



FAIRLANDS DAY NURSERY, CHURCH ROAD, SHEDFIELD,
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Safeguarding Children and Child Protection Policy

Statement of intent

Fairlands believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them. We work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Procedures

- All staff must ensure that they know the child protection procedures that are in force within Fairland's Day Nursery and which staff member is responsible for child protection issues.
- In some cases advice can be first sought from one of the designated people responsible for child protection support within Fairland's. Our Designated Safeguarding Leads (DSL) are **Beth Kelly** and **Jo Skinner**. The DSL's have a level 4 safeguarding qualification.

Staff Training and Understanding

- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported following the procedures in place
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical
- All staff understand the principles of Early help and are able to identify those children and families who may be in need of Early help and enable them to access it

- All staff understand the Local Safeguarding Children's Board (LSCB) thresholds of significant harm and understand how to access services for families
- All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about children and families with other agencies
- All staff understand what is expected of them in terms of their required behaviour and conduct – this is outlined in the code of conduct policy
- Children are supported to articulate any worries, concerns or complaints they may have in an age appropriate way
- All staff understand our behaviour policy
- We discuss safeguarding regularly at meetings and staff knowledge is checked and updated. All staff re-read their policies yearly.
- All staff are aware of Female Genital Mutilation (FGM) and the signs to look out for.
- All staff complete Prevent duty training and this is updated yearly
- We have a safeguarding folder in the office which contains relevant documents, advice and referral forms

Staff Conduct: **SAFE WORKING PRACTICE**

It is essential that all staff, are conscious of how they should conduct themselves to minimise the risk of finding themselves as the subject of any child protection processes. All staff, should be aware of the following summary of things to do and not to do when working with children.

“DO’s”

- Read and follow the child protection procedures
- Report to Beth Kelly or Jo Skinner any concerns about child welfare/safety
- Report to Beth Kelly or Jo Skinner any concerns about the conduct of other school staff/volunteers/contractors
- Record in writing all relevant incidents
- Work in an open and transparent way
- Discuss and report any incidents of concern or that might lead to concerns being raised about your conduct towards a child.
- Dress appropriately for your role
- Avoid unnecessary physical contact with children
- Ensure you understand the rules concerning physical restraint
- Allow children to change clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances
- Fully co-operate with any investigation into child protection issues in the Nursery. Listen to children when they express concern (rumours) about staff

“DON'T's”

- Take any action that would lead a reasonable person to question your motivation and/or intentions
- Misuse in any way your position of power and influence over children
- Use any confidential information about a child to intimidate, humiliate or embarrass a child
- Engage in activities out of the workplace/setting that might compromise your position with children or young people.

- Make physical contact secretive
- Use physical punishment of any kind
- Confer special attention on one child unless this is part of an agreed plan or policy
- Transport pupils in your own vehicle without prior management approval
- Take, publish or share images of pupils or other children without their parents' permission.
- Access abuse images (sometimes referred to as child pornography) or other inappropriate material
- Abuse your position of trust with children or young people
- Allow boundaries to be unsafe in more informal settings such as trips out.

Mobile phones, Social networking and use of cameras

- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
- Staff are required to sign a disclaimer upon commencement at Fairland's Day Nursery stating they will not newly befriend current parents/carers of the Nursery.
- Staff must not jeopardise the reputation of the Nursery by publishing inappropriate pictures, statuses or comments on Social Media.
- Staff and parents/carers are not to post photographs of the children whilst they are partaking in Nursery activities (on or off Fairlands premises); except for the "Fairland's Facebook Page" with signed permission from parents. No children's names to be disclosed at any time.
- Parents must not use their phones in the setting other than in the office, if a parent is seen on their phone they are asked to put it away.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Planning

The layout of the rooms allows for constant supervision. For group provision: No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.

Disclosure and Barring Service

- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being

confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- The Reference number of the check and the date the check was completed is recorded
- 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 staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.

Whistleblowing

- We have a whistleblowing policy in place

Concerns for the safety and well-being of children could arise in a number of different ways and in a range of settings. It is essential to act quickly and effectively if an allegation is made, or if there is suspicion or concern about a professional or volunteer's relationship with a child, young person or group of children/young people, particularly if they have:

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

If an allegation is made, or a concern arises, about a member of staff or volunteer, ensure that The Designated Safeguarding Leads are informed immediately and they will contact the Local Authority Designated Officer (LADO) (01962 876364) and Sheila Sahota at Services for Young Children (02380 650034). The LADO is available to provide advice or support in any allegations process, including advising whether or not immediate suspension of the person concerned should be initiated.

If the LADO is unavailable or the concern is raised out of hours you should contact the Children's Reception Team at Children's Services on 03005551384, the out of hours service on 03005551373 or in an emergency the police. Any records should be kept locked in the filing cabinet in the office.

The member of staff or volunteer should be treated fairly and honestly, helped to understand the concerns expressed, the process being followed and any outcomes of the process. Managers and Designated Safeguarding Leads should seek advice

from the LADO, the Children's Reception Team or the Police before informing the person who is subject to an allegation.

- If they feel that the DSL has not acted adequately in relation to safeguarding, or for any reason they are unable to tell the DSL's they should contact our Local Area Designated Officer (LADO) directly.

