

SAFEGUARDING CHILDREN POLICY

1.0 Introduction

Olive Tree Nursery recognizes its responsibilities for safeguarding children. Our policy applies to all staff, registered bodies and volunteers working in the Nursery.

There are five main elements to our policy:

- a) Ensuring we practice safer recruitment in checking the suitability of staff and volunteers to work with children;
- b) Raising awareness of child protection issues and keeping them safe;
- c) Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- d) Supporting children who have been abused in accordance with his/her agreed child protection plan;
- e) Establishing a safe environment in which children can learn and develop.

1.1 Procedures

We will follow the procedures set out by the Local Safeguarding Children Board (LSCB) at LCC (Lancashire County Council). Please refer to Lancashire County Council Child Protection Policy.

The Nursery will:

- Ensure it has a Designated Safeguarding Lead who will undertake regular, appropriate training for this role;
- Ensure it has a member of staff who will act in the absence of the Designated Safeguarding Lead;
- Ensure every member of staff (including temporary and supply staff and volunteers) and the registered body knows the name of the Designated Safeguarding Lead and their role;
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Designated Safeguarding Lead;
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance at strategy meetings, initial case conferences, core group and child in need review meetings;
- Ensure that the duty of care towards its children and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour and assist staff to monitor their own standards and practice;
- Be aware of and follow procedures set out by Children's Social Care and the LSCB where an allegation is made against a member of staff or volunteer;
- Ensure safer recruitment practices are always followed.

Our procedures will be reviewed regularly and up-dated in accordance with current legislation.

When staff members join our Nursery they will be informed of the safeguarding children arrangements in place. They will be given a copy of this policy and told who the Designated Safeguarding Lead is and who acts in their absence.

The induction programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, when and how to record a concern about the welfare of a child.

All volunteers and regular visitors to our Nursery will be told where our policy is kept and given the name of the Designated Safeguarding Leads; Tenzila Abbas & Miriam Ullah.

3.0 Responsibilities

- The registered body (Inayat Razak & Firasat Razak) will nominate a member to be responsible for Safeguarding Children and liaise with the Designated Safeguarding Lead in matters relating to Safeguarding. It will ensure that Safeguarding Policies and procedures are in place, available to parents and reviewed annually.
- The Manager will ensure that the Safeguarding Policies and procedures are fully implemented and followed by all staff and that sufficient resources are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities with regard to Safeguarding.
- The Designated Safeguarding Lead will co-ordinate action on safeguarding and promoting the welfare of children within the Nursery ensuring that all staff, volunteers and visitors to the Nursery know who the Designated Safeguarding Lead is and who acts in his/her absence, they are aware of their responsibilities in being alert to the signs of abuse and of their responsibility to report and record any concerns.
- It is the responsibility of early years providers to ask both current employees and new employees to provide relevant information about disclosures, not just about themselves but also about any people living or working in the same household.
- It is the responsibility of all staff working with children to disclose convictions or cautions for a criminal offence to the registered body (Inayat Razak and Firasat Razak) about themselves or members of their households.

2.1 Managing a Disclosure

Staffs and other staff in Nursery are in a unique position to observe children's behaviour over time and often develop close and trusting relationships with children. If a child discloses directly to a member of staff, the following procedures will be followed:

Listen carefully to what is said.

- Ask only open questions such as:
 - 'How did that happen?'
 - 'What was happening at the time?'
 - 'Anything else you want to tell me?'
- Ensure **not to** investigate into the matter
- Do not ask questions which may be considered to suggest what might have happened, or who has perpetrated the abuse, e.g. 'Did your Dad hit you?'
- Do not force the child to repeat what he/she said in front of another person.

Following a disclosure, the member of staff should talk immediately to the Designated Safeguarding Lead and complete a written record.

2.2 Information Sharing & Confidentiality

We recognise that all matters relating to safeguarding children are confidential on a need to know basis.

The Manager or Designated Safeguarding Lead will disclose any information about a child to other members of staff on a need to know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets.

3.0 Record Keeping

Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse, will make notes without delay, writing down exactly what was said, using the child's own words as far as possible. All notes should be timed, dated and signed, with name printed alongside the signature. Concerns should be recorded using the Nursery's safeguarding children recording system.

All records of a child protection nature should be passed to the Designated Safeguarding Lead including case conference minutes and written records of any concerns.

