

Safeguarding Children

Policy and procedures

Named Contact for all Safeguarding children issues is: Gill Smith (Manager) or in her absence contact Claire Buscombe (Deputy)

Our safeguarding policy covers vulnerable children and vulnerable adults.

The Gooseberry Bush Day Nursery aims to create an environment in which children in our care are safe from abuse and in which any suspicion of abuse is promptly responded to in order to achieve this we will carry out the following:

Exclude known abusers.

- It will be made clear to applicants for posts within the nursery that the position is exempt from the provisions of the rehabilitation of Offenders Act 1974.
- All applicants wishing to work within the nursery, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide two references. All such references will be taken up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
- All applicants will have a DBS check with Capita and apply for relevant 'vetting' procedures in accordance with current legislation
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the nursery is confident that the applicant can be safely entrusted with children.
- We will seek out training opportunities for all adults involved in the group to ensure that they recognise the systems of possible physical abuse, emotional abuse and sexual abuse.
- Staff, Students and Volunteers are NOT allowed their personal mobile phones within the nursery play rooms. They must be stored in their lockers and accessed within their set breaks.

- If for any reason the nursery's mobile is used to take photos or videos of the children, the images taken will be transferred to the main computer and the phone memory will be wiped immediately.
- Adults who have not been recognised as 'fit' persons will not take children unaccompanied to the toilet.
- Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- The layout of the play room will permit constant supervision of all children
- All rooms are monitored using CCTV. There is no internet link to our system. These images are stored in the Manager's office and are kept for 30 days before being deleted.

Respond appropriately to suspicions of abuse

- Changes in normal activity or behaviour will normally be the first point of reference and discussed with parents. Further suspicions (which form a regular pattern or can not be explained by parents) will be referred as appropriate to the Multi Agency Referral unit 0300 123 1116 direct line
- Please see flow chart appropriate to your role.
- All such suspicions and the investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/key worker, nursery manager and the management committee chair.

Images

The safety and welfare of the children within our care is of utmost importance.

The nursery uses images of the children attending our setting for a number of reasons such as:

- Personal learning journeys

- Photo albums for the children to look through
- Displays
- Local media
- Children taking pictures of each other

No photographs which show other children apart from their own will be sent home without prior permission of the families involved.

Where our provision appears in local advertising such as newspapers or on our website, no child will be named without prior permission from the families.

Any photographs that are no longer needed i.e. from past displays, are stored in each child's individual folder or given to the parents of the child

The main computer holds all photographs taken within the nursery, which are wiped after 90 days.

Keep Records

Permission for taking photos is sought from the legal guardian for each individual child on entry to the nursery.

- Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child: timed and dated, observations, describing objectively the child's behaviour/ appearance, without comment or interpretation, where possible, and the exact words spoken by the child, the dated name and signature of the recorder.
- Such records will be kept in a separate file and will not be accessible to people in the nursery other than the manager, chair and key worker or other members of staff appropriately.

Liaise with other bodies

- The nursery operates in accordance with local authority guidelines. Confidential records kept on children about whom the nursery is anxious will be shared with the Multi Agency Referral Unit if the nursery feels that adequate explanations for changes in the child's condition have not been provided.

- If a report on a child is to be made to the authorities, the child's parents will be informed at the same time as the report is made, unless it puts the child at further risk.
- All child protection issues can be referenced on www.swcpp.org.uk for practitioners to use as a guide to protocols.
- The group will maintain ongoing contact with the registering authority, including names, address and telephone numbers of individual social workers, to ensure that it would be easy, in any emergency, for the nursery and the Local safeguarding Children Board to work well together.
- Records will be also kept of the local NSPCC contact or other (s) as appropriate. Telephone 0808 800 5000 or email help@nspcc.org.uk

Children in Care

Children in care have the right to expect the outcomes we want for every child- that they should be healthy, stay safe, enjoy and achieve, make a positive contribution to society and achieve economic well being.

When children in care are placed in our setting a nominated person will be instructed to liaise closely with the care of that child. This would normally be the child protection officer for the nursery. All details about the child will be held confidentially as normal practice.

The nursery will assist the child's social worker in drawing up of a Personal Education plan.

Reports about the child will be compiled as is necessary for the group conferences etc.

Children in Care Education Support Service, The Inny building, Old County Hall, Truro, TR1 3AY, tel: 01872 323104

Support Families

- The nursery will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers in the group.
- Where abuse at home is suspected, the nursery will continue to welcome the child and family while investigations proceed.
- Staff to be aware that there may be a variety of unsettling circumstances at home and look for a change of behaviour, attitude etc
- Confidential records kept on a child will be shared with the child's parents.
- With the proviso that the care and safety of the child must always be paramount, the nursery will do all in its power to support and work with the child's family.
- If you have any concerns about staff or children please talk to Gill Smith, the nursery Manager or in her absence contact Claire Buscombe Deputy.
- As part of the 'duty of care' for children the nursery has an obligation to contact the police, social Care or any other agency as advised by Local safeguarding Children Board. Multi Agency Referral unit telephone number 0300 123 1116 & out of hours 01208 251300
- Basic Child protection training, 1 day, is offered to all staff and volunteers at the nursery. The management team attend the initial 2 days with Safeguarding Children's Board and attend updates every two years.

Allegations about staff

All allegations about staff should be addressed to Gill Smith (manager) of the nursery. If you feel that you can not talk to Gill please contact Nick Lake (chairman of management committee).

This will always be confidential and all allegations will be investigated and the staff/parents and children will then be dealt with in a supportive and appropriate manner.

Please see our policy on disciplinary behaviour for the correct timescale and the right of appeal.

Any allegations made against staff will be reported immediately to Social Care, Children, Schools and Families Services and the Local safeguarding team, DBS and OFSTED appropriate action taken within 14 days of allegation being made.

Local Authority Designated Officer LADO to be contacted 01872 254549 for helpline for information and advice about making a referral

Regarding all telephone calls and emails obtain and document records of all conversations and conformations from all authorities contacted especially LADO/DBS and keep notes in safeguarding file

This policy was adopted at a meeting of the R.G.B.D.N held on:

Date13.11.2014

A handwritten signature in black ink that reads "Gill Smith". The signature is written in a cursive style with a large initial 'G'.

Signed on behalf of R.G.B.D.N