Responding to a Disclosure

Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:

- listens to the child, offers reassurance and gives assurance that she or he will take action
- Give the child time to talk and do not probe or ask leading questions; it is OK to ask questions for the purposes of clarification
- Do not promise to keep secrets. All allegations of harm or potential harm must be acted on.
- makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- Child protection concern forms can be found in the office and completed forms are kept in a locked filing cabinet only accessible by managers and supervisors.
- The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and within one working day.
- The level of concern is determined and where necessary a Threshold chart completed to determine what further action is needed.
- If it is determined that a child is suffering or has suffered abuse and/or neglect or is likely to suffer from abuse and/or neglect then the Children's reception team must be contacted and the concern reported - 0300 555 1384
- If a child does not meet the threshold for Children's Social care, they may benefit from a referral to Early Help. This requires parental consent.
- Under no circumstances should you speak to or confront the abuser. Do not share suspicions or information with any other person other than your Designated Safeguarding Leads, your manager, the Children's Reception Team and the Police. Information given to the Children's Reception Team or the Police will be taken seriously, handled sensitively and shared only on a 'need to know' basis, wholly to protect the child. However, in order to ensure that children are safeguarded on the basis of proper evidence, the source of the referral cannot be kept anonymous.

If you have any concerns about an adult's behaviour towards children or young people (not an employee or volunteer working for the agency):

- Do not ignore it – the Children's Reception Team will take any concerns very seriously.

- You must discuss your concerns with a Designated Safeguarding Lead (DSL) either Beth Kelly or Jo Skinner, who will support you in liaising with the statutory agencies should any child protection matter arise.
- Do not confront the adult but seek the advice of Beth Kelly or Jo Skinner. If they are not available seek advice from The Children's Reception Team.

Responding to suspicions of abuse

- We acknowledge that abuse can take different forms – Physical, emotional, sexual and neglect
- We ensure that all staff have an awareness of the additional vulnerabilities that arise from special educational needs and/or disabilities. Plus inequalities of race, gender language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protections.
- When children are suffering from abuse this may be demonstrated through
 - Significant changes in their behavior
 - Deterioration in their general well-being
 - Their comments which may give cause for concern, or the things they say
 - Changes in their appearance, their behavior or their play
 - Unexplained bruising, marks or signs of possible abuse or neglect
- We are aware of the 'Toxic Trio' – Substance abuse, Domestic abuse and Mental Health
- If a non-mobile infant presents with a bruise a referral is made to the Children's Reception Team
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The DSL will take immediate action to contact the child's parent to seek an explanation for the absence and be assured the child is safe and well. If no contact can be made with the child's parents and the child is believed to be at risk of significant harm, the relevant safeguarding procedures are followed. If the child has current involvement with social care the social worker is notified the day of absence.
- Any cases of Female Genital Mutilation are reported to the police
- In accordance with prevent duty training, any suspicion of radicalisation or extremism are dealt with according to the LSCB safeguarding procedures.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. 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.

Making a Referral

- New referrals and referrals on closed cases should be made to the Children's social care duty social worker. Referrals on open cases should be made to the allocated social worker for the case (or in their absence their manager or the duty social worker).
- The referrer should provide information about their concerns and any information they may have gathered in an assessment that may have taken place prior to making the referral. The referrer will be asked for information about some of the following:
 - Full names (including aliases and spelling variations), date of birth and gender of all child/ren in the household;
 - Family address and (where relevant) school / nursery attended;
 - Identity of those with parental responsibility and any other significant adults who may be involved in caring for the child such as grandparents;
 - Names and date of birth of all household members, if available;
 - Where available, the child's NHS number and education UPN number;
 - Ethnicity, first language and religion of children and parents;
 - Any special needs of children or parents;
 - Any significant/important recent or historical events/incidents in child or family's life;
 - Cause for concern including details of any allegations, their sources, timing and location;
 - Child's current location and emotional and physical condition;
 - Whether the child needs immediate protection;
 - Details of alleged perpetrator, if relevant;
 - Referrer's relationship and knowledge of child and parents;
 - Known involvement of other agencies / professionals (e.g. GP);
 - Information regarding parental knowledge of, and agreement to, the referral;
 - The child's views and wishes, if known.
- At the end of the referral discussion, the referrer and Children's social care should be clear about the proposed action, who will be taking it, timescales and whether no further action will be taken.
- Referral outcomes about a child, where there may be concerns, typically fall in to four categories and pathways:
 - No further action, which may include information to signpost to other agencies;
 - Early help - referrals for intervention and prevention services within the local Early Help Assessment and Early Help services range of provision;
 - Child in Need services - assessment to be undertaken by Children's Social Care (Section 17 CA 1989);
 - Child Protection services - assessment and child protection enquiries to be undertaken by Children's Social Care (Section 47 CA 1989) with active involvement of other agencies such as the police.

Whatever the outcome of a referral, it should have been assessed by a qualified social worker and a decision should have been made by the relevant line manager

within the time scale of **one working day** about what should happen next. The Children's social care manager must approve the outcome of the referral and ensure that a record has been commenced and/or updated

Informing Parents

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child at risk, or interfere with the course of a police investigation. Advice will be sought from social care if necessary.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should seek advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with our Confidentiality policy, and only if appropriate under the guidance of the Local Safeguarding Children Board.

Working with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

Further guidance

- Working Together to Safeguard Children (HMG, 2015)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)

Useful Telephone Numbers

The Children's Reception Team (Children's services)	03005551384
Out of hours	03005551373
Local Authority Designated Officer	01962 876364
Hampshire Police	0845 045 45 45
NSPCC Child Protection Helpline:	0808 800 5000
Child-Line:	0800 1111

This policy was adopted at Fairland's Day Nursery on

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Signed on behalf of the Management Committee/ Proprietor

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Role of signatory (e.g.chairperson etc.)

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This policy was amended on

.....(date)

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