

The Oaks Nursery Safeguarding Children Policy

This Safeguarding Children Policy has been developed in accordance with the principles established by the Children Act 1989 and 2004, The Early Years Foundation Stage Statutory Framework (2012) Kent & Medway Inter Agency Threshold Criteria for Children in Need(2011), Working Together to Safeguard Children (2010), and What to do if you're worried a child is being abused (2006), Safeguarding vulnerable groups act (2006).

We take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care. Within our provision all those who come into contact with children and families in their everyday work, including people who do not have a specific role in relation to Child Protection, have a duty to safeguard and promote the welfare of children.

Ethos

As part of our ethos we:

- Provide an environment in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to.
- Ensure children are treated as individuals entitled to dignity and respect.
- Provide suitable support and guidance so that children have a range of appropriate adults who they can approach if they are in difficulties.
- Use learning and play based activities to provide opportunities for increasing self awareness, self esteem, assertiveness and decision making so that children have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.
- Promote effective partnerships amongst all those involved with children, including children's parents/carers, to improve children's welfare
- Ensure that all staff are able to recognise the signs and symptoms of abuse and are aware of our procedures and lines of communication.

1. Building a safe culture

The nursery has supporting practices, policies and procedures that promote the safety and wellbeing of staff, adults and children in our environment;

- Kent Union Behaviours Framework, safe recruitment practices, and whistle blowing policy

- Complaints
- Complaints & Allegations against staff
- Collection of Children
- Confidentiality
- CRB's for staff and long term students over the age of 16
- Late or failed collection
- Lost child
- Media policy and consents
- Medication
- Outings
- Substance abuse

In compliance with Local Safeguarding Board recommendations if member of staff resigns or is dismissed following a safeguarding issue or investigation the employer (Kent Union) will notify the Independent Safeguarding Authority www.isa.homeoffice.gov.uk, and Ofsted www.ofsted.gov.uk.

1a. Mobile phones and cameras

The nursery informs staff of the restrictions and consequences of handling and using mobile phones and personal cameras whilst on site. Kent Union's disciplinary procedures will be invoked with immediate effect, following any breach of the protocols listed below;

- Mobile phones and personal cameras are to be left with other personal items in a staff room. Under no circumstances are they to be taken directly into nursery rooms
- Mobile phones are to be on silent or switched off during working hours
- During break periods staff may use phones to text, personal calls are to be made outside the nursery building
- Personal calls or text messages are to be made only during your designated break times, and not in rooms where children are present
- In extreme emergencies where you need to receive an incoming call, authorisation must be granted by the Nursery Manager or Deputy. Dispensation will be recorded and kept on file.
- Only digital cameras belonging to the nursery are to be used in the course of work
- Cameras are not be removed from the nursery premises, unless part of an outing or learning experience
- Images will be downloaded on to computers belonging to the nursery
- Images taken of children will contextual, purposeful, and accurately reflect the experience or activity
- Once processed images will be deleted from the cameras
- Unused photographs will be disposed of using the secure shredding facilities' of the University Of Kent

- When a child leaves the nursery we will endeavour to pass on all photographs to parents, if any are found remaining they will be disposed of as identified above
- Will not digitally enhance or alter photographs
- Photographs provided by a third party (ie; family members) will not be reproduced, and wherever possible will be returned to the owner when a child leaves the nursery

2. Roles & responsibilities

Designated person

The designated person will have undertaken relevant Child Protection Training. The designated person for The Oaks Day Nursery is the **Nursery Manager, Chris Comper**. **In her absence Deputy Manager Heidi Firth**.

The designated person is responsible for:

- Co-ordinating child protection action within the nursery.
- Liaising with other agencies and professionals.
- Ensuring that procedures are followed including reporting and referral processes.
- Acting as a consultant for staff to discuss concerns.
- Making referrals as necessary.
- Maintaining a confidential record system.
- Ensuring setting representation at inter-agency meetings, particularly Child Protection Conferences and core group meetings, and providing supporting written evidence as required.
- Providing access for all staff to appropriate and up to date child protection training.
- Ensure that the child or children involved will be comforted and reassured, and that staff will be sensitive to their emotional needs and well being.

Suitable Persons

The Oaks Day Nursery follow the guidelines issued for safe recruitment of staff by Kent Union to ensure that all workers and volunteers are suitable to work with vulnerable children and young people

- All staff, students and volunteers are carefully vetted and hold, or have applied for a Disclosure & Barring Service (DBS) Disclosure and are adequately supervised at all times.
- All visitors must sign in and out of the building, and will not be left unattended with the children.

Staff, students and volunteers are in a unique position to observe any changes in a child's behaviour or appearance. If you have a reason to suspect that a child in this

setting is being abused, or is likely to be abused you have 'a duty of care' to take action on behalf of the child by following this setting's Child Protection Policy. It is their duty to:

- Be alert to the problems and potential indicators of abuse and neglect.
- Have an understanding of the risks which individual or potential abusers may pose to children.
- Keep clear and accurate records of what you have observed or heard (signed and dated).
- Use appropriate language and behaviour.
- Access appropriate training when available.
- Report any areas of concern to the Designated Person, particularly
 - Any significant changes in children's behaviour.
 - Any unexplained bruising, swellings or marks which do not have a plausible explanation, particularly in young immobile babies.
 - Any comments children make that give cause for concern, or disclosures that may indicate that he/she is being abused.
 - Any deterioration in a child's general well being, including weight loss and unusual lethargy.
 - An accumulation of a number of minor injuries or concerns.

3. Procedure for Reporting Child Protection concerns

The staff member expressing concern will discuss the situation immediately with the Designated Person or their representative will take account of concerns raised and may consult with other members of staff within the setting. Depending on the initial findings, some or all of the following steps will be taken:

- A telephone consultation will be sought with East Kent Social Services Children families & Education Duty Team (Canterbury area), Brook House, Reeves Way, Whitstable CT5 3SS Telephone 01227-598500
- A referral will be made to the local authority Duty team and every co-operation will be given to the investigation by Social Services or the Police.
- The child's parent/s will be informed and their permission sought for referral, if the Designated Person considers that this would not put the child further at risk.
- If the child is thought to be put further at risk, an immediate referral will be made.
- In the event of an extreme emergency Social Services and/or the Police will be contacted by telephone.
- Confidentiality will be maintained is so far as it is safe for the child to do so.
- The staff team will be supported throughout by the designated person.

Documentation

In the result of abuse being suspected a comprehensive, confidential report will be compiled. This will include

- A description of the alleged abuse, including body maps and detailed descriptions of any bruising if relevant.
- Diary of events, and/or fully completed incident forms.
- A verbatim record of what the child or young person has said.
- Accounts of any meetings with parents.
- Any action taken.
- The steps taken to support the child.
- Evaluate the outcomes and detail any changes to be made in the provision's procedures or practices.

4. Support, monitoring and review

Any member of the team affected by issues arising from concerns for children's welfare or safety can seek support from their Designated Person for Child protection. The designated person can put staff and parents in touch with outside agencies for professional support if they wish so. Alternatively staff can request access to The University of Kent's counselling services.

All staff, students or volunteers will be given a copy of this policy and sign to the effect that they have read and understood the contents.

The policy forms part of the setting development plan and will be reviewed annually.

Adopted on: March 2009

Signed on behalf of The Oaks Day Nursery

Name: Chris Comper

Job title: Nursery Manager