

**Safeguarding Children Policy**

At Daisy Chains Nursery we acknowledge the importance of safeguarding all children within the setting and are committed to ensuring our setting offers a safe, secure and healthy environment for children, parents, guardians, volunteers and staff. Parents of children in the setting are given a copy of our safeguarding policy and which clearly states the full commitment and legal obligation of staff within the setting to be vigilant and observant at all times and report any matters of concern to the appropriate body.

**a) General:** This policy has been formulated:

* To safeguard and promote the welfare of children attending the nursery
* To promote working in partnership with parents and promote the upbringing of children with their families.
* To contribute to parent and inter agency arrangements which will benefit the children.
* To contribute to the comprehensive range of services for children in need and their families.

**The named persons** responsible for safeguarding children issues are Joanne Smith (manager), Lyndsey Greensitt (manager) Ashley Scholfield (Assiatant Manager)

Safeguarding children refers to the approach and way in which we keep children safe from harm or neglect. Safeguarding children is an important aspect in the care of all children in the setting and all staff working in the nursery have a legal responsibility and commitment to be vigilant and report any safeguarding issues. Nursery staff must attend safeguarding training and have regular updating sessions in recognizing and taking appropriate action when a safeguarding issue is identified, and they must be familiar with and follow the settings safeguarding policy and procedures.

For safeguarding children all staff must follow the procedures and guidance in Bolton Safeguarding Children, Framework for Action Manual, which is located in the staff room and the office. There is also a HM Government booklet entitled ‘What to do if you’re worried a child is being abused’. This is also located in the staff room and office but can also be obtained by nursery staff, free of charge by telephoning 0845 60 222 60.

If a child or member of staff attends the nursery with any injury or illness, or if any illness or injury occurs or arises while at nursery, it should be reported to the person in charge. An injury assessment form must be completed if children arrive at nursery with a significant injury and this must be assessed by a qualified nursery practitioner who holds first aid certificate.

Notices must be displayed in the staff room and parents notice board giving advice and telephone numbers of Bolton Safeguarding Children’s Board so that anyone with any concerns have the correct contact details to make a referral if they do not wish to speak to nursery staff.

If after discussion with the parent, the staff member is unsure of the cause of the injury or feels the injury is not compatible with the cause given he / she must report this to a manager.

An accident/ incident sheet must be completed for accidents or incidents occurring on the nursery premises. Details of the incident are to be recorded on an accident/incident form by either the person in charge or by a qualified member of staff who has witnessed the incident. The parents of the child are to be informed on arrival of any accidents or injury a child has received at nursery and are to sign the details recorded on the accident/ incident form.

All safeguarding records must be kept in the office which must be locked at all times.

If there is a family conflict, disagreement or dispute and a parents states that the child cannot be collected by the other parent, staff must inform the nursery manager who will advise the parent that unless the nursery is in receipt of a copy of a court injunction against a parent, made under the childcare Act 2006, nursery staff cannot prevent either parent from taking their child from nursery unless the child is in immediate danger in which case the safeguarding policy will be implemented.

Parents with legal parental responsibility are asked to be named on the child’s application form.

Nursery staff / students / volunteer workers / parents and visitors must be made aware that 24 hours CCTV recording is in operation within all nursery rooms and play areas.

Mobile telephones are not permitted in any of the nursery rooms and must be stored in staff lockers or the locked office. Mobile telephones may be taken on outings off the premises with the agreement of the person in charge and in accordance with the outings risk assessment and the nursery policy on use of mobile telephones within the setting.

b) **Recognising signs of suspected abuse**: -

i) **Physical abuse indicators**: -

* hitting
* punching
* roughly or inappropriately handling children
* shaking or smacking
* poisoning
* burns or scalds
* fractures / broken bones
* bruises
* grab marks

1. **Emotional abuse indicators: -**

* continually sending messages to children they are unloved or worthless – verbally or non verbally
* causing a child to feel frightened or in danger
* inconsistent emotional responses from parents / carers
* developmentally inappropriate expectations of children

1. **Sexual abuse indicators**:

* use of sexually inappropriate language
* persistent urinary tract infections
* emotional withdrawal of children
* children looking at or being involved in the production of sexual images

1. **Neglect indicators**

* neglect is the persistent failure to meet the child’s basic needs which is likely to result in the serious impairment of the child’s health and development
* lack of adequate food, shelter and warmth
* failure to protect a child from physical and emotional harm or danger
* failing to ensure adequate supervision (including use of inadequate carers)
* failure to ensure access to medical care or treatment

Other types of abuse are:

* ‘new’ technology - E safety
* fabricated or induced illness (FII)
* sexual exploitation
* trafficking
* child on child abuse
* female genital mutilation (FGM)
* forced marriage
* domestic abuse
* professional abuse
* bullying
* organised abuse
* spiritual / religious belief
* self – harm

**Female Genital Mutilation (FMG) -** is a procedure where the female genital organs are injured or changed, but there is no medical reason for this.

