



## SAFEGUARDING POLICY

The nursery believes that children have the right to be completely secure from both the fear and reality of abuse and we are committed to protecting all the children in our care from harm.

The Nursery Manager is the Child Protection Officer. She has suitable experience, training and expertise and will be responsible for liaising with Social Services, the Area Child Protection Committee and Ofsted in any child protection matter.

The nursery's child protection procedures comply with all relevant legislation and other guidance or advice from the Lancashire children's safeguarding board (LSCB). The nursery is committed to reviewing its Child Protection policy and procedures at regular intervals. The policy and its procedures will be shared with parents/carers during their child's settling in period.

### **Recognising Child Abuse**

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff have attended child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse and neglect.

**Physical Abuse:** This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.

**Sexual Abuse:** This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact including penetrative or non-penetrative acts.

**Emotional Abuse:** Varying degrees of emotional abuse is present in virtually all child protection incidents but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved or inadequate or making them feel unnecessarily frightened or vulnerable.

**Neglect:** Neglect is the persistent failure to meet a child's basic physical, emotional and psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of a child.

### **Staff support and training**

We are committed to ensuring that we meet our responsibilities regarding child protection by providing support and training to all our staff. Therefore the management will ensure that:

- All staff, students and volunteers are carefully recruited, have verified references and have full and up to date Criminal Record Bureau checks.
- All staff and volunteers are given a copy of the Child Protection Policy and guidelines during their induction and have its implications explained to them.
- All staff and volunteers receive regular training and supervision in child protection issues and are provided with any relevant information and guidance.
- All staff are aware of the main indicators of child abuse.
- All staff are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the Manager.
- Any member of staff, a student or a volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary Policy.

### **Safe Caring**

All staff understand the Child Protection procedures and has had appropriate training and guidance in the principles of safe caring:

- Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If this occurs, the door to the room should be kept open with another member of staff informed.
- If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded in the Incident Record Book.
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- Staff will never carry out a personal task for a child if it is something they are able to do for themselves. Where this is essential, staff will help a child accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued.
- All allegations made by a child about a member of staff will be fully recorded, including any actions taken, in the Incident Record Book. In the event of there being a witness to an incident, they should sign the records to confirm this.

### **Dealing with Allegations**

Any allegation regarding abuse will be treated seriously and sensitively. The nursery will not deal with any child abuse allegations but pass on all known information to the Child Protection Officer. The CPO will immediately refer the case to the local statutory child protection agencies.

Further to this, the following principles will govern any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will report this to the CPO at the earliest possible opportunity.
- Staff are encouraged and supported to trust their professional judgement and if they suspect abuse has, or is taking place, to report this.
- Full written records of all reported incidents will be produced and maintained. Information recorded will include full details of the alleged incident; details of all the parties involved; any evidence of explanation offered by interested parties; relevant dates, times and locations and any supporting information or evidence from members of staff. Staff will demonstrate great care in distinguishing fact and opinion when recording suspected incidents of child abuse.

- The CPO will be responsible for ensuring that written records are dated, signed and kept confidentially.
- If an allegation of abuse is made against the Supervisor or CPO they will immediately be removed from duty and Social Services and then Ofsted will be informed. They will then assume responsibility for the situation or delegate this role to a senior member of staff.
- Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality.

### **Allegations against staff and volunteers**

All allegations against staff will be referred to the employer, Children's Social Care Services and the nominated CP officer(s) for an initial consideration regarding what if any further action needs taking, by whom, and within what timescale, in-line with Working Together to Safeguard Children (2006) and the LSCB. Any internal investigation or disciplinary process will be held in abeyance pending the decision from the Children's Social Care Services and or police regarding any investigation action they may need to take. The Manager will attend any meeting taking place. In respect in all allegations, an accurate written record in order must be maintained by the Manager, including nature of concern, time and date reporting of it, any contemporaneous records and any follow up action points.

### **Referring Allegations to Child Protection Agencies**

If the Supervisor or the CPO has reasonable grounds for believing that a child has been - or is in grave danger of being - subject to abuse, the following procedure will be activated:

- Contact will be made, at the earliest possible opportunity, with the local social services department. **Telephone number 01772 685318. Emergency Duty officer - 0845 6021043**
- The Supervisor or CPO will communicate as much information about the allegation and related incidents as is consistent with advice given by social services and the police.
- At all times, the safety, protection and interests of children concerned will take precedence. The Supervisor and staff will work with and support parents/carers as far as they are legally able.
- Sunny Beach Day Nursery and its staff will assist social services and the police, as far as it is able, during any investigation of abuse or

neglect. This will include disclosing written and verbal information and evidence.

- Ofsted will be informed of any allegations of abuse against a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing.

**Telephone Number 0300 1231231**

- **Police - 01772 203203**

DATE OF POLICY.....

SIGNED.....

POLICY REVIEW.....