



## **Safeguarding Children and Child Protection Policy**

(Including managing allegations of abuse against a member of staff)

There are two areas to define. The first relates as to how we as a Nursery physically safeguard our children. The second area relates to how we are morally obliged to monitor the well-being of our children. At all times the Nursery will comply with the recommendations and regulations as prescribed from time to time in the Department for Education and Skills (DfES) publication Safeguarding Children and Safer Recruitment in Education or any subsequent publications.

Ivy League Nursery 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. As early years practitioners we have a responsibility to protect all children. It is the duty of all staff to take the necessary steps to keep children safe and well whilst in our care through careful observation and by raising any concerns.

### **Physical Security of the Setting**

Our Nursery is a secure facility where the front door is kept permanently locked. Any person who answers the door will always look to identify the caller. If the caller is not recognised by a member of staff the matter is referred to the Nursery Manager. The name, reason for the call, name of the person whom the caller is here to see and proof of identity are requested. Any visitors, such as parent helpers, sales people, nursery assessors, handyman etc. must fill in the visitor's book on arrival and departure.

**Entrance Camera** – a surveillance camera is installed facing the front door entrance. This camera digitally records all entry and departures through the front door. The images are saved for one month and can be viewed remotely.

The Nursery also has one other door which is often open to allow supervised “free flow play” on the outside areas. These areas are within a fenced and secure area.

**Child Collection** - parents are requested to write details of authorised collectors within the registration process. If in unusual circumstances a different person calls to collect a child and the parents have not informed the Nursery of this, a password must be given before we can hand over the child.

**Out-of Nursery Experiences** - issues relating to the safety of our children when participating in activities outside the Nursery are fully dealt with in our Out-of-Nursery Visits Policy.

**The Website** – the Nursery conveys a great deal of information to parents or prospective parents via the website [www.ivyleaguenursery.com](http://www.ivyleaguenursery.com). This site itself uses neutral photographic imagery of the Nursery. All parents have signed consents to enable the collective body of parents to view the gallery images. We also have a PDF monthly newsletter and within this section no photographic image carries the name of a child.

**Nursery Staff** - We provide adequate and appropriate staffing resources to meet the needs of children. As a baseline it will be made clear to applicants for posts within our Nursery that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants for posts within the Nursery will be interviewed before an appointment is made and will be asked to provide two references. All such references will be followed up. All appointments will be subject to an enhanced Criminal Records Bureau (CRB) check processed by United Medicare Vetting Agency and 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. All successfully checked applicants will not be confirmed unless the Nursery Manager is confident that the



applicant can be safely entrusted with children. Additional issues dealing with Students, Volunteers and Visitors are dealt within our Students and Volunteers Policy. Unqualified members of staff and Volunteers do not work unsupervised with 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 and we have procedures for recording the details of visitors to the setting so security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children. We ensure all staff and parents are made aware of our safeguarding policies and procedures.

**Nominated Person** - It is recommended that all nominated staff are externally trained in a two year cycle, and all other staff are given bespoke training on the Nursery's Safeguarding Children policy yearly. New members of staff will be given training as part of their induction.

Our nominated person who co-ordinates child protection issues is the **Nursery Manager**.

**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 child's key person makes a dated record of the details of the concern and discusses what to do with the setting manager who is acting as the 'designated person'. The information is stored on the child's personal file.

We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation.

**NB** In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board. We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

**Training Opportunities** - In order to maintain high levels of professional care we recognise the importance of training opportunities and these will be available for staff to ensure that they recognise the symptoms of possible abuse.

**Safeguarding Children** - Within Ivy League Nursery we follow the guidelines for safeguarding children established by Ofsted. In doing so we intend to maintain an environment in which children are safe from abuse, and in which any suspicion of abuse is handled promptly and appropriately. Consequently, our safeguarding children procedures apply to any child who has experienced, or is likely to experience, one or more of the following forms of abuse.

**Physical Abuse** – is defined as actual or likely physical injury to a child, or failure to prevent physical injury or suffering to a child.

**Neglect** – is defined as actual persistent and severe neglect of a child, or failure to protect a child from exposure to any kind of danger including cold or starvation. This also includes failure to carry out all aspects of care, resulting in the significant impairment of the child's health and development.

