



• Learning by Doing •

## Safeguarding Children Policy

### Policy Statement

At Springfield Day Nursery we will work with children and families to ensure the rights and safety of children, to give them the best start in life.

Regardless of ability and culture all children have equal rights of protection. We do everything we reasonably can to provide a safe and caring environment whilst the children are in attendance.

We will listen and treat in a confidential manner anything said to us. But, we have a legal duty to inform the appropriate agencies if we have any concerns.

### Policy Aim

At Springfield Day Nursery we hold paramount the importance of the welfare of the children within our care. We aim to do all we can to meet our 'duty of care' for all the children who attend our setting.

### Roles and Responsibilities

All Early Years settings must nominate a senior member of staff to co-ordinate child protection arrangements.

The Safeguarding Lead is Sarah Orford.

The Safeguarding Deputy is Mel Notley.

The Designated People will:

Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.

- Be appropriately trained.
- Act as a source of support and expertise in the setting.
- Have an understanding of Suffolk Safeguarding Children Board procedures.
- Keep written records of all concerns when noted and reported by a member of staff, or when disclosed by a child. Ensuring that these are stored securely.
- Seek advice and refer cases of suspected neglect and/or abuse to Customer first.
- Parents will be telephoned if a child is absent without explanation for 3 sessions to establish a reason for the absence. If an emerging pattern of absence occurred we would follow the relevant procedure for recording a concern.
- Ensure that the Safeguarding children Policy is updated annually.
- Keep a record of staff attendance of any Safeguarding training.
- Make this policy available to parents and carers.

### Staff

- All staff to make themselves aware of our Safeguarding Policies and Procedures. Staff are expected to be able to use the safeguarding statement to make parents and visitors aware of our safeguarding responsibilities.
- All staff are expected to attend appropriate safeguarding training.
- Adequate and appropriate staffing resources to meet the needs of the children.
- Candidates are informed they must have an 'enhanced disclosure' checks with the Disclosure and Barring Service (DBS) with update service recommended.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

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- We abide by Ofsted requirements in respect of references and DBS checks for staff - to ensure that no disqualified or unsuitable person works in the setting, or has access to the children.
- We record information about staff qualifications, the identity checks and vetting process that have been completed including:
  - the DBS check reference number.
  - the date the disclosure was obtained.
  - details of who obtained it.

To meet and maintain our responsibilities towards the children, the Nursery aims to maintain good practice of all staff by:

- Treating all children with respect.
- By setting a good example by conducting ourselves appropriately.
- By ensuring that all staff are positive role models.
- Encouraging positive and safe behaviour among the children.
- Being a good listener.
- Being alert to changes in a child's behaviour.
- Recognising that challenging behaviour could be an indicator of abuse.
- Reading and being familiar with all the settings safeguarding guidance, policies and all the wider safeguarding issues.

At Springfield Day Nursery we are committed to safeguarding and promoting the welfare of all the children in our care. We require enhanced DBS checks and obtain references on all our staff, following the safer recruitment guidance.

- We inform all staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us). This will also be checked during Supervisions and Appraisals.

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- We have procedures for recording the details of Visitors to the setting.
- We take steps to ensure that we have control over who comes into the setting, so that no unauthorised person has unsupervised access to the children. (See Security Policy)
- We take steps to ensure that children are not photographed or filmed for any other purpose than recording their development. If it is for an event organised by us, parental consent is checked before the photographs can be used.

### Disclosures

Where a child makes a disclosure to a member of staff, that member of staff will:

- Stay calm and listen carefully.
- Offer reassurance to the child.
- Listen to the child and ask questions, without leading.
- Reassure the child that they believe them.
- Not promise to keep secret what they have told them.
- Gives reassurance that he or she will take action, using age appropriate language.
- Inform Designated Safeguarding Lead as soon as possible.
- Make a written record of the allegation, disclosure or incident which you must sign and date.
- Not include any opinion that they may have.
- Refer without delay.

