

Hall Farm Nursery School

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General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

Safeguarding Children and Child Protection

1.2 Safeguarding children policy.

Policy statement

Our setting is committed to safeguarding and promoting the welfare of the children within our setting; we will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is based on the three key commitments of the settings Safeguarding Children Policy.

Our safeguarding policy is written in accordance to the Safeguarding Children Board (LSCB 2015), we are '**committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down**' cited from the NSCB and the Early Years Foundation Stage (2017) requirements.

EYFS key themes and commitments

| A Unique Child | Positive Relationships | Enabling Environments | Learning and Development |
|------------------|--|-----------------------|--|
| 1.3 Keeping safe | 2.1 Respecting each other 2.2 Parents as partners | 3.4 The wider context | 4.4 Personal, social and emotional development |

Confidentiality

- All of the staff paid or unpaid ensure that they maintain confidentiality at all times, and only share the information with those that need to know in order to keep the children safe and protected, in line with the referral process.

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Norfolk Safeguarding Children Board.
- All of the information gathered regarding safeguarding on the children is kept in a locked filing cabinet and only authorised people have access to the information.
- Lastly all the staff sign a confidentiality agreement, stating that they understand the term 'confidential' and that they will adhere to the agreement.

Roles and Responsibilities

- All of the staff paid or unpaid have a duty of care within our setting towards safeguarding the children. Below are our designated safeguarding lead practitioners
- Our safeguarding lead practitioners who co-ordinates child protection issues is: Manager Gayle Mitchell/Charlotte Butcher and Deputy Manager: Karri Winterbone
- Our proprietor Charlotte Beevor who oversees this work must be informed

Staff, volunteers, parents and visitors - code of conduct

- We ensure all staff and are made aware of our Safeguarding/Child protection policies and procedures. On their induction they read and adhere to our safeguarding policies.
- We treat all children with respect and dignity.
- We ensure that children's welfare and safety is paramount at all times.
- We will always act in a professional way and not accept bullying, swearing or other disruptive behaviour.
- Adhere to Safer Working Practices at all times: guidance kept in Safeguarding file in the office cupboard.
- We will listen to, and act upon, any disclosures, allegations or concerns of child abuse and the welfare of children.
- We ensure that we record the details of visitors to the setting, they are not left unsupervised and they are signed out when they leave.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- As a setting we believe it is key to work in partnership with the parents/carers, and ensure that all parents/carers are aware of our Safeguarding/Child protection policy.
- On their visit to the setting parents are given the opportunity to read our safeguarding/Child protection policy.
- We have a duty of care poster within our setting as well as flow chart for referrals, which is located in the cupboard in the office, staffing folder and staff room.
- As a setting we share information with parents/carers regarding any accidents or injuries that happen whilst at our setting, which will be recorded on an accident or incident form for the parents to read and sign. We expect the parents/carers to inform us of any accidents or injuries

that may have happened at home, if these accidents/injuries are significant or re-occurring: these would be recorded on an incident form and stored in our safeguarding file, in order to ensure the safety of the child/ren. A 'cause for concern' form must also be completed (**See appendix 1**).

- We make it clear to parents, our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social safeguarding teams and/or police.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- Attend Team meetings which will include safeguarding procedures and look at the settings procedures.
- We follow the Child Protection Plan as set by the child's social care 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 the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Norfolk Safeguarding Children Board.

Safer Recruitment

- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service. Applicants are supervised until receipt of disclosure.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We ensure we meet Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers: that no disqualified person or unsuitable person works at the setting or has access to the children.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.

The Nursery is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- We seek out training opportunities (including termly workshop training for new staff) and for all staff in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

Planning

- The layout of the rooms allows for constant supervision. Sleep rooms are monitored using sleep monitors.

Curriculum

- We introduce key elements of keeping children safe and from being drawn into terrorism within 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 that they develop an understanding of why and how to keep safe. See our 1.24 British value policy and 1.23 Terrorism policy.
- We create a culture of value and respect for the individual, 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.

The Nursery is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'Norfolk Safeguarding Children and Child Protection' (LSCB 2015).

Abuse and neglect

'Abuse and neglect are forms of maltreatment of a child. A person may abuse or neglect a child by inflicting harm, or be failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger, including, via the internet. They may be abused by an adult or adults, or another child or children.' What to do if you're worried a child is being abused' (2015)

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect, all of the staff within this setting are aware of the various types of abuse and the different signs and symptoms that they present.