**Emotional Abuse** – this is behaviour which can have an actual severe adverse effect on the emotional and behavioural development of a child. This can be caused by persistent or severe emotional ill-treatment or rejection. All abuse appears to involve some emotional ill-treatment.

**Sexual Abuse** – being the actual sexual exploitation of a child, where a person involves a child in any activity, which that person expects to lead to their own sexual arousal. This may involve intercourse, touching, exposure of sexual



organs, showing of pornographic material or improper conversations. Where possible refer to the government booklet: *What to do if you're worried a child is abused:*

**Summary:**

Appropriate Response to Suspicions of Abuse Changes in a child's behaviour or appearance will be investigated and Nursery staff will share their concerns with the Nursery Manager. At this point after reviewing the evidence and if the Manager still has concerns her first point of reference will be to decide if by talking to the child's parents the child would be at further risk. If the child is considered to be at further risk then a referral would be made to Children's Services without the parents knowledge. This is not a step to be taken lightly. If the Nursery Manager feels that a discussion with parents is more appropriate then only if a satisfactory explanation is not received her suspicions would then be referred to Children's Services. All such suspicions and investigations will be kept confidential although we are obliged to share information with relevant parties.

**Support to families** - We believe in building trusting and supportive relationships with families, staff and volunteers in the group. We make 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 care team. We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

**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 Local 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.

We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.

We refer any such complaint immediately to the local authority's social care department to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this. We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.

Where the setting management and children's social care agree it is appropriate in the circumstances, the member of staff will be suspended 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.

**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) 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.

**Record Keeping** - Confidential records will be set up when changes are observed in a child's behaviour, or their physical condition or appearance, which are cause for concern. These will be kept separate from the usual ongoing records of the child's progress and development. The record will include the name, address and age of the child; timed and dated observations, describing the child's behaviour or appearance without comment or interpretation; and, where possible, the exact words spoken by the child. The recorder will sign and date the report. These records will be kept in a separate file and will not be accessible to people in the Nursery other than the Nursery Manager, the key worker, or other members of staff working with that child.



**Liaising with other bodies** - Ivy League Day Nursery operates in accordance within Ofsted guidelines. Children's confidential records regarding safeguarding children will be shared with Social Care and Ofsted if at any time; the Nursery Manager feels the child's welfare is at risk. The Nursery will thereafter maintain ongoing contact with the registering authority Ofsted and records will be kept of contact with other agencies (for example, NSPCC, Social Services and Police). The Nursery will endeavour to support and work with the child's family. However, the care and safety of the child will always be paramount and it is the primary responsibility of our nursery staff is to protect the child.

**Duty to Refer** - Along with other agencies we are obliged to make a referral to Children's Services if it is believed or suspected that:

- ❖ A child is suffering or is likely to suffer significant harm, or
- ❖ A child would be likely to benefit from family support services with the agreement of the person who has parental responsibility

If there are concerns about significant harm, then the referral will be made immediately. The greater the level of perceived risk, the more urgent the action should be. The suspicion or allegation may be based on information, which comes from different sources. It may come from a member of the public, the child concerned, another child, a family member or professional staff. It may relate to a single incident or an accumulation of lower level concerns. The information may also relate to harm caused by another child, in which case both children, i.e. the suspected perpetrator and victim, will be referred. The suspicion or allegation may relate to a parent, professional, volunteer or anyone caring for or working with the child. A referral will be made even if it is known that Children's Services are already involved with the child or family. Consultation Procedures Advice and consultation may be sought about the appropriateness of the referral from the local Children's Services. Where consultation is sought and Children's Services then conclude that a referral is required we will confirm this matter of referral in writing.

**Urgent Medical Treatment** - If the child is suffering from a serious injury or requires treatment, we will seek medical attention immediately by calling an ambulance or taking the child to the Accident and Emergency Department of the local hospital. We will inform the duty Consultant Paediatrician of the nature of the concerns and we will then make a referral in accordance with this procedure as soon as practicably possible.

**Ensuring Immediate Safety** - The safety of children is paramount in all decisions relating to their welfare. We will endeavour to insure that in any action taken by staff no child is left in immediate danger. Additionally, the law empowers anyone who has care of a child to do all that is reasonable in the circumstances to safeguard the child's welfare.

This policy was adopted on: \_\_\_\_\_

Date to be Reviewed: \_\_\_\_\_

Signed on behalf of Ivy League Day Nursery: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Role of Signatory: \_\_\_\_\_