



SAFEGUARDING AND CHILD PROTECTION POLICY

PURPOSE

East Harptree Nursery (“EHN”) places the safety of its children at the heart of everything it does.

The purpose of East Harptree Nursery’s safeguarding policy is to provide a secure framework in safeguarding and promoting the welfare of those children who attend our setting. We aim to create an environment in which the welfare, safety, and protection of our children is paramount. Responsibilities towards those in our care are acknowledged and it is a requirement that all staff and students make themselves aware of the setting’s legal responsibilities and understand the procedures that they must follow to promote the safeguarding and welfare of our children.

STATEMENT

‘Every child deserves the best possible start in life and the support that enables them to fulfil their potential. A secure, safe and happy childhood is important in its own right.’ Statutory Framework for the Early Years Foundation Stage (EYFS).

Safeguarding at EHN is considered everyone’s responsibility and as such our setting aims to create the safest environment within which every child can achieve their full potential. We recognize the contribution we can make to ensure that all children who attend our setting feel that they will be listened to. We will do this by establishing an effective working relationships with parents, carers, and colleagues to develop and provide a curriculum that will help to equip our children with the skills they need. This will include resources and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

POLICY


Responsibilities and expectations

EHN has a Trustee committee whose legal responsibility it is to ensure that the setting has an effective safeguarding policy, procedures in place and monitors that the setting complies with them. The committee should also ensure that the policy is made available to parents and carers, if requested. It is the responsibility of the committee to ensure that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting, that the setting has procedures for handling allegations of abuse made against members of staff (including the Manager) or volunteers and ensure the safe and appropriate use of cameras, mobile phones, technology, and online equipment within the setting.

The committee has appointed a Designated Safeguarding Officer (DSO) who has lead responsibility for dealing with all safeguarding issues in our setting.

The Designated Safeguarding Officer is Jessica Sheldon.

The deputy DSO is Philippa James.

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It is the responsibility of the DSO to ensure that all safeguarding issues raised in setting are effectively responded to, recorded and referred to the appropriate agency. They are also responsible for arranging the whole settings safeguarding training for all staff and volunteers who work with children and young people in our setting. The DSO must ensure that the whole settings safeguarding training takes place at least every three years; which they can deliver within setting provided they are linked into the support and quality assurance process offered by the Local Authority. The DSO is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child at our setting and to contribute to multi-agency discussions to safeguard and promote the child’s welfare.

The DSO is responsible for ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures. This includes the Camera & Image Policy and the Mobile Phone and Electronic Device Policy. All Child Protection concerns will to be acted on immediately. If anyone is concerned that a child may be at risk or is suffering abuse, it must tell the DSO. All Adults, including the DSO, have a duty to refer all known or suspected cases of abuse to the relevant agency including MASH (Multi Agency Safeguarding Hub), Children and Young Peoples Service (CYPS) – Social Care, or the Police.

Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors etc, it is the responsibility of that agency staff to formally report the referral to the Setting’s Designated Person in the first instance. All records made will be kept securely on the Child’s Protection file. If sharing any information or records about a child with any other professionals or outside agencies, then parents’ permission to share will be requested, unless there is concern or we are advised not to as this could cause more harm to the child. When considering sharing information or recording children's/ families details we will be making sure that data protection is in place and any confidential information is kept secure.

Safe Recruitment

We take safe recruitment seriously from our advertising and Job Description through to our Referee requirements, Interview process, DBS and Induction Procedures.

We follow the Safe Recruitment Principles.

Staff

- Safer recruitment principles will be fully applied in the employment of all staff.
- All staff members are interviewed before being appointed, references are taken up and relevant checks are carried out. In addition, all staff and students working directly with children will be subject to an enhanced DBS check.