Physical abuse

- Is deliberately physically hurting a child. It may take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child. It may also be when a parent/carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

- Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.
- Although the effects of emotional abuse might take a long time to be recognisable, practitioners will be in a position to observe it, for example, in the way that a parent interacts with their child. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- It may include not allowing the child to express themselves or making fun of their views. Preventing a child from taking part in social activities. It can involve seeing or hearing ill treatment of others or bullying, which causes them to feel frightened or in danger. It is important to remember that some level of emotional abuse is involved in all types of maltreatment however, it can also occur alone.

Sexual abuse

- Is any sexual activity with a child. Sexual abuse 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 clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch 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 commit acts of sexual abuse, as can other children.

Neglect

- Neglect is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a child's health or development.
- Children who are neglected often also suffer from other types of abuse. It is important that practitioners remain alert and do not miss opportunities to take timely action. However, while you may be concerned about a child, neglect is not always straightforward to identify.
- Neglect may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a

child safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the child. Neglect may occur during pregnancy as a result of maternal drug or alcohol abuse.

The process we follow if there is a concern raised about a child

- All of the staff within the setting are aware of the signs and symptoms of abuse and the various types of abuse that a child may be suffering from. **If a child is in immediate danger or is at risk of harm, you should refer to children's Services (0344 800 8020) and/or the police (101 or 999 in an emergency)**
- Remember do not delay, do not investigate and always seek advice.
- How to respond to a child or young person:-
- Keep calm
- Support the child
- Listen
- Do not ask any leading questions
- All concerns and discussions about a child's welfare should be recorded and the decisions made and the reasons for those decisions.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the member of the staff makes a dated record of the details of the concern, care is taken not to influence the outcome either through the way we speak to children or by asking questions to the children.
- The information is then discussed with the Safeguarding Lead Practitioner. If it is felt that a referral needs to be made, we would contact CADS: 0344 800 8021 OR 0344 800 8020 – out of hours, this would usually be the Safeguarding Lead Practitioner. **(see appendix 2 for referral chart)**
- Before a referral is made the first point of call would be the parents to inform them that we are going ahead with a referral based on a suspicion on abuse, unless it is felt that the parents are the likely abuser or that the suspicion of abuse is sexual, then the investigating officers would liaise with the parents.
- A record would be filled in with the child's information, address and detailed account of the information observed or communicated by the child as well as background information regarding the child and their family.
- We would then keep a copy of the information in our safeguarding file.
- We would look through the Norfolk threshold guidance if we have an initial cause for concern.

Liaison with other agencies

- We work within the Norfolk Safeguarding Children Board guidelines.
- We have a copy of 'What to do if you're worried a child is being abused' for staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues. CADS Children's Advice and Duty Service 0344 800 8020
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements, which may affect the wellbeing of children. Ofsted: 0300 1231231
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept. (0808 800 5000).
- If a referral is to be made to the local authority Children board, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of the Norfolk Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- All staff are aware of what constitutes inappropriate behaviour, such as inappropriate sexual comments, excessive one to one attention beyond the requirements of their role and inappropriate sharing of images. If any staff member feels that another staff member is displaying inappropriate behaviour, we have a 'whistle blowing policy' which allows staff to express any allegations they may have about a member of staff (see whistle blowing policy).
- If there was an allegation that was made against a staff member we would follow this policy and follow the 'managing allegations and concerns about adults who work with children in an early years or childcare group setting flow chart' (**see appendix 3**).
- We refer any such complaint immediately to the local authority's Safeguarding children board (**LADO 01603 223473**) to investigate. We also report any such alleged incident to Ofsted (**0300 123 1231**) and what measures we have taken. We are aware that it is an offence not to do this.
- If it is a new contact about a new referral or consultation we will complete a LADO referral or consultation. (**see appendix 4**). The Duty LADO will make contact with you, once they have read the completed form.
- If you are ringing about an ongoing case you will be asked to leave your name and number and a short message for the LADO dealing with the case.

- We co-operate entirely with any investigation carried out by children's services in conjunction with the police.
- Where the management and children's services agree it is appropriate in the circumstances, the Proprietor will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.
- ***Disqualification by association***
- If an allegation is made against an adult of the same household in which a member of staff lives with, the nursery :
 - Will make a referral to LADO and OFSTED and speak to the Early Years advisor for any further assistance.
 - Ensure all emails and correspondence will be logged and kept in a confidential file.
 - Complete a risk Assessment to ensure the safety of the staff member and all the children.
 - Support the member of staff with their well being
 - Speak to ACAS if necessary regarding any suspension period and employment rights.

Disciplinary action

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA 0300 1231111) of relevant information so that individuals who pose a threat to children (and vulnerable groups), can be identified and barred from working with these groups.

