



Albert Village Nursery

Safeguarding Children/Child Protection Policy and Procedure

Introduction:

The health, safety and welfare of all our children is of the upmost importance to all the adults working within the nursery. Our children have the right to be protected regardless of their age, gender, race, culture or disability. Albert Village Nursery provides a safe and nurturing environment for all children to grow and develop happily. We adhere to the document "What to do if you are worried a child is being abused" and relevant information from the Local Safeguarding Children's Board.

Aims and objectives:

- To provide a safe environment for children to learn in
- To establish what actions the nursery can take to ensure the children remain safe
- To raise the awareness of all staff to these issues and define their roles and responsibilities in reporting possible cases of abuse
- To identify children who are suffering or are likely to suffer significant harm or forms of abuse such as emotional and neglect (Appropriate training will be given to all staff)
- To ensure effective communication between all staff on child protection issues through relevant training
- To ensure confidentiality at all times
- To ensure all staff, volunteers and students are DBS checked and suitable and the induction process is to include safeguarding
- To share information with relevant professionals as appropriate

Our designated safeguarding officer for nursery is **Miss Adams**.

Our Deputy Safeguarding Officer is **Mrs Lemm**.

All staff will receive training on Safeguarding issues, however any training the designated officer receives will be cascaded to all staff via staff meetings.

Adults should be concerned if a child:

- Has an injury which is not typical of the bumps and scrapes normally associated with children's injuries
- Has regularly unexplained injuries (a record will be taken)
- Has frequent injuries (even if they are explained)
- Gives confused or conflicting explanations
- Exhibits significant changes in behaviour, attitude or their performance
- Indulges in sexual behaviour which is unusually explicit or inappropriate for his/her age
- Discloses an experience in which he or she may of been harmed
- Gives other causes to believe that he/she may be suffering significant harm.
- Has a considerable amount of time off nursery, especially where a pattern is forming (this is monitored monthly)

Procedure to be followed following a disclosure from a child:

- Listen to what is being said and allow the child to speak freely
- Do not react in a negative way
- Accept what is being said and reassure the child
- Do not ask direct/leading questions
- Do not promise to keep anything confidential
- Make brief notes during or as soon after the conversation ensuring the date, time, place and exact words or behaviour the child shows
- Complete an existing injuries form after the conversation
- Report the conversation to the Nursery Manager/Safeguarding office immediately, if the Nursery Manager is not available contact the Deputy Manager
- Contact First Response (telephone numbers at the end of this policy)
- Report the disclosure to the Headteacher

Recording suspicions of abuse and disclosures by children:

Staff will make an objective record of any observation or disclosure and include:

- Child's name.
- Child's address
- Child's age and date of birth
- Date and time of the observation or the disclosure
- EXACT words spoken by the child/injuries or marks seen
- Name of 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 the parent/carer (dependent on the allegation)

Staff may find this distressing and appropriate support will be offered.

Procedure to be followed following an existing injury to a child:

- The existing injuries form should be completed
- The Safeguarding Officer and Nursery Manager will be informed
- The incident will be discussed with the parent/carer on collection or a.s.a.p. and access to these forms made available to the parent/carer on request
- Existing injury reports are reviewed monthly

All reported injuries or signs of abuse and neglect will be monitored by our safeguarding officer and the Nursery Manager and if necessary reported to the Headteacher.

Allegation against a child by another child:

Although extremely rare the nursery recognises that children sometimes display abusive behaviour themselves and that such incidents or allegations must be referred on for appropriate support and intervention. Such abuse will not be tolerated or passed off as "banter" or "part of growing up". All matters would be reported to the Safeguarding Officer and Nursery Manager who will investigate as necessary. Please see our Behaviour Policy for further information.

Allegation against a staff member:

- All allegations against a staff member, student or volunteer will be reported and investigated by LADO/Ofsted
- If the allegation is against the Nursery Manager then the Headteacher must be informed
- If the allegation is against another staff member then the Nursery Manager must be informed (please see whistleblowing information)
- If it is felt after the initial investigation that a further enquiry is needed then the member of staff in question will be suspended (this in no way implies that the staff member is guilty)
- The Nursery Manager will seek advice from the Headteacher and comply with all local and national guidance
- LADO will be contacted immediately
- Staff will be suspended until the investigation is complete (in no way does this infer the staff member is guilty)

All staff refer to procedures laid out in the following booklets:

- Working together to safeguard children
- Keeping children safe is everyone's responsibility
- What to do if you are worried about a child being abused

These can be found in the staff cupboard.

To ensure the safety of the children at no times will parent/carer mobile phones or cameras be allowed to be used in the nursery building. We only allow nursery equipment (please see mobile phone and camera policy).

Staff will also be made aware of the possible reasons and triggers of children as to why and how they may be subject to radicalisation. Staff will have regard to the 'Channel' leaflet, highlighting radicalisation information and appropriate Prevent training given. We take the subject of 'British Values' very seriously and include these in our every day activities. In all cases of suspected radicalisation staff are to call first response as stated below. In all cases the matter of safeguarding children will be taken extremely seriously.

First Response:

Leicestershire (Where the child lives) 01163050005

Derbyshire (Where the child lives) 01629533190

Staffordshire (Where the child lives) 0800 1313126

Police: 101

Social Care Advice Line: Professionals only 01163055500

Ofsted: 0300 123 1231

Local Authority Designated Officer (LADO): 0116 3057597

Anti-terrorist hotline: 0800789321

March 2018

Review date: March 2020

