

Moat Barn Nursery

Safeguarding Children Policy

Statement of intent

Moat Barn Nursery will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

The key commitments of our setting's policy for safeguarding children.

1. Moat Barn Nursery is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.
2. Moat Barn 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 'What to do if you are worried a child is being abused' (DoH 2004).
3. Moat Barn Nursery is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. We are also committed to empowering young children, through the early childhood curriculum, promoting their right to be strong, resilient and listened to.
4. Moat Barn Nursery is committed to ensure that whilst it is important to acknowledge a child's disability when making a professional judgement about a concern we should always ensure we have considered the possibility of abuse and/or neglect.

Aims

Our aims are to carry out this policy by:

- promoting children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence;
- promoting children's right to be strong, resilient and listened to by enabling children to have the self confidence and the vocabulary to resist inappropriate approaches;
- helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults; and
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

The legal framework for this work is:

Primary legislation

The Children Act 1989 - s 47

The Protection of Children Act 1999

Data Protection Act 1998

The Children Act 2004 (Every Child Matters)

Safeguarding Vulnerable Groups Act (2006)

Guidance

What to do if You are Worried a Child is Being Abused (2004)

The Framework for the Assessment of children in Need and Their Families (2000)

Working Together to Safeguard Children (revised 1999) (2006)

The Common Assessment Framework 2005

Suffolk Safeguarding Children Board Website (www.onesuffolk.co.uk/scb)

Secondary Legislation

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Equalities Act 2010

Rehabilitation of Offenders Act 1974

The Child Care Act 2006

Liaison with other bodies

- We work within the Suffolk Safeguarding Children Board guidelines.
- We have a copy of 'What to do if you a worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- A list of contact numbers, including Children's Services and Suffolk Police is displayed at the setting.
- We have procedures for contacting the local authority on 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 social services to work well together. A flowchart detailing the procedure for referral is displayed at the setting.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements, which may affect the wellbeing of children.
- If a referral is to be made to the local authority social services department, we act within the Suffolk Safeguarding Children Board guidance in deciding whether we must inform the child's parents at the same time.

Methods

Key Commitment 1

Moat Barn Nursery is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staffing and volunteering

- Our Childcare Supervisor (Amanda Harrington) co-ordinates child protection issue, her deputy is Amanda Popplewell.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- 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 Criminal Records Bureau before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Criminal Record Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors, when they arrive and leave the setting.
- 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.

Key Commitment 2

Moat Barn 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 'What to do if you are worried a child is being abused' (DoH 2004.)

Method

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect.
- 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 adult involved makes a dated record of the details of the concern and discusses what to do with the Childcare Supervisor. The information is stored on the child's personal file, which will be stored appropriately to ensure confidentiality.
- Staff in the setting take care not to influence the outcome either through the way they speak to children or by asking questions of children.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation.
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Allegations against staff

- We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse. The OfSTED complaints poster and the setting complaints procedure will be displayed at the setting.
- We follow the guidance of the Suffolk Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- It is **your** responsibility to 'blow the whistle' on colleagues who behave inappropriately and ensure that the designated person/manager is aware of your concern and taking action.
- It is important that allegations against staff are dealt with promptly and appropriately. Generally, such allegations should be dealt with by the designated person or manager.
- Inform the Local Authority Designated Officer (LADO) of the allegation within 24 hours. The number to contact 01473 581 871, St Edmund House, Rope Walk, Ipswich.
- We refer any such allegation relating to a child to Customer First (24 hr Free phone) 0808 800 4005 immediately to Suffolk County Council's Children and Young People Services department to investigate.
- We co-operate entirely with any investigation carried out by social services in conjunction with the police.
- Our policy is to suspend the member of staff on full pay 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.

Disciplinary action

- Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we will seek advice from the Suffolk Safeguarding Children Board and Local Authority.
- Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board

administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barring List.

Key Commitment 3

Moat Barn 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.

Method

Training

- We seek out training opportunities for all adults involved 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 so that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff understand the procedures for reporting and recording their concerns in the setting.

Planning

- No child is left alone with staff or volunteers in a one to one situation without being visible to others. The layout of the rooms and outdoor area allow for constant supervision.

Curriculum

- We introduce key elements of child protection 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 understanding of why and how to keep safe.
- We create within the setting 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.

Disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs and signals that gives cause for concern, such a significant changes in behaviour ; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:
 - offers reassurance to the child;
 - listens to the child; and
 - gives reassurance that she or he will take action.

The member of staff does not question the child

Recording suspicions of abuse and disclosures

Staff make records of:

- the child's name;
- the child's address;
- the age of the child;
- the date and time of the observation or the disclosure;
- an objective record of the observation or disclosure;
- the exact words spoken by the child as far as possible;
- the name of the person to whom the concern was reported, with date and time; and
- the names of any other person present at the time.

These records are signed and dated and kept in the child's personal file.

The Pre-school Learning Alliance's publication 'Child Protection Record' contains detailed procedures for this as well as a template form for recording concerns and making a referral.

All members of staff know the procedures for recording and reporting.

Informing parents

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local Area Safeguarding Children Committee does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

Confidentiality

- 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 Suffolk Safeguarding Children Board.

Support to families

- The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- The setting makes clear to parents its 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 social care services department.
- The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

- 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 procedure and only if appropriate under the guidance of the Suffolk Safeguarding Children Board.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the settings designated role and tasks in supporting that child and their family, subsequent to any investigation.

This policy was adopted at a meeting of Manager & Assistant Moat Barn
Manager Nursery

Held on (date) _____

Signed on behalf of the Management Committee/Proprietor _____

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

Review date

As required

Named safeguarding officer -

Deputy-