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
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- All appointments are subject to a month's trial period followed by a 3-month probationary period. During this period, all staff and students are made aware of our child protection policy and practice guidelines, ideally within their first week of induction.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- All volunteers will always be supervised
- Any allegations regarding a member of staff will be fully investigated in line with procedures from the Child Protection Guidance File.
- Any adults not registered as fit persons will not have unrestricted access to the children.
- Staff members have a duty to follow the Child Protection Procedure if they have any cause for concern.
- Staff members will attend Child Protection courses run by B&NES on a rota basis to learn to recognise symptoms of possible physical, emotional or sexual abuse and neglect and what procedures to follow.
- The Designated Child Protection Lead will attend meetings held for the child as and when required.
- The Designated Child Protection Lead will attend specific courses and cascade information down to staff

Children and Families

- Any change in a child's behaviour/appearance is reported to the staff Safeguarding Children Officer, recorded, and investigated.
- Children are always listened to and are responded to sensitively and appropriately in accordance with Child Protection Guidance.
- The nursery must be informed of any recent injury to a child upon arrival for their session.
- Parents/carers will be advised of any injury to a child sustained during their session.
- Parents/carers will be informed/consulted regarding any concerns (unless, it is considered, such a discussion will place the child at risk of significant harm).
- Any suspicions and investigations are kept confidential on a need-to-know basis.

Records

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- Specific and confidential records are set up whenever any worrying changes are observed in the child's behaviour, physical condition or appearance (body maps may be used).
- These records are quite separate from the usual on-going records of a child's progress and development and are not accessible to anyone in the nursery other than the Manager.
- Staff maintain an accident record book, which parents/carers are asked to sign when they have been informed. In addition, an incident record book is also kept on site which is signed by relevant parties. This is helpful when observing patterns of behaviour.

Types of abuse

Child abuse refers to any emotional, sexual, or physical mistreatment or neglect by an adult in a role of responsibility toward someone who is under 18 years of age. It refers to any kind of action or failure to act that results in harm or possible harm for a child. The adult may be a parent or other family member or another caregiver, including sports coaches, teachers, and so on.

The types of child abuse are classified as physical abuse, sexual abuse, emotional abuse, or neglect.

Abuse often involves one or more of these types. Bullying is not included in these categories, but it is a way of delivering different kinds of abuse.

The action may or may not be violent.


It can happen at home or elsewhere, and it occurs in all cultures, countries, and economic classes. It usually involves a family member or friend, rather than a stranger.

There are other factors that affect children's vulnerability such as: abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; child trafficking; sexual exploitation of children; internet abuse; and Female Genital Mutilation; gang recruitment

Another age group we also need to protect are young people aged 16-19 as defined by the Children Act 1989. This includes school children on work experience, apprentices, young employees or young parents. We will follow the procedure for reporting any child protection concerns when abuse is suspected. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

Prevent Duty – prevent radicalisation in the Counter-Terrorism and Security Act 2015

<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

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Signs to look for

- Neglect: Always looking dirty, poor growth/weight gain, eating more at a mealtime or saving some for later.
- Physical: If a child regularly has injuries, there seems to be a pattern to the injuries or the explanation doesn't match the injuries, then this should be reported. Injuries could include: bite marks, bruises, burns, the effects of poisoning, such as vomiting, drowsiness or seizures, breathing problems from drowning, suffocation or poisoning.
- Sexual: bruises, bleeding or discharge, pain in their genital or anal area, having accidents/wetting the bed, language or sexual behaviour you would not expect them to know, being afraid of being left alone with a person they may know.
- Emotional: seem unconfident, wary or anxious, be aggressive or cruel towards other children or animals, not have a close relationship or bond with their parent, be overly affectionate and familiar with people they don't know.

Parental Involvement

Parents and Carers are informed of and shown where the Policies File is during the Guided Tour and the Induction and are reminded through the various communications given during their child's time with the nursery.

Parents and Carers are encouraged to share information or concerns at any time with staff or if they prefer through the Committee

Role of the Trustee Committee

To support all aspects of our Child Protection/Safeguarding Policy including allegations made against the Manager by reporting to the LADO or Ofsted


Sharing Information

If a child is part of a child protection plan or child in need plan a transition meeting should be planned with the social worker, parents & school to share information.

Information regarding a child with lower level concerns can be shared with the parents' permission and should only be documented information a parent is aware of (in most cases the relationship with the parent will enable a discussion with them to take place regarding why the information should be shared and how this will benefit the child during transition), if a parent does not want to share this information contact the LADO or Children and Families Intervention Team on how to proceed.

