

## Safeguarding Children, Child Protection and Prevent Duty Policy

**Our Designated Person for Safeguarding Children is the Nursery Manager and second designated person is Deputy Manager.**

### **Child protection**

In our Nursery, we provide a safe environment where children are safe from abuse and where the suspicion of abuse is promptly and appropriately responded to. In order to achieve this, we will:

#### **Exclude known abusers by:**

- Advising all applicants applying for employment within the Nursery that, should they be offered a position, it will be dependent upon a satisfactory Enhanced disclosure and barring services (DBS) check. Applicants will also be informed that the positions are exempt from the Rehabilitation of Offenders Act 1974
- Before appointment, applicants will be requested to supply two references, which will be taken up, and explanations will be sought whereupon an applicant has held several jobs in a short period of time or has gaps in their employment history
- Appointment will be subject to a probationary period (usually three months), and will only be confirmed once the Nursery is completely satisfied that the applicant can be safely entrusted with children. This will include both paid and voluntary staff
- Volunteers are not permitted to work unsupervised
- Ensure that only known parents or carers – or another responsible adult of whom we have been informed about – collect children. This person must know the password originally stated on the child's application form by the parent or main carer

#### **Provide training:**

- Train staff through Lewisham Borough Council so that they can learn to recognise the signs and symptoms of possible abuse, i.e. physical, emotional, neglect and sexual. We ensure that all staff members know the procedures for reporting and recording their concerns in the Nursery
- All staff will attend the next the possible training session after their employment commences
- All of our staff members will have attended a Lewisham Borough Council Safeguarding Children Training Course or completed the recommended online training

#### **Prevent Abuse by Good Practice:**

- Not one particular adult will be left alone for an extended period of time with either one or more children. Should a child need to be taken aside – for example for discussion of their behaviour – this will be done where possible in a separate room, but with the door left slightly open
- The layout of the playroom(s) will permit constant supervision of all children
- Children will not be taken to the toilet by any adult who has not been checked by the appropriate authorities (DBS)

- If a member of staff needs to tend to a child, for example, take to the toilet or change a nappy, they must inform another member of staff where and what they are doing
- We educate the children to understand and express their feelings and, at the same time, build up their confidence to refuse inappropriate attention

### **Respond appropriately to suspicions of abuse:**

- Changes in a child's appearance and/or behaviour will be investigated
- We allow investigation to be carried out with sensitivity. Staff members in the Nursery take care not to influence the outcome, either through the way they speak to children or the way they ask questions of children
- Parents will normally be approached first although suspicions will also be referred to the Social Services Department, if deemed appropriate
- All such suspicions and investigations will be confidential, and only those people who need to know will be informed, such as the child's Key Person, the Nursery Manager and the Director.

### **Disclosures**

If – through conversation or other contact with the child – you have cause to suspect physical, sexual or emotional abuse or neglect of a child in your care:

- Listen to what the child says. Be comforting and sympathetic. Ensure that the child feels as little responsibility as possible
- It is particularly important not to make any suggestions to the child regarding how the incident may have happened, therefore do not question the child except to clarify what he/she is saying
- Write down exactly what the child says or what actions concern you, and what you have said in response. The member of staff should not question the child or promise they will not tell anyone else. Sign and date it
- Do not make assumptions as to whom the allegation might concern. If a member of staff may be involved, appropriate steps must be taken to ensure the safety of the child and other children
- Inform the member of staff in charge of your suspicions and that person will contact – without delay – the Duty Social Worker in the Access and Assessment Office for the District in which the child lives, or the Emergency Duty team if outside office hours. The member of staff in charge should also contact OFSTED, who will offer advice and support to you wherever possible, although they will not be responsible for conducting enquiries into the allegation/suspicion. Once a child is referred to Access and Assessment, they and the Area Safe Guarding Committee will make an assessment of the child's needs.

### **Keeping of Records**

- When worrying changes in a child are observed, a separate and confidential record will be set up, which will include not only their name, address and age, but also timed and dated observations that objectively describe the child's behaviour/appearance without comment or interpretation. If possible and relevant, the child's exact spoken words should be noted. Each record will be signed and dated.

- Any such record will be kept in a separate lockable file and will only be accessible to the Nursery Manager, the child's Key person and the Proprietor.

### **Liaise with other agencies**

- The Nursery operates in accordance with local authority guidelines. Confidential records will be shared with the Social Services Department if the Nursery feels they have not been provided with an adequate explanation for changes in the child's condition
- The Nursery will keep in contact with the registering authority and keep names, addresses and telephone numbers of individual social workers to ensure that, in an emergency, it is easy for the Nursery and Social Services to work well together.
- Records will also be kept for the local NSPCC contact or other appropriate bodies.

### **Support families**

- The Nursery will do everything it can to build up trusting and supportive relationships between families and staff/volunteers in the group. Parents are made aware of the Nursery's policy from registry, and are asked to read and sign the form "Protecting Children"
- 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 Safeguarding Children's Board 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
- Where there is suspicion of abuse at home, we will continue to welcome the child and their family while investigations take place
- We will share with the parents, any confidential records that are being kept on their child
- With the understanding that the care and safety of the child is of paramount importance, the Nursery will do all it can to support and work with the child's family

### **Allegation of abuse made against a member of staff (also a committee member or volunteer)**

If an allegation is made against a member of staff or volunteer, we will follow the below procedure:

1. The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation, then this should be reported to the Company Directors – Anita Modi/Dean Nicol.
2. The Local Authority Designated Officer (LADO), OFSTED and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly;
  - A full investigation will be carried out by the appropriate professionals (LADO, OFSTED, LSCB) to determine how this will be handled
  - The Nursery will follow all instructions from the LADO, OFSTED, LSCB and asks all staff members to do the same and co-operate where required

- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The Nursery reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file
- Unfounded allegations will result in all rights being re-instated
- Founded allegations will be passed on to the relevant organisation (police) and will result in the termination of employment. OFSTED will be notified immediately of this decision. The company is also required to notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re- investigation
- The Nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Support will be available for any member of the Nursery who is affected by an allegation, their colleagues in the Nursery and the parents.

**All staff members need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.**

### **Contact numbers**

Should any member of staff need to contact Access and Assessment, the contact numbers are below;

Local Authority Designated Office: London borough of Lewisham 1<sup>st</sup> floor Laurence House, 1 Catford Rd, SE6 4RU, Office Tel: 020 8314 3114/Mobile Tel: 07880788213  
 Multi Agency Safeguarding Hub (MASH) 020 8314 6660  
 Emergency Duty Team (EDT) 020 8314 6000 (ask for EDT social worker)

### **Other Useful Numbers**

NSPCC: 0800 800 5000  
 Childline: 0800 1111  
 Adult Helpline: 0808 800 5000  
 Lewisham Police: 101  
 Lewisham Borough Council: 020 8314 6000  
 OFSTED: 0300 123 1231 Or by email: [enquiries@OFSTED.gov.uk](mailto:enquiries@OFSTED.gov.uk)

### **Register**

In order to safeguard the children and to ensure we are aware of the number of children in the building at any one time, every child will be marked in the register as they enter the building at the beginning of each session. This will be the responsibility of the nominated senior staff member in each session.

### **Arrival and Departure Procedure**

To ensure the safety of all children at the beginning and end of sessions, the Nursery operates an Arrival and Departure Policy to ensure that all children are supervised

adequately at these times and are only handed over to previously advised adults who are known to staff

### **Procedures: Arrival**

The main doors will be opened at 7.45am, ensuring that staff only allow entrance to known individuals. Parents are asked not to let each other in. As the children arrive, a member of staff will greet them and parents will add them to the register, whilst the remaining members of staff will be in room, supervising those children who have already arrived.

### **Procedures: Departure**

Parents and carers are aware that they must provide advance notification if another person is to collect their child. Details of these people will be notified to the management whom will inform staff members to hand over children. If the person collecting the child is not known to the staff members then it will be necessary for that person to provide suitable identification to the staff members before the child is released to them. If the staff members are in any doubt as to the person's right to collect the child, they will contact the appropriate parent or carer before releasing the child. Parents and carers are made aware that their children must be collected within five minutes of the designated collection time.

Any child that is not collected after this time will result in the staff taking action in line with the non-collection of children policy.

### **Personal mobile phones**

Mobile phones are not to be used in the Nursery environment at any time and must remain switched off and kept in the office. Should staff members need to make an urgent call or be called, the Nursery phone is available with consent from the Deputy/Manager. Staff caught using mobile phones during working hours will immediately be disciplined and dismissed. Staff may use their phones on break times only within the staff room or off the premises.

### **Safety**

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the pre-school will ensure that: -

- All children are supervised by adults at all times and will always be within sight of an adult.
- Forms are available for the reporting of any accident/incident
- Regular safety monitoring will include checking of the accident and incident records
- All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods
- Children will leave the group only with authorised adults
- Safety checks on premises both indoors and outdoors are made at the beginning of each day
- Outdoor space is securely fenced
- Equipment is checked regularly and dangerous items are repaired or discarded
- The layout and space ratios allow children and adults to move freely between activities
- Fire doors are never obstructed

- Fires/heaters/electric points/wires and leads are adequately guarded
- All dangerous materials, including medicines and cleaning materials are stored out of reach of children
- Adults do not walk about with hot drinks or place hot drinks within reach of children
- Fire drills are held at every 6 weeks
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency
- There is no smoking on the premises
- A correctly stocked first aid box is available at all times
- Fire extinguishers are checked annually and staff members know how to use them
- Whenever children are on the premises at least two adults are present
- Large equipment is erected with care and checked regularly
- Activities such as cooking, and energetic play receive close and constant supervision
- On outings, the adult: child ratio will be at least one or two
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children
- The premises are checked before locking up at the end of the day
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches

### **Prevent Duty**

As from 1<sup>st</sup> July 2015 all registered early years childcare providers are subject to a duty under section 26 of the Counter – Terrorism and Security Act 2015.. to have “due regards to the need to prevent people from being drawn into terrorism”

The Prevent Duty aims to stop people becoming terrorists or supporting terrorism and to keep children safe from associated dangers.

Little Pumpkins Nursery have regard to the Prevent Duty 2015. The designated lead for safeguarding has oversight of the Prevent Duty at our setting.

Senior staff has accessed the online awareness course and all staff should recognise signs of people being at risk of being recruited by terrorist or extremist groups. They can also access advice via the LSCB.

Advice Given suggests staffs are alert to

- Changes in family behaviour
- Changes in children’s behaviour e.g. aggression towards others
- Comments made by a child which may cause concern e.g. What their mummy/daddy has said; talking about fighting the cause
- Comments made by family members e.g. Certain faiths beliefs /cultures
- Any other signs that family members may be showing extremism

Internet safety will be maintained at all times, alongside our social media policy.

If staff have any concerns for any child, they should report it immediately to the Safeguarding Officer (Centre Manager), Senior management or Multi Agency Safeguarding Hub (MASH) on 020 8314 6660.

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