A girl at immediate risk of FMG may not know what’s going to happen, but she might talk about:

* Being taken ‘home’ to visit family
* Going on an extended holiday
* A special occasion to ‘become a woman’
* An older female relative visiting from the UK

Signs that FGM has been carried out:

In very young children practitioners may notice signs of FMG when changing a child’s nappy or helping them to the toilet. Nursery practitioners may be the only person outside the immediate family who may change the child’s nappy. The child may become unusually distressed or show signs of discomfort when having their nappy changed.

A girl who has had FGM may:

* Have difficulty walking, sitting or standing
* Spend longer than normal in the bathroom or toilet
* Have unusual behaviour after an absence from nursery or school.
* Be reluctant to undergo normal medical examination
* Ask for help but may not be explicit about the problem due to embarrassment or fear.

**Child Sexual Exploitation (CSE)**

CSE is a form of abuse where children are sexually exploited for money, power or status. It is understood that a significant number of children who are victims of CSE go missing from home, care and education at some point. Our nursery is alert to the signs and indicators of a child becoming at risk of, or subject to, CSE and will take appropriate action to respond to any concerns. The designated safeguarding lead in nursery will work with other agencies as appropriate.

**Recognising Risk Factors**

The key to safeguarding vulnerable children and young people is the ability to recognise ‘at risk’ children and young people and for agencies to work effectively together.

Levels of risk can be identified by considering the number and range of risk indicators present in a child’s or young person’s life.

**Vulnerabilities include:**

• Family history of abuse or neglect;

• Family history of domestic abuse;

• Family history of substance misuse;

• Family history of mental health difficulties;

• Break down of family relationships;

• Low self ‐ esteem;

• History of local authority care.

Child sexual exploitation is becoming more prevalent in today’s society and exposes children and young people to abuse, assault and emotional vulnerability. It can threaten their well ‐ being and lead to a loss of self ‐ esteem.

Key agency contacts will be LSCB, Police, Social Services, LADO, NSPCC, Health Authority, Education and Youth Services, YOT and local voluntary agencies.

**The Prevent Duty**

From the 1st September 2015 Ofsted makes specific reference to the need to have safeguarding arrangements to promote pupil’s welfare and to prevent radicalisation and extremism.

It is essential that practitioners are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified. Protecting children, the risk of radicalisation is part of the settings wider safeguarding duties.

The fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are already implicitly embedded in the 2014 Early Years Foundation Stage.

If staff have and concerns these should be reported to the nursery safeguarding offices following the usual safeguarding procedures.

Situations which may lead to the belief that a child is at risk of abuse by a member of staff or another adult within the setting could include: -

* any behaviour by the adult that has harmed the child or may have harmed a child
* the adult may have possibly committed a criminal offence against, or related to, a child
* the adult behaving towards the child in a way which may indicate they are unsuitable to work with children

c) Procedure in the event of suspected safeguarding issue

For safeguarding children issues all staff must follow Daisy Chains policy and procedure which have been formulated in accordance with procedures and guidance in the Bolton Area Safeguarding children, Framework for Action Manual.

Confidentiality must be maintained at all times and the people involved should only be those who need to be involved to best support and maintain the welfare of the child.

If a child makes a disclosure to a staff member relating to a safeguarding matter or a safeguarding issue is suspected, the staff member must remain calm and reassure the child that they have done the right thing in telling someone and the degree of confidentiality must be assessed. Staff must never promise a child absolute confidentiality. Staff must not question the child but should listen and reassure.

Following the disclosure of an incident by a child or identification of a suspected non-accidental injury or an issue which gives cause for concern in a safeguarding way staff must not question the child about the injury / incident as this must only be undertaken by specialists who are qualified to do this.

If a staff member identifies a suspected safeguarding issue she/he should immediately notify one of the named persons for safeguarding issues or the designated manager or senior member of staff on duty.

The member of staff who identifies the issue causing concern must write a statement describing the incident fully. This must be signed and dated and must be countersigned by the named safeguarding person.

In all incidents of safeguarding issues it is essential that children remain safeguarded by the setting. Immediate action must be taken to ensure children remain safe; this may involve dialling 999 if necessary for police assistance.

Where an allegation of child abuse is made about a member of staff, the person observing or identifying the incident must inform the named person for safeguarding who will, report the allegation to the Local Authority Designated Officer at Bolton Children’s Services on 01204 337474. At this stage the victim, alleged perpetrator or witnesses MUST NOT be questioned until informed otherwise by a member of Bolton Safeguarding Children team.

If appropriate, the member of staff will be suspended on full pay until the matter has been further investigated. Even if the police are involved in the investigations relating to allegation against a staff member, the management will make their own enquiries and invoke the disciplinary procedure where applicable.

Any allegations of serious harm or abuse to children by any member of staff or persons at the premises (whether the allegation relates to harm or abuse committed on the premises or elsewhere) will be reported to Ofsted straight away.