We have a duty of care when involved with parents and other professionals e.g. CIN, TAF, TAC

Safeguarding procedures for staff

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


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- They must share these concerns immediately and in private with the Designated Child Protection Lead.
- The concerns should then be recorded in writing on the relevant concern form. All reports/observations should be signed and dated.
- If, after these discussions, it is considered that the child and their parents/carers would benefit from further services a telephone referral should be made to Children and Families Assessment Intervention Team - 01225 396312/3.
- This telephone referral is to be made by the Designated Child Protection Lead or Deputy Manager. There must be a second member of staff present when the referral is made.
- All relevant details regarding the child and the family must be readily available, together with accurate details of the observation or concern.
- Concerns will be discussed with the parents/carers of the child and their agreement sought to make a referral unless it is considered that such a discussion will place the child at risk of significant harm. There should always be two members of staff present.
- When a telephone referral is made it should be agreed with the person to whom the referral is made what the parents/carers should be told, when and by whom.
- When a telephone referral is made it should be confirmed, in writing, within 48 hours.
- If no contact has been made within 3 working days, Social Services should be re contacted.
- Social Services should acknowledge the written referral within 1 working day of receipt.

If a member of staff/student is the subject of an allegation of abuse:

- Any allegation against a member of staff/student will be taken most seriously and investigated objectively. The staff member should contact the LADO.
- Any allegation made by a child, parent, carer, fellow member of staff, student or other person, should be reported immediately to the Manager/Chair of Committee. Where appropriate, this allegation should be made in writing, signed and dated by the person who received the allegation.
- The LADO must be informed of all allegations within one working day and will provide advice and guidance in the management of these. Ofsted will be informed within 14 days of the allegation being made: OFSTED, THE NATIONAL BUSINESS UNIT, PICCADILLY GATE, STORE STREET, MANCHESTER, M1 2WD
- If it is agreed there is any substance to these allegations there should be an immediate investigation. At this point it should be judged whether the staff member/student should be

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suspended from duty, having regard for the welfare of the accused person and balancing the needs for investigation with the stress caused if they are wrongly accused of this offence.

- Any witness statements or factual observations should be recorded in writing, signed and dated. All documentation will be made available to the staff member prior to any meeting. The staff member is entitled to have a colleague present for support. A written record of the meeting must be kept and signed by all parties.
- If there is judged to be substance in the allegation, then a telephone referral should be made to the LADO (Local Authority Designated Officer).
- In consultation with the Duty Officer, it will be considered whether the allegation requires further investigation, and if so, by whom.

Bullying/Cyber Bullying


Bullying is not always easy to define, but according to Dan Olweus, an expert in the field of prevention of bullying, he says it should include:

- Physical – pushing, kicking, hitting, pinching and other forms of violence or threats.
- Verbal – name calling, sarcasm, spreading rumours, persistent teasing
- Emotional – excluding, tormenting, ridicule or humiliation
- Racist – Racial taunts, graffiti or gestures
- Social – unwanted physical contact or abusive comments
- Homophobic – any hostile or offensive action against lesbian, gay males or bisexuals or those perceived to be these above.

All the above forms of bullying cannot just be delivered on a personal, face to face basis, but also by using existing and new technology, known as cyber bullying. We can sum up bullying as actions taken by one or more people with the deliberate intention of hurting another person (in any of the above ways). This policy is designed to support the nursery behaviour policy, equal opportunities and anti-discrimination policies.

Bullying is about a pre-meditated act, which relies on a stage of cognitive development in order to think the process through.

Aims and Objectives

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- Bullying is wrong and is damaging to individual people. The nursery proactively implements policies and procedures to prevent this, by developing a nursery in which bullying is regarded as unacceptable.
- We aim to deliver a safe and secure environment where all children can play and learn without fear or anxiety.
- This policy aims to produce a consistent response to any bullying incidents that may occur.
- We aim to make all those connected with the nursery aware of our opposition to bullying and staff have a responsibility to eradicate bullying in our nursery.
- We do not tolerate any kind of bullying as stated above on any grounds whatsoever, and support all parties involved to gain a full understanding of our ethos.

Rough and Tumble Play

The Pre-School Learning Alliance has acknowledged and highlighted the need to recognise rough and tumble play as distinct from inappropriate or aggressive behaviour. Television or films, which include superheroes, often influence young children or weapon play and they will mimic this behaviour through their play. We endorse the following strategies to manage this kind of play:


- Recognise that this is pro-social play rather than aggressive
- Set boundaries for the games to be set out in
- Use planning opportunities to discuss the concept of 'good' and 'bad'.
- Support the play to find alternative solutions to weapon play, exploring different scenarios.

