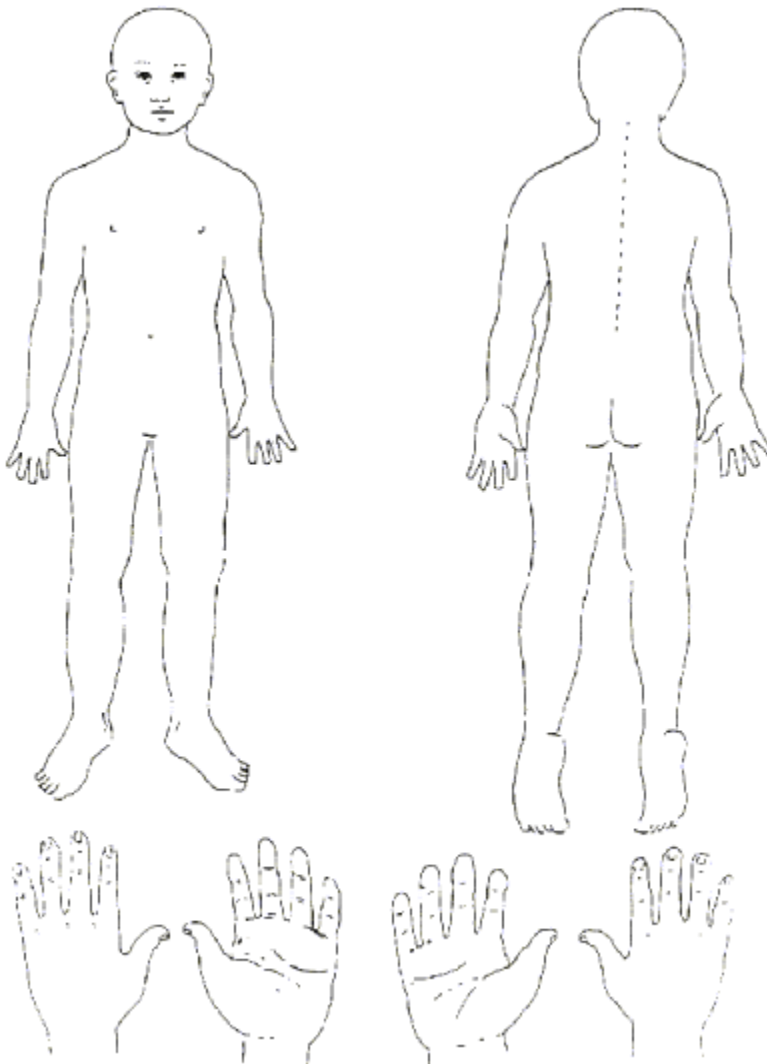
Date:	Time:
Name of Child:	Date of birth:
Member of staff who raised concern:	
Details, signs and symptoms which raised concern (attach body map if relevant):	
Name of nursery manager/director dealing with the matter:	
Action to be taken:	
Name(s) & signatures of relevant staff members (with time & date):	

Body Map (1)

Please record any physical signs on the body map & complete the form with the date the signs were noticed.

Name of child:

Date of birth:



Name

Signature of staff member:

Date of reort

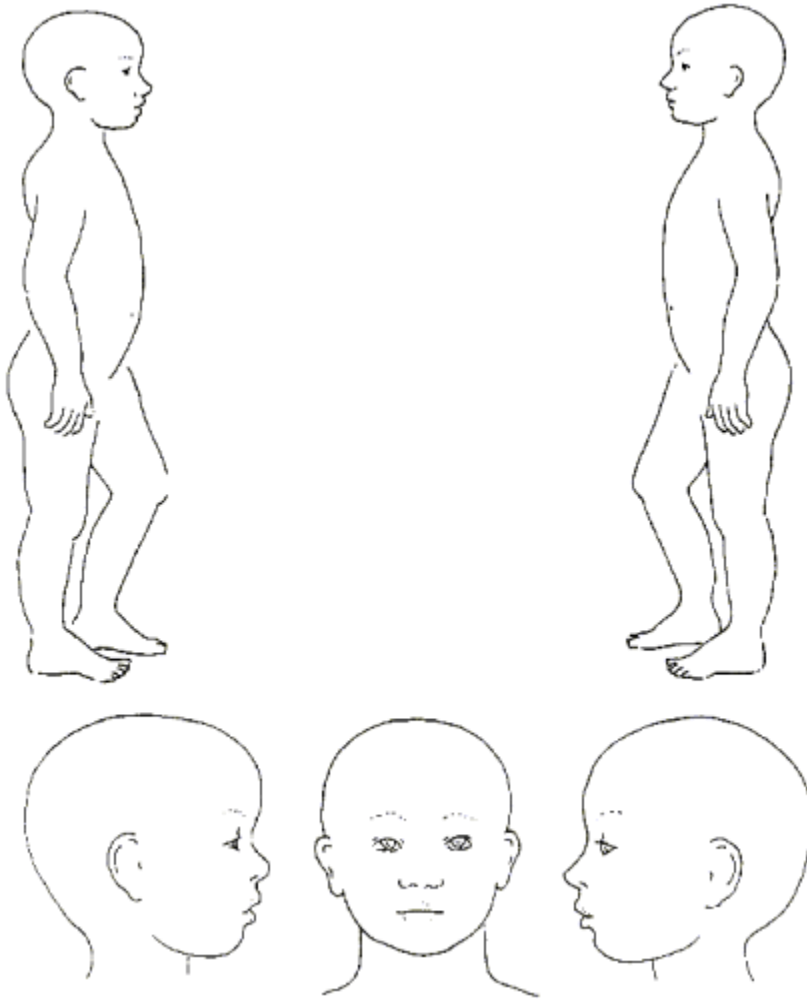
Date signs seen:

Body Map (2)

Please record any physical signs on the body map & complete the form with the date the signs were noticed.

Name of child:

Date of birth:



Signature of staff member:

Date signs seen: