



SAFEGUARDING & CHILD PROTECTION POLICY

Statement of Intent

Our nursery wants to safeguard the children in their care, these requirements will be met following policies and procedures. These policies should be read in conjunction with the "Working Together to Safeguard Children" guidance (July 2018) and the "Keeping Children safe in Education" information (September 2018). Both will be given to all staff and governors as part of their induction, they will be accessible to all parents through the website & paper copies on request. All practitioners have an up-to-date understanding of safeguarding children issues and are able to implement the safeguarding children policy and procedure appropriately. Our policy is in line with the local authority, Slough Borough Council's, guidance and procedures.

Aim

Our aim is to:

- Create an environment in our nursery, which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background.
- Help children to establish and sustain satisfying relationships within their families, with peers and with other adults.
- Encourage children to develop a sense of autonomy and independence.
- Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- Work with parents to build their understanding of and commitment to, the welfare of all our children.
- Share relevant information across geographical and professional boundaries and maximise the potential for 'Safe' partnership with parent(s).

Cippenham Nursery School Safeguarding and Child Protection Policy

Liaison with other bodies:

- We work within the Local Safeguarding Children Board (LSCB) Guidelines.
- Slough Borough Council's Guidelines available for Staff and parents to see at <http://berks.proceduresonline.com/index.htm>
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements that affect the wellbeing of the children.
- We have procedures for contacting the Local Authority on child protection issues to ensure that it is easy, in an emergency, for the Nursery and social services to work well together.
- Records of the local NSPCC contacts are also kept.
- If a report is to be made to the authorities, we act within the Area Child Protection Guidance, in deciding whether we must inform the child's parents at the same time.

To meet this Aim:

Staff, Volunteers and Students

- Our designated person to take lead responsibility for safeguarding the children within the setting is Christina Vecchio. She is the Headteacher & a member of the Senior Leadership team as Designated Safeguarding Lead (DSL) she liaises with the local statutory children's services agencies as appropriate.
- The deputy Designated Safeguarding Lead (DDSL) is Nisha Gill who will act as the designated person only in the DSL's absence.
- Our designated governor with the responsibility for safeguarding is Mr Adrian Hodge. All governors have undertaken basic safeguarding training as a part of their induction.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974 and an enhanced DBS check will be carried out for all successful applicants. Candidates are informed of the need to carry out checks 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. New staff members do not take up their post until we have received an enhanced DBS check
- We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person, or unfit person, works at the nursery, or has access to the children.
- We abide by the Ofsted requirement that at least one member of any interview panel has undertaken Safer Recruitment training. (See our Recruitment & Selection Policy)
- We adhere to the Volunteer Guidance set by the Local Authority. All Volunteers and Governors will have enhanced DBS checks undertaken as part of their induction.
- Occasional parent volunteers do not have an enhanced DBS check but are risk assessed and never left unsupervised with the children at any time.
- Work experience students, Student placements and those undertaking further professional development, are risk assessed by both their Educational Institute and the Nursery, they may come with a DBS. These students are not left unsupervised with the children at any time.
- We abide by the Protection of Children Act 1999 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 concerns.
- We have procedures for recording the details of visitors to the nursery.
- We take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children.
- We have information about who has legal contact with the child gained from the Family Detail Form, filled in by the parents/carer on admission, and who has parental responsibility for the child.

Disciplinary Action

Where a member of staff, or a volunteer is dismissed from the nursery, or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators, so that their name may be included on the List for the Protection of Children and Vulnerable Adults.

Cippenham Nursery is aware that they must inform Ofsted, without delay, of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of

the action taken in respect of these allegations. An Early Years Provider who, without reasonable excuse, fails to comply with this requirement commits an offence.

Training

We seek out training opportunities for all adults involved in the nursery, to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect, significant changes in children's behaviour, deterioration in their general wellbeing, the comments children make which give cause for concern and so that they are aware of the Local Authority Guidelines for making referrals.

The school was involved in a project led by Professor Ferre Laevers, from the University of Leuven. After observing the children for two weeks, we record children's Levels of Well Being & Involvement using a RAG rating at baseline and during each term. This is an opportunity to focus on children who are "red" and to work with parents to raise Well-being/Involvement. Each term Key Workers record discussions with each key child, which includes asking what makes them happy or sad. This gives every child the opportunity to be heard.