Hurtful Behaviour

Very young children are 'egocentric' which means that they put their own feelings before others, and even the most considerate child will have the occasional outburst due to frustration, anger or over exuberance. We acknowledge that this is a developmental area that needs to be nurtured and supported and that very young children do not intentionally wish to cause hurt. If hurtful comments are made, our strategies are:

- To recognise that very young children are not always able to manage their own feelings and deliver them appropriately
- Assist in this management to support their biological and cognitive development.
- Offer support to both parties and to discuss the issues through play, story times and circle time activities.

Anti – Bullying Procedure

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The role of the manager


- It is the responsibility of the manager to implement the Nursery anti-bullying strategy and to ensure that all staff (paid/unpaid) are aware of the policy and know how to deal with incidents of bullying.
- The manager ensures that all children begin to learn that bullying is wrong and that it is unacceptable behaviour in the nursery. The manager draws the attention of everyone to this fact through staff meetings and monitoring that this is being implemented on a regular basis.
- The manager ensures that all staff are in receipt of sufficient training to be equipped to deal with any incidents of bullying.
- The manager set the nursery climate of mutual support and praise for successes, so making bullying less likely. When people feel they are important and belong to a friendly and welcoming setting, bullying is far less likely to occur.

The role of staff

- Staff in the nursery take all forms of bullying seriously and intervene to prevent incidents from taking place. A record is kept of all incidents of bullying that happen in the nursery and these are shared with the manager.
- If staff witnesses an act of bullying they will do all they can to support the person or persons who are being bullied. If a child is being bullied over a period of time, then, after consultation with the manager, the key worker informs the child's parent.
- For all incidents of bullying behaviour management form should be completed. We record all incidents of bullying that occur within the nursery.
- If practitioners become aware of any bullying taking place between members of a group, we deal with the situation immediately. This will involve supporting all parties to understand that this is not acceptable to be bullied, to be the recipient of bullying, and that the nursery will deal with the situation very seriously. If the patterns repeat of bullying the child's parents should be asked to meet with the manager.

The role of parents

- Parents, who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact the nursery manager immediately.
- Parents have a responsibility to support the nursery's anti bullying policy and actively encourage their child to be a positive member of the nursery.
- Parents are expected to help develop their child's social skills at all times, in support of the nursery ethos.

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
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Monitoring and Review

- This policy is monitored regularly by the manager to ensure it is up to date with the requirements of the EYFS and annually by EHN managers and Trustees.

Helpful telephone numbers.

Children and Families Assessment Intervention Team	01225 396312/3
Out of Hours Emergency Duty Team	01454 615165
Police – Public Protection Unit – Duty Desk	01225 842786
LADO – Local Authority Designated Officer	01225 396810 mob 07530263372 lado@bathnes.gov.uk

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Appendix 1

PROCEDURE

All members of staff are asked to refer to the Child Protection Guidance Folder in the Staff Resources cupboard

Flow charts 1 – 5 displays:

- 1 the referral procedure
- 2 what happens following initial assessment
- 3 urgent action to safeguard children
- 4 what happens after the strategy discussion and
- 5 what happens after the child protection conference, including the review process.


- The file also clearly defines what should happen later in the child protection process.
- the role of the social workers and their managers
- the role of the Police Officers
- and the role of others

All members of staff should familiarise themselves with the sections on:

- information sharing
- consent and the need-to-know basis

DO

- keep dated records of any concerns, together with actions taken or discussions had because of the concern.
- keep a dated record of any injury a child may sustain at nursery, together with the circumstances, any action taken and inform the parent/carer the same day.
- ensure all records are kept to factual observations, but trust instincts when making a referral.
- Contact the LADO to obtain additional information and support

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DON'T

- make assumptions about who caused an injury to a child – Social Services are responsible for resolving these issues.
- promise carers that you will always contact them before making a referral – they may not be contactable, or you may be exposing the child to increased risk.
- question children directly about their injuries – instead ask, for example 'That looks painful, does it hurt?'
- delay when referring your concerns to Social Services
- hesitate to contact the LADO if someone makes an allegation against you.

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