### Recording suspicions of abuse and disclosures:

As soon as possible after the event, staff must make a record of the disclosure or suspicion on 'Recording Form for Safeguarding Concerns' and use a body map if required. These forms must be hand written and contain the following information:

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

All disclosures/suspicions should be reported to the Designated Lead and the Nursery Owners. The records are signed and dated then stored in a separate confidential file. We may share this information with parents, carers and other professionals working with the family.

### Taking Action

Key points to remember for taking action are:

- Use professional consultation line: 03456 061499 and customer first 08088 004005, in extreme immediate emergency call 999.
- Report your concern to the Designated Safeguarding Lead immediately.
- If the Designated Safeguarding Person is not available, report the matter to the Deputy Safeguarding Person or the most senior person in the Nursery that day and ensure action.
- Do not start your own investigation.
- Share information on a need-to-know basis only - do not discuss the issue colleagues, friends or family.
- Complete a record of concern about children, even where there is no need to refer the matter immediately.
- Seek support for yourself if you are distressed.

### Recognising abuse

To ensure that our children are protected from harm, we need to understand what types of behaviour constitute abuse and

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neglect. We will ensure all staff understand their responsibilities in being alert to indicators of abuse and their responsibility for referring any concerns to the designated person responsible for safeguarding.

There are four categories of abuse: Physical abuse, emotional abuse, sexual abuse and neglect.

#### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scolding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child (this used to be called Munchausen's Syndrome by Proxy).

#### Emotional abuse

Emotional maltreatment of a child can cause severe and adverse affects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in a way to meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on the child. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

#### Sexual abuse

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Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

(Source Keeping Children Safe in Education July 2016)

### Indicators of abuse and what you might see

It is vital that staff are aware of the range of behavioural indicators of abuse and report any concerns to the designated person. We are aware that it is our responsibility to investigate or decide whether a child has been abused.

A child who is being abused and/or neglected may:

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- Have bruises, bleeding, burns, fractures or other injuries.
- Show signs of pain or discomfort.
- Look unkempt and uncared for.
- Change their eating habits.
- Have difficulty in making or sustaining friendships.
- Appear fearful.
- Be reckless with regard to their own or other's safety.
- Self-harm.
- Frequently be absent or arrive late.
- Show signs of not wanting to go home.
- Display a change in behaviour - from quiet to aggressive, or happy-go-lucky to withdrawn.
- Become disinterested in play activities.
- Be constantly tired or preoccupied.
- Be wary of physical contact.
- Display sexual knowledge or behaviour beyond that normally expected for their age.

### Allegations made against a member of staff

Should an allegation be made by a parent/carer, child or visitor against a member of staff, the allegation will be investigated by the Safeguarding Lead - Sarah Orford and Deputy - Mel Notley or Nursery Owners with co-operation of the person making the complaint, the person the complaint is against. (See Complaints Policy)

Should the allegation not be resolved or dealt with by 'Stage Three' of the Complaints Policy, it would be investigated by the Safeguarding Lead. Completing a 'LADO referral form'. The Nursery Owners would look at all the facts of the case. This may result in the staff member being suspended while the investigation is carried out.

The Suffolk Safeguarding Board sets out clear procedures in it's publication 'Arrangements for managing allegations of

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abuse against people who work with children or those who are in a position of trust', (in pink folder on shelf above piano)

These procedures should be followed in respect of all allegations that a person working with children has:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against, or related to a child.
- Behaved towards a child or children in a way that indicates that he/she is unsuitable to work with children.

All allegations should be reported to the Designated Person/Owners/Managers who should:

- Determine the nature of the allegation. Is the concern about conduct or alleged abuse/neglect of a child?
- If the allegation is not related to the criteria above, i.e. it is about conduct, it is important you follow your complaints and disciplinary policy.
- If the concern is about abuse/neglect of a child, as set out in the criteria above, the following procedure must be acted on. Failure to comply is a criminal offence.

