

Child Protection Policy

The Nursery practitioners will work with the children, parents/guardians and the community to ensure the children's safety and security is paramount.

Aims

The Nursery aims are to:

- To create a happy, relaxed environment which encourages the children to develop confidence, positive self image and to make decisions, regardless of race, gender, language, religion or home background.
- To encourage all the children to make positive relationships with their friends, Nursery practitioners and family.
- To encourage the children's independence.
- To ensure that children are never placed in risk while in the charge of the Nursery practitioners. .
- To work in partnership with all parents/guardians.
- ALL practitioners have a DBS check.
- To ensure any student and volunteers are discussed to see if they are appropriate to work in a nursery setting.

The Legal Framework: (Primary legislation)

- The Children Act 1989
- The Protection of Children Act 1999
- Data Protection Act 1998
- The Children Act 2004 (Every Child Matters)
- What to do if You are Worried a Child is Being Abused (2004)
- Working together to Safeguard Children (1999)

Liaison with Other Bodies

- The Nursery practitioner to work within the Local Safeguarding Children's Board guidelines or the CAF coordinators.
- There are copies available of all Local Safeguarding Children's Board for staff and parents to see. (Displayed in the Nursery staff room and parents noticeboard).
- There are copies available of 'What to do if you are worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns. (Displayed on the parents noticeboard).
- There is a copy of the "Making Children Safer" booklet. (Displayed in the Nursery staff room and parents notice board)
- The Nursery Manager will notify Ofsted of any incident, accident or changes to our arrangements which affect the wellbeing of the children.
- The Nursery Manager will keep a list of local authority contacts such as telephone numbers and email addresses to contact in case of an emergency. (Displayed on Nursery staff room board)
- If a report or referral is to be made to the authorities, we act within the Local Safeguarding Children's Board guidance to decide if we inform the child's parent/guardian at the same time.

Methods

Staff, Students and Volunteers.

- Our designated person is **F.BECK**. This person takes the lead responsibility for safeguarding children.
- We provide the recommended staffing ratios to meet the needs of the children.
- All applicants for posts within the Nursery are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure Barring Service references before the post can be confirmed. When applications have been rejected, they have the rights to know and challenge incorrect information.
- To ensure any student and volunteers are discussed with a relevant person before the placement starts to see if they are appropriate to work in a nursery setting.
- All volunteer workers and students must be supervised.
- The Nursery practitioner abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concerns.
- All visitors to the Nursery will have to sign the visitor book before entering the Nursery.
- The Nursery Manager takes steps to ensure that we have control over who comes into the Nursery, so no unauthorised people have access to the Nursery or children.
- The manager has joined the LSCB for any updates to child protection. This information will update policies and be shared with practitioners.

Responding to Suspicions of Abuse.

- We understand that the abuse of children can take different forms, such as, neglect, physical, emotional and sexual abuse.
- When children suffer from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or play. The Nursery must investigate if the child's behaviour or play gives cause for concern.
- All investigations must be cared out carefully. All staff is aware that they must take care not to influence the outcome by asking questions or the way they speak to the child.
- Where a child shows signs and symptoms of failure to thrive or neglect, the Nursery Manager makes appropriate referrals.

Allegations against staff

- Ensure that all parents know how to complain about staff or volunteer action within the setting, which may include allegations of abuse.
- Ensure that all staff understands about "Whistle blowing". It is each individual member of staff's duty of care as an employee of RCC that they report any concerns to the nursery Manager. Any concerns about the nursery manager to be reported to the nursery's line manager, Paula Smith. Contact number displayed on the staff notice board.
- We follow the guidelines set by the Local Safeguarding Children's Board and contact LADO (Local Authority Designated Officer) when investigating any complaint that a Nursery practitioner or volunteer has abused a child.
- We respond to any discloser by children or staff that abuse by a member of staff may have taken, or is taking place, by recording the details.
- We refer any such complaint immediately to the local authority's social services department to investigate and co-operate with the investigation.
- We follow all the disclosure and recording procedures when investigating an allegation that a Nursery practitioner or volunteer has abused a child in the Nursery as if it was an allegation of abuse by any other person.
- Our policy is to suspend the member of staff on full pay for the duration of the investigation and inform Ofsted.

Disciplinary Action

- The Department of Health administrators will be notified of any member of staff or volunteer that has been dismissed or internally disciplined because of misconduct relating to a child, so the named person may be included on the list for the Protection of Children and Vulnerable Adults.

Training

- All Nursery practitioners have relevant training and are able to recognise the signs and symptoms of possible neglect, physical, emotional and sexual abuse and are aware of the local authority guidelines to make referrals.
- All new staff receives training on safeguarding during their induction period.
- When policies have been reviewed the information is shared with all practitioners.
- All staff understand the child protection procedures for reporting and recording. Ensure that all staff understands about "Whistle blowing". It is each individual member of staff's duty of care as an employee of RCC that they report any concerns to the nursery Manager. Any concerns about the nursery manager to be reported to the nursery's line manager, Paula Smith. Contact number displayed on the staff notice board.

The Nursery Manager must be informed by staff if they have any concerns in the Nursery.

We ensure that all the staff know policies and procedures for recording their concerns.

Curriculum

- We introduce key elements of child protection in the foundation stage curriculum, so child gain a basic understanding of why and how to keep safe.
- All children develop a value of respect for them self and others.
- We ensure that this is carried out in an appropriate way for the ages and stages of the children.

Disclosures

- In the situation where a child makes a discloser to a Nursery practitioner, that person offers reassurance and listens to the child.
- The Nursery practitioner gives reassurance that she will take action. The Nursery practitioner must never question a child.

Recording Suspicion of Abuse and Disclosures.

Nursery practitioners make a record of:

- The child's name
- The child's address
- The age of the child
- The date and time of the observation or the disclosure.
- An objective record of the observation or discloser.
- The exact words spoken by the child.
- The name of the person to whom the concern was reported, with the date and the time.
- The names of any other persons present at the time.

These records are signed and dated and kept in a confidential file.

Informing Parents

- Parents are normally the first contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this.
- When the parent is the likely abuser the investigating officer will inform the parents.

Confidentiality

- Any suspicions and investigations are kept confidential and only shared with the relevant people. Any information is shared under the guidance of the Local Safeguarding Children's Board.
- Confidentiality is maintained at all times.

LADO	01604 645040
LSCBN	01604 364036
CAF helpdesk	01604 367336
Police Child Protection Team	01933 304420
Rushden Police Station	01933 440333
Referral initial team	0300 126 1000
Wellingborough Social Services	01933 220727

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