Safeguarding welfare and Child Protection Policy

Due to the many hours of care we are providing to a child it is possible that staff may be the first people to become aware that there is a problem, even before the parent / carer. Should any member of staff have concerns for the welfare of any child they will immediately take it up with the manager on duty. Any such instance must be carefully documented on the appropriate form and retained in a locked filing cabinet for later inspection. The Nursery's Lead Child Protection Officer, Mrs Emma Hoing, is then informed. If it is considered that the matter deserves further investigation then the duty Referral and Assessment Team will be contacted. **It is imperative to remember that the welfare of the child is paramount.** Emma Hoing is the named Prevent Duty Officer with Claire Campbell leading the nursery in Emma's absence.

The named Deputy Managers in Claire's absence are Rachael Windsor and Pinky Nandha.

Child protection issues are very sensitive and therefore must be kept confidential. Staff are informed about them only on a need to know basis.

The Nursery has a duty to be aware that abuse does occur in our society. Staff and management attend regular child protection training to reinforce and update their knowledge. All new members of staff will be informed of the Working Together to Safeguard Children 2018 policy as part of their induction and will participate in child protection and Female Genital Mutilation (FGM)training as well as undertaking Prevent Duty training as soon as is possible.

This statement lays out the procedures that will be taken if we have reason to believe that a child in our care is subject to either emotional, physical or sexual abuse or neglect.

Our prime responsibility is the welfare and wellbeing of all children in our care. As such we believe we have a duty to the children, parents/main carers and staff to act quickly and responsibly in any instance that may come to our attention. In addition new staff must be aware of the possibility of abuse perpetrator by another member of staff. We should be alert to observing and reporting any inappropriate behaviour, this would include inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual responsibilities, or inappropriate sharing of images.

The taking of photographs/video footage on nursery equipment must be restricted to those circumstances for which we have specific parental consent. The use of personal phones and cameras is not permitted by staff, parents, visitors or students under any circumstance. Staff mobile phones and smart watches are kept in the office in a lockable box and nursery cameras and tablets are brought to the office at the end of the day and securely locked away. Smart Watches must be placed on flight mode / do not disturb to stop staff receiving messages on the screen while with the children

The Nursery has a duty to report any suspicions around abuse to the Local Authority. The Children Act 1989, (Section 47(1)) places a duty on the Local Authority to investigate such

matters. The Nursery will follow the procedures set out in the Local Authority Child Protection Documents issued by the Buckinghamshire Safeguarding Children Partnership and Working together to Safeguard children 2015, and as such will seek their advice on all steps taken subsequently. Additionally from 1 July 2015 we together with all schools and other registered childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. It applies to a wide range of public facing bodies.

Protecting children from the risk of radicalisation should be seen as part of our wider safeguarding duties, and is similar in nature to protecting children from other harms, whether these come from within their family or are the product of outside influences.

Physical Abuse

Action will be taken under this heading if the staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge, or a reasonable suspicion that the injury was inflicted or knowingly not prevented.

Procedure

- Any sign of a mark/injury to a child when they come into Nursery will be recorded.
- The incident will be discussed with the parent/main carer.
- Such discussion will be recorded and the parent/main carer will have access to such records.
- If there appear to be any queries regarding the injury the Local Authority will be notified.

Sexual Abuse

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

Procedure

- The observed instances will be reported to the manager.
- The matter will be referred to the Local Authority.

Emotional Abuse

Action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection.

Procedure

- The concern will be discussed with the parent/main carer.
- Such discussion will be recorded and the parent/main carer will have access to such records.

- If there appear to be any queries regarding the circumstances, the matter will be referred to the Local Authority.

Neglect

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including non-organic failure to thrive.

Procedure

- The concern will be discussed with the parent/main carer.
- Such discussion will be recorded and the parent/main carer will have access to such records.
- If there appear to be any queries regarding the circumstances the Local Authority will be notified.
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Extremism and Radicalism

Radicalism refers to the process by which a person comes to support terrorism and forms of extremism

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings.

Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

It is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified.

We can also build pupils' resilience to radicalisation by promoting fundamental British values ie; democracy the rule of law individual liberty and mutual respect and tolerance of those with different faiths and beliefs. We can emphasise this in daily work such as assisting the children's personal, social and emotional development and understanding of the world.

As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

Staff should use their professional judgement in identifying children who might be at risk of radicalisation and should follow our normal safeguarding procedures, including discussing with the designated safeguarding officer.

The Department for Education has dedicated a telephone helpline – Monday-Friday 11-3pm (020 7340 7264) to enable the nursery to raise concerns relating to extremism directly. If you believe you have information relating to terrorism, please call the Anti-terrorist hot line 0800 789321. To contact Thames Valley Policy email referrals@thamesvalley.pnn.police.uk

Allegations against Members of Staff.

It is important that staff always avoid putting themselves in situations which could lead to allegations of abuse being made against them.

In the event of such an allegation, the member of staff concerned will be removed from contact with the particular child, and the Designated Safeguarding Lead (DSL) will be informed immediately. If this person could not be contacted the Manager has the authority to suspend the individual until her return.
The DSL will inform the Buckinghamshire Council Designated Officer (LADO) with the information they have been given and the LADO will give advice and inform of what to do next. The Nursery will work co-operatively with the LADO acting in accordance with their advice and instructions.
Information is then gathered regarding staffing and personnel present at the time of the alleged incident, with staffing rotas kept as evidence.
Should the DSL conclude that the allegation is indeed possible the matter will be reported immediately to the Local Authority Referral and Assessment Team and Ofsted. The Member of Staff will be suspended pending the outcome of the official investigation, and may subsequently be subject to disciplinary proceedings.

Parents of any child involved would be informed of the allegation and of the investigation in progress, but not necessarily of the identities of individuals involved.

Having gathered all the evidence the DSL will decide on future action to be taken, and will prepare a confidential report summarising her findings, to be kept with all the supporting documentation.
This action could include:
- No action, if the allegation proved to be without foundation.
- Interviewing, reprimanding or discussing the incident with the member of staff responsible, either with a view to correcting inappropriate practice, or as part of the staff disciplinary procedure.
- Suspension of the staff member in accordance with the disciplinary procedure pending further investigation.
- Dismissal of the staff member responsible on grounds of gross misconduct.

If an allegation is made regarding any company director Mrs. Hoing will follow the same procedure.
If an allegation is made regarding Mrs. Hoing, the DSL , then the Nursery Manager Claire Campbell who will assume responsibility for investigation and onward referral. In these circumstances Ofsted will be informed immediately by telephone and with a written report as soon as is practical. This has to be carried out within 14 days.