Procedure:

1. Inform the Local Authority Designated Officer (LADO) within 24 hours of the allegation being made.
2. Make a referral for the child(ren) who are involved in the allegation to Customer First (0808 800 4005).
3. Inform Ofsted.
4. Under no circumstances should the setting conduct interviews or investigations themselves.
5. Open and maintain a record of concern.
6. In certain circumstances it may be necessary to suspend staff during an investigation. Please seek advice from the LADO before acting.

LADO contact numbers:

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West: 01284 758816

Western County Safeguarding Manager  
West Suffolk House  
Western Way  
Bury St Edmunds  
IP33 3YU

Central Number: 0300 123 2044

### Prevent Abuse by means of good practice

- Adults will never be left alone for long periods of time, with individual children or with small groups.
- Adults that have no DBS certificate or relevant childcare qualifications will never left alone with a child.
- Children will have regular circle time and discussions on appropriate behaviour.
- All staff are aware of where to access the Customer First phone number (0808 800 4005). It is clearly displayed within the Nursery.
- Emergency Duty Service, weekdays: 5.20pm - 8.45am, 0808 800 4005.
- All staff are made aware of the Mobile Phone Policy.
- All staff are made aware of the Staff Conduct Policy.

### Whistle Blowing

Any individual who has reasonable suspicion of malpractice should inform the Nursery Owners immediately. If they do not feel this is suitable they can report to senior staff, Ofsted, or the Local Authority. It is recognised for some people that this can be a daunting and difficult experience

All reports will be investigated and dealt with in confidence, including only those staff on a 'need to know' basis.

Whistle blowing Ofsted Hotline: to contact the hotline call

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0300 123 3155 (Monday to Friday from 08.00 to 18.00), email 'whistleblowing@ofsted.gov.uk' or write to:

WBHL  
Ofsted  
Royal Exchange Buildings  
Piccadilly Gate  
Manchester  
M1 2WD

A charity called 'Public Concern at Work' give free and confidential advice and can help you to decide whether and/or how to raise your concerns at work first. You can call Public Concern at Work on 020 7404 6609, email [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk) or visit [www.pcaw.co.uk/law/uklegislation.htm](http://www.pcaw.co.uk/law/uklegislation.htm) for useful information about whistle blowing legislation.

All concerns of poor practice or concerns about a child's welfare brought about by the behaviour of colleagues should be reported to the Designated Safeguarding Person and/or the Nursery Owners.

### Preventing Radicalisation and Extremism

Our staff are able to identify children who may be vulnerable to radicalisation, and the steps to follow when they are identified. At Springfield Day Nursery we see protecting our children from risk of radicalisation as part of our wider safeguarding duties, and that it is similar to protecting our children from other risks, whether these come from within their family or are the product of outside influences. All staff have access to general Prevent information, many attended an information evening, to help to understand and identify any risks to the children of radicalisation and report their concerns to our Designated Safeguarding Lead. Who will at the appropriate time make a referral to the Channel panel? Channel is a panel which focuses on providing support at an

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early stage to people who are identified as being vulnerable to being drawn into terrorism.

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law of England. Springfield Day Nursery does not condone practices that are illegal and which are harmful to children.

Examples of particular practices are:

Faith abuse

Female Genital Mutilation

Honour Based Violence

Peer on Peer abuse.

Forced Marriage

### Primary Legislation

- EYFS
- Suffolk Safeguarding Children Board guidance and procedures
- Children Act (1989)
- The Children Act (1999)
- The Children Act (2004)
- Safeguarding Vulnerable Groups Act (2006) which includes a duty to make a referral to the Disclosure and Barring Service (DBS) where a member of staff is dismissed.
- Childcare Act (2006)
- The Prevent Duty Departmental advice for schools and childcare providers (July 2015)
- The Special Educational Needs and Disability Code of Practice: 0-25 years. January 2015

Further guidance:

- Working together to safeguard children
- What to do if you're worried a child is being abused: Advice for Practitioners'

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- Keeping children safe in education
- Disclosure and barring service

This policy was adopted on 3<sup>rd</sup> August 2017

Amended: November 2017

Reviewed:

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