Suspension

In some circumstances, where an employee is alleged to have committed an act of serious misconduct or gross misconduct, the Nursery may suspend an employee on full pay while it carries out an investigation. Suspension may only be authorised by the Proprietor. The Nursery stresses that any suspension of this nature is not a disciplinary measure. It is intended to be a precaution whilst every effort is made to carry out an investigation as quickly as practicable. In most cases this should be no longer than a week.

E safety (cameras, mobile phones, video cameras and social networking sites)

- Our setting works together with parents' carers and visitors to ensure that children are protected from the misuse of cameras, mobile phones, video cameras, internet and social networking sites.
- Children at the setting are not permitted to access the internet to ensure no online grooming can take place.

- When a child is enrolled at our setting consent forms are sent from the parents/carers seeking their permission for the nursery to use photographs of their child for displays and to be used in other children's online learning journals. Parents can consent to whichever they agree are suitable.
- In addition to the above a separate consent form is sent out to seek permission for photographs of their child to be used on our settings website.
- The staff at our setting are aware of which children have picture consent. We ensure that if a parent/carer does not wish for their child to be photographed that this is adhered to.
- The setting staff will only use nursery cameras/ipads. These are kept on the premises at all times. Pictures are not stored on any computer within the setting and are deleted immediately after use.
- iPads/tablets used in the classrooms are only permitted to be used for Tapestry and taking photographs of the children to record an observation. Class play tablets must only be used to access downloaded games. These must be downloaded by management or class teachers.
- iPads/Tablets must not be used to access safari or anything other than stipulated above. Use of the iPads/tablets will be closely monitored.
- Under no circumstances are indecent photographs taken of the children.
- Our setting often has various events on throughout the year such as a sports day and Christmas parties/performances, signs will go up prior to the event stating that no photos that are taken at the setting are allowed to be uploaded to social networking sites. Also if parents wish for their child not be photographed they must inform the room leader.
- Staff and parents/carers should not share information, photographs or images from nursery on social media sites, particularly in regards to children. Staff must not create links or accept 'friend requests' from parents/carers of children who attend the setting. However, if pre existing relationships/contact is set up before the child starts nursery due to being related or a close friend, the manager must be informed.
- Staff are not permitted to use their own cameras or mobile phones to take photographs with.
- Staff are not permitted to have their mobile phones/associated cameras/ or smart watches that are connected to their phone in the classroom. Staff may use their phones in designated areas only; this includes the staff room and office. Any staff member that uses their phones around a child will receive a verbal warning.
- Parents/carers are not allowed to use their mobile phones in the setting when picking up their children, if a member staff sees a parent/carer on their phone they will be informed; not allowed into the setting until the phone is put away.
- All members of staff understand they must not take any images or photographs of children in the setting on a personal device at anytime – no staff should use personal cameras on site at any time.
- Children are not permitted to bring in cameras or any device that may take photographs on from home.

Tapestry

- Tapestry is a secure domain and Ofsted approved.
- Each child will have an online learning journey to track their learning and development, this will be shared confidentially with their parents. Parents will give their permission for this and include email address of other persons that they would like to have access to it.
- Practitioners will have access to individual children's learning stories and will keep their log in details private and confidential.
- Practitioners are not permitted to access tapestry outside of the setting.
- Group photographs of children will be added to children's learning journals with prior written parental permission.

Legal framework

Primary legislation

- Children Act (1989 s47, 2004)
- GDPR (2018)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Keeping children safe in education (2015)
- What to do if you're worried a child is being abused (2015)
- Working together to safeguard children (2018)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment) Act (1976) Regulations
- Equalities Act (2006)
- Data Protection Act (1998) Non Statutory Guidance

Further Guidance

- Working Together to Safeguard Children (revised HMG 2018)
- 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 (2006) FSP (2014)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)

(Continued)

- Information Sharing: Practitioners' Guide (HMG 2006)
- Independent Safeguarding Authority: www.isa.gov.org.uk
- Norfolk Safeguarding Children Board www.nscb.norfolk.gov.uk
- Safeguarding in early years and childcare folder (2012)
- Norfolk Threshold Guide
- MASH: www.norfolk.gov.uk/mash

1.2 Safeguarding children policy

Reviewed: 04.03.2019

Managers Signature:

Date:

Appendices:

- 1. Cause for concern
- 2. Follow the process below if anyone in an early years and childcare setting has a concern about a child
- 3. Managing allegations and concerns about adults who work with children in a n early years or childcare group setting flow chart
- 4. LADO Referral form