4.0 Supporting Children

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The Nursery may be the only stable, secure and predictable element in the lives of children at risk. When at Nursery their behaviour may be challenging and defiant or they may be withdrawn. The Nursery will endeavour to support the child through:

- The content of the Development Matters;
- The Nursery ethos which promotes a positive, supportive and secure environment and gives children a sense of being valued;
- The Nursery behaviour policy which is aimed at supporting vulnerable children in the Nursery. The Nursery will ensure that the child knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred;
- Liaison with other agencies that support the child such as Children's Social Care, Child and Adult Mental Health Service (CAMHS), education welfare service and educational psychology service and those agencies involved in the safeguarding of children;
- Notifying Children's Social Care immediately there is a significant concern.
- Providing continuing support to a child about whom there have been concerns who leaves the Nursery by ensuring that appropriate information is forwarded under confidential cover to the child's new Nursery.

4.0 Supporting Staff

We recognise that staff working in the Nursery who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead Officer and to seek further support as appropriate.

4.1 Safer Recruitment and Selection of Staff

The Nursery has a written recruitment and selection policy statement and procedures linking explicitly to this policy. The statement is included in all job advertisements, publicity material, recruitment websites, and candidate information packs.

The recruitment process is robust in seeking to establish the commitment of candidates to support the Nursery's measures to safeguard children and to deter, reject or identify people who might abuse children or are otherwise unsuited to work with them.

4.2 Allegations against staff

We understand that a child may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Manager.

The Manager on all such occasions will discuss the content of the allegation with the Local Authority's Designated Officer (LADO).

If the allegation made to a member of staff concerns the Manager, the designated staff will immediately inform the registered body (Inayat Razak) who will consult with the Local Authority's Designated Officer (LADO)

The Nursery will follow the Local Authority's procedures for managing allegations against staff, a copy of which will be readily available in the Nursery.

Any allegations made against any member of staff or volunteer must be reported to the Local Authority Designated Officer (LADO)

Tim Booth - Telephone: 01772 536694

Inayat Razak: 07870 123432

4.3 Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

5.0 Complaints or Concerns expressed by Children, Parents, Staff or Volunteers

We recognise that listening to children is an important and essential part of safeguarding them against abuse and neglect. To this end any expression of dissatisfaction or disquiet in relation to an individual child will be listened to and acted upon in order to safeguard his/her welfare.

We will also seek to ensure that the child or adult who makes a complaint is informed not only about the action the Nursery will take but also the length of time that will be required to resolve the complaint. The Nursery will also endeavour to keep the child or adult regularly informed as to the progress of his/her complaint.

5.1 Prevention

We recognise that the Nursery plays a significant part in the prevention of harm to our child's by providing them with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The Nursery will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are always listened to;
- Ensure children know that there are adults in the Nursery whom they can approach if they are worried or in difficulty;
- Include in the curriculum opportunities that equip children with the skills they need to recognise and stay safe from abuse.

5.2 Physical Intervention

Our policy on positive handling acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury or damage to property.

We understand that physical intervention of a nature that causes injury or distress to a child may be considered under safeguarding children or disciplinary procedures.

5.3 Abuse of Trust

We recognise that as adults working in the Nursery, we are in a relationship of trust with the child's in our care and acknowledge that it is a criminal offence to abuse that trust.

We acknowledge that the principle of equality embedded in the legislation of the Sexual Offenders Act 2003 applies irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust.

We recognise that the legislation is intended to protect young people in education who are over the age of consent but under 18 years of age.

6.0 Bullying

Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under safeguarding children procedures.

6.1 E-safety

Our Acceptable Use policy recognises that internet safety is a whole Nursery responsibility (staff, children, parents).

Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal.

We therefore recognise our responsibility to educate our children, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

Please also refer to PVI Safety document.

6.2 Health & Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the safeguarding of our children both within the Nursery environment and when away from the Nursery when undertaking Nursery trips and visits.

6.3 Other Relevant Policies

The registered bodies legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures.

The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies.

7.0 Contacts

7.1 Internal:

Mrs Tenzila Abbas (**DSL**) and Mrs Miriam Ullah (**Deputy DSL**)

7.2 Designated Senior Members of Staff for Safeguarding:

Mr Firasat Razak (**DSL** *in absence of above two*)

Person who acts in the absence of the Child Protection Officer and Manager and deputy Manager

7.3 External

Children Social Care Services: 0300 123 6720

Emergency Duty Service 0300 123 6722 (outside office hours)

Ofsted: 0300 123 1231

Tim Booth (LADO) - Telephone: 01772 536694

Police: 0845 125 3545 (Burnley Police Station)

NSPCC Helpline 0808 800 5000

Inayat Razak: 07870 123432