We ensure that all Staff know the procedures for reporting and recording their concerns in the nursery

Level 1 Safeguarding Training including Child Sexual Exploitation awareness is undertaken by all Staff & Governors and renewed every 3 years. Level 2 & 3 Safeguarding training is further undertaken by key Child Protection staff including the DSL, Deputy DSL, Deputy Headteacher, SENDco and Family Support Worker & renewed every 2 years. DSL staff receive annual updates on Safeguarding via termly networking meetings run by the training provider and weekly e-mail bulletins. This training is disseminated to all staff at least annually during INSET and at weekly staff meetings as required.

Staff will be trained in 'Team Teach'. Any use of physical force or restraint against pupils will be carried out and documented in accordance with the relevant guidance and policy. It is necessary to use physical action to protect a child from injury, to prevent a child from harming others, or if any child is injured accidentally, parents will be informed immediately. Children will not be punished within the school by any form of hitting, slapping, shaking or other degrading treatment.

We recognise that "Looked After Children" may have additional vulnerabilities and where identified the nursery will ensure all staff understand the additional risks for these specific groups of children. The member of teaching staff appointed to take responsibility for "Children Looked After" is Sarita Dhaliwal who is a Class Teacher and has received training from the Local Authority. The Headteacher has received "Attachment training", which has been shared with the staff.

We believe that all our pupils should be kept safe from harm. Female Genital Mutilation affects girls particularly from North African countries, including Egypt, Sudan, Somalia and Sierra Leone. Although our school has few children from these backgrounds, we review this information on every intake and the staff have received training. They are aware of the issue and their statutory duty to report any suspicions they may have. We will continue to review our policy annually.

Staff are aware of what constitutes Private Fostering and their duty to report this to the Local Authority.

Staff have received training in PREVENT and are aware of the threat of extremism & radicalisation to the school, pupils and parents. Christina Vecchio has attended "Train the trainer" WRAP training and will provide training for new staff or interested parties, as necessary.

A self-assessment has been undertaken and risks are considered low, however we will continue to review our policy annually.

Curriculum

We introduce key elements of child protection into our EYFS curriculum, so that children can develop understanding of why and how to keep safe.

We create within the nursery, a culture of value and respect for the individual. We ensure that this is carried out in a way that is appropriate for the ages and stages of our children. Following training on the effects of screens on young children's brain development, we no longer have individual computers in the nursery. We have two Interactive White Boards, with separate child/adult log-in, to insure that children are safe from any potentially harmful and inappropriate online material.

Please refer to Cippenham Nursery School's Behaviour Policy & E-Safety Policy.

Complaints

We ensure that all parents know how to complain about staff or volunteer's action within the nursery and our Complaints Procedures are on the Schools website or available from the school office. Complaints may include an allegation of abuse and we then follow our Allegations against a Professional Policy and the guidance of Slough Borough Council if investigating any complaint that a member of staff or volunteer has abused a child.

We would follow all the disclosure and recording procedures if investigating an allegation that a member of staff or volunteer has abused a child, as if it were an allegation of abuse by any other person.

We respond to ALL reported suspicions of abuse.

If a member of staff has a concern about another member of staff this MUST be reported in the first instance to the DSL who may then follow either the school's Allegations against a Professional Policy or the Disciplinary Policy.

Disclosures

We acknowledge that abuse of children can take different forms;

Physical – children may have unexplained injuries or marks

Emotional – children may show changes in their behaviour or play

Neglect – children's may appear unkempt, unwashed or undernourished

Sexual - children may show changes in their behaviour or play.

Where changes in behaviour occur, or where children's play gives cause for concern, the nursery staff make note of their observations and discuss with the class teacher and then the DSL. Nursery staff must take care not to influence the outcome, either through the way they speak to children, or ask direct questions of children.

All Staff have read the guidance “What to do if you’re worried a child is being abused” (March 2015) which is available in the Staff room and is also given to new members of staff as part of their induction.

Where a child makes a disclosure to a member of staff, that member of staff:

- Listens to the child
- Responds with sensitivity
- Gives reassurance that she or he will take action
- Where a child shows signs and symptoms of ‘failure to thrive’ or neglect, we make appropriate referrals.
- The member of staff does not question the child.
- Reports the disclosure to the DSL or Deputy DSL immediately, where possible or by the end of the same day if not using the following procedures;

Recording Suspicions of Abuse and Disclosures

Staff will make a record of all incidents including verbal conversations, these should be recorded on a Child Protection Concern Form (Appendix 3) and include:

- 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
- The name of the person to whom the concern was reported, with date and time
- The names of any other person present at the time

These records need to be emailed to **both** the DSL & Deputy DSL ASAP where possible.

Records are signed and dated and kept in a separate confidential file within the Head teacher’s Office.

Staff do not, carry out investigations, nor decide whether children have been abused.

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

All staff are aware that they may raise concerns directly with the local Children’s Social Care Services (see Appendix 1).