In all cases of suspected safeguarding issues, the named person for safeguarding issues in consultation with managers will assess the situation and decide whether it is appropriate to inform other agencies. Common Assessment Framework procedures will be followed.

Nursery staff have a legal obligation to report any issues or situations in the setting which may compromise children’s safety, health, wellbeing and development. If the concern relates to a nursery manager or owner whom they may normally report incident to, they must telephone either the Senior Nominated Officer on 01204 337474 or Ofsted on 0300 123 1231 both these numbers are displayed on the staff notice board.

If it is necessary to inform other agencies the parents must be notified.

In **all** instances details must be recorded in the managers incident book in the office. The record will include a description of the incident / injury, action taken, and the outcome

To make a referral regarding a safeguarding concern the named person or her deputy in consultation with managers will contact the ‘children’s social care team ' at the Social Services at: -

The North East District Endeavour House Bolton. Tel: 01204 337400

or in the event of there being no Social Worker available the Social Services Children and Families Manager at the same address. If there is undue delay and this could be detrimental to the child, the Police Public Protection Investigation Unit should be contacted on 0161 856 7948/49. If the child is in immediate danger dial 999 for police intervention.

Following initial contact, the policy of the Bolton Safeguarding policies must be followed and observed as detailed in the Framework for Action Manual and a CAF (common assessment framework) form must be completed within **48 hours**.

Parents / carers involved in any safeguarding children issues should have access to support and advise from the named person for safeguarding issues and /or designated appropriate professionals.

Any staff members involved in any safeguarding children issues should have access to support and advice from peers, managers and /or designated professionals.

1. **safe recruitment of staff / students and volunteer workers**

No member of staff must be left unsupervised with children in the setting until the setting has received a clear Criminal records Bureau disclosure certificate (DBS).

No member of staff must assist children in the bathroom areas or carry out nappy changing until the setting has received a clear Disclosure and Barring service (DBS).

New staff members are required to provide, as part of their commitment to safeguarding children, the necessary documentation to enable the setting to apply for a DBS disclosure certificate preferably prior to commencement at Daisy Chains or as soon as they commence. Failure to provide this information will result in delayed DBS application and could result in immediate termination of contract.

All new employees will need to provide details of two referees one being their last employer.

In January 2015 the Dfe highlighted that in addition to safer recruitment DBS checks early years settings should ensure all staff are not disqualified under the childcare regulations 2009 and also therefore not disqualified by association. All staff will be required to sign a disqualification declaration. The setting must notify Ofsted of any event that is likely to effect suitability of any person who is in regular contact with children. Where this is because of disqualification the setting must not employ this person.

Existing employees, once a DBS certificate is received, are required to update their DBS certificates every three years or apply for the update service. Employees are required to provide the necessary documentation to assist this process as before. Failure to do this as required could result in disciplinary action being taken against the employee.

The management has the right to exclude a member of staff / student or volunteer immediate without pay if they refuse to provide information to allow the setting to apply for a DBS disclosure certificate for them.

If any conviction is highlighted during a DBS application and is disclosed on the certificate, the setting must notify Ofsted of this conviction if it may prevent the person working with children. The setting will not employ any person of whom a child related criminal conviction has been made against them however, other minor convictions may be considered at the discretion of the management.

Students and volunteer workers are never left unsupervised with the children however, they are required to show their DBS certificate to the nursery manager prior to them commencing placement at Daisy Chains. Work experience students do not normally have a DBS certificate due to them being classed as a child themselves and the short time they spend at the setting.

Any other agencies who may have regular supervised contact with the children will be required to have a DBS clearance carried out by the setting or provide proof of appropriate DBS vetting. These people may include:- the setting’s maintenance person, swimming instructor, storyteller, volunteer workers.

At Daisy Chains we are committed to following safer recruitment methods.

1. **Safeguarding training and updating for nursery staff**

All nursery staff must receive level safeguarding training at least every three years.

Nursery staff and managers who have a specific responsibility for safeguarding must ensure they have level 2 safeguarding training and where possible level 3 safeguarding training and keep updated at least every two years.

New staff and students must be made aware of the nursery safeguarding policy and procedures and given a copy of this within the first week of their employment. Senior staff having the responsibility of informing new staff and students of the safeguarding policy must be aware that they may need to use different phrases and terminology that will be more understandable and familiar with them in their early stages of employment / placement.

Nursery staff who refuse to attend safeguarding training or regular updating sessions will be subject to disciplinary action which may result in termination of employment.

Support for staff should be made available following safeguarding training.

The safeguarding policy makes up part of the employee contract and must be followed at all times. A copy will be given to all nursery staff and also displayed on the staff notice board. The safeguarding policy will be discussed at every staff meeting (which are normally held monthly) and reviewed annually.

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| **This policy was reviewed on** | **Nursery Staff Signature** | **Date disseminated to staff** | **Date for review** |
| January 19 |  |  | January 20 |