The DSL will then;

Collate all the relevant information into a written report &

Inform 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 Slough Borough Council 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.

The DSL will liaise with the relevant local agencies to decide if a referral should be made.

In the case of a referral the DSL will then refer all cases of suspected abuse to the local authority children’s social care and:

- The designated officer(s) for child protection concerns (all cases which concern a staff member),
- Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Police (cases where a crime may have been committed).

Confidentiality and Information Sharing

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the HM Government guidance "Information Sharing" (July 2018). Staff are aware of the "7 Golden Rules of Sharing Information" as referred to in the guidance and whenever possible seek consent before disclosing any information where deemed appropriate. Safety and well-being of all affected individuals is given consideration at all times.

Confidential records kept on the child are shared with the child's parents, or those who have parental responsibility for the child, only if appropriate, under the guidance of Slough Borough Council. With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

Support to Families

The nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group. The Nursery has appointed Nisha Gill as a Family Support Worker.

The nursery will continue to welcome the child and the family whilst any investigations are being made in relation to abuse in the home situation.

Useful Contacts & Information

A list of Safeguarding contacts & other useful numbers (see Appendix 1) is kept on the Safeguarding Noticeboard in the Staffroom for all staff members to access at any time.

This policy and the latest guidance referred to in this Policy & related policies (see list below) are also kept in the Staffroom on the Safeguarding noticeboard and on the school's website so staff have access to this information at any time they wish.

Linked Policies, Procedures and Documents:

- Working Together to Safeguard Children (July 2018)
- Keeping Children Safe in Education (September 2018)
- Information Sharing (July 2018)
- What to do if you're worried a child is being abused (March 2015)
- Allegations against a Professional Policy
- Disciplinary Policy
- Behaviour Policy
- E-Safety Policy
- Volunteer Guidance (Slough Borough Council)
- School Prospectus (reviewed annually)
- Family Detail Form
- Sexual Harassment and Sexual Violence Advice (May 2018)

APPROVAL:

Date approved by the Governing Body : 18th October 2017

Signed: *S Arthur* (Chair of Governors)

Signed:



(Headteacher)

REVIEW:

The Safeguarding & Child Protection Policy is a statutory policy and is reviewed annually:

Next Review Date October 2018.

DRAFT

Safeguarding Contacts

- Designated Safeguarding Lead (DSL) Christina Vecchio
- Local Authority Designated Officer (LADO) Nicola Johnstone
- Deputy Designated Safeguarding Lead (DDSL) Nisha Gill
- Safeguarding Governor Adrian Hodges
- Children Looked After Lead Sarita Dhaliwal
- Single Central Record Manager Sarah Halsey
- PREVENT Officer Christina Vecchio

Useful Contacts;

The nominated officer for child protection within the Local Education Authority (Slough Borough Council) is;

LADO Nicola Johnstone

01753 474053
Or 0788 5828 387

lado@scstrust.co.uk (for allegations against any staff or volunteers)

Slough Children's Services Trust First Contact Team

01753 875 362

Emergency Duty Team
(covers all West Berkshire 5pm-9am)

01344 786543

Thames Valley Police (Emergency)

999

Thames Valley Police (Non-Emergency)

101

Virtual School Head - Anne Bunce

Anne.Bunce@scstrust.co.uk

NSPCC Helpline

0808 800 5000

Parentline Plus

0808 800 2222

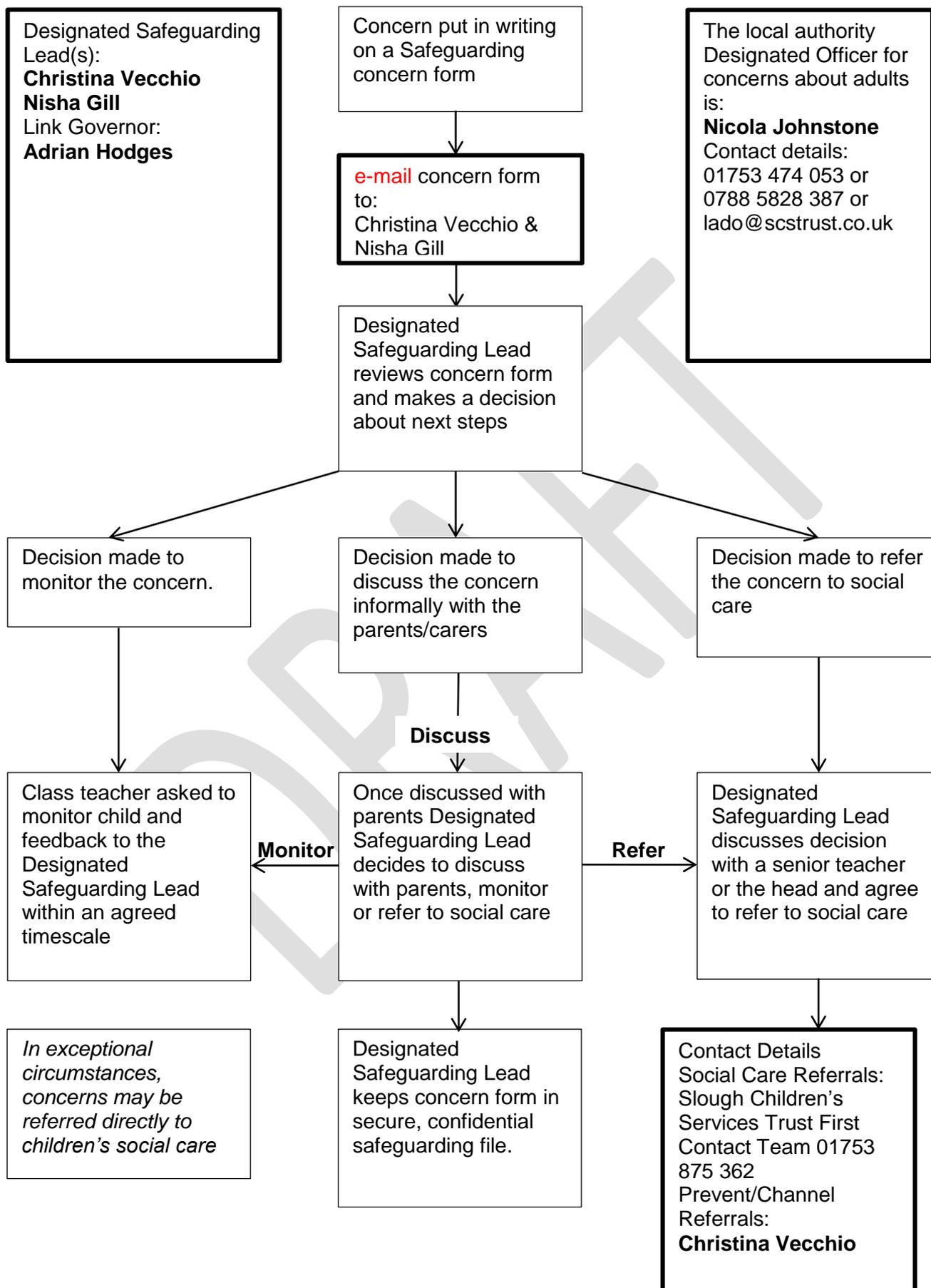
Ofsted Whistleblowing hotline
(Monday-Friday 8am-6pm for Childcare Settings)

0300 1233155

Don't think "What if I'm wrong?"think "What if I'm right?"

APPENDIX 2.....copies in Staff Room on Safeguarding Noticeboard

FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD



APPENDIX 3.....copies on pink paper in Staff Room in Safeguarding Noticeboard

Cippenham Nursery School - CHILD PROTECTION CONCERN FORM

| | |
|---|--------------|
| Name of person completing this report: | |
| Job Title: | |
| Date: | Time: |

This report should be completed IMMEDIATELY following any incident which raises any concern about possible child abuse (e.g. on observation of an unexplained/suspicious injury or following something said by a child which causes concern). It should be completed by the member of staff most directly involved. Care must be taken to record the information accurately and confidentially. This form must be passed AS SOON AS POSSIBLE to **BOTH** the Designated Safeguarding Lead Christina Vecchio head@cns.slough.sch.uk and Deputy DSL Nisha Gill ngill@cns.slough.sch.uk

| DETAILS OF INCIDENT | |
|----------------------------|--------------------|
| Name of child: | |
| Date of Birth: | Room/class: |

Record here EXACTLY what you saw or heard, including actual site of any injury (e.g. upper right arm), size/colour of bruising etc. or an exact record (as far as possible) of anything said to you by the child. Record also any relevant comments made by yourself (avoid asking any more questions than are necessary to clarify any uncertainties.) Attach an additional sheet of paper if required.

| | | |
|---|------------------|-------------------|
| Signature: | | |
| Reported to the Designated Safeguarding Lead: | at:(time) | on: (date) |
| Action Taken/No Further Action Taken: (please specify) | | |
| Signed (person reporting incident) | | |

| | |
|--|--|
| Signed (Designated Safeguarding Lead) | |
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This record should be given to the Designated Safeguarding Lead who will keep it securely.

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