

Safeguarding Children and Child Protection Policy

Springboard Nursery is concerned about the welfare and safety of all its children and works to create an ethos in which children feel secure and listened to. If our Safeguarding & Child Protection Policy is successful child protection concerns that arise will be dealt with as sensitively and effectively as possible. Records will be accurate and securely stored and passage of information will always occur when it is in the best interest of the child for this to take place.

The Aims of the Policy

- Provide clear direction to staff and others about expected codes of behaviour in dealing with Child Protection issues.
- Make explicit the nurseries commitment to the development of good practice and sound procedures so that child protection concerns, and referrals are handled sensitively, professionally and in ways that supports the needs of the child.
- Promote effective liaison with other agencies to work together for the protection of all children.
- Integrate Child Protection issues into the curriculum.

Springboard Nurseries will adhere to the responsibilities of the prevent duty – please see prevent duty policy.

Policies that support Safeguarding Children and Child Protection

- Pre-Existing injuries policy
- Whistle Blowing Policy
- The Prevent Duty
- Mobile phone/ Camera Policy/ Electronic devices
- Social Network Policy
- The Role of the Designated Safeguarding person
- Uncollected Child Policy
- Recruitment & selection

Staff and volunteers

Our designated person who co-ordinates child protection issues is:

The manager and Deputy of each setting- please see the safeguarding displays.

- We ensure all staff and parents/ carers are made aware of our safeguarding policies and procedures.
- 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. Disclosure and Barring Service (DBS) checks (previously CRB checks)
- 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 Disclosure and barring service 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/ students do not work unsupervised.

- 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 led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to 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.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parent/ carers sign a consent form and have access to records holding visual images of their child.

Responsibilities of Staff

- Springboard Nursery recognises that all nursery staff have a responsibility to identify, and report suspected abuse and to ensure the safety and well-being of the children in their Nursery. In doing so they should seek advice and support as necessary from the Manager or Owner. To minimise the risk of accusations being made against staff as a result of their daily contact with children. Management will ensure that staff are aware of and follow the guidance given in 'What to do if you're worried a child is being abused'.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead to any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work in an open and transparent way (especially when working with individual children). Staff should not allow children and their families to visit their place of residence.
- Staff are expected to provide a safe and caring environment in which children can develop the confidence to voice ideas, feelings and opinions. Children should be treated with respect within a framework of agreed and understood behaviour.

All Nursery staff are expected to:

- Be aware of the signs and symptoms of abuse.
- Report concerns to the Manager or Child Protection lead.
- Monitor and report as required on the welfare, attendance and progress of children on the LA Child Protection Register.
- Record all pre-existing injuries when children present at the nursery.
- Keep updated in knowledge with regard to Safeguarding Children in line with East riding / Hull safeguarding children's board.

Signs of possible abuse include:

(There are not exhaustive or necessarily indicative of abuse).

(Taken from Working Together to Safeguard Children DfES (July 2018) springboard Nursery is aware of the many types of abuse as listed in the OFSTED document 'Inspecting safeguarding in Early Years' education and skills settings 150067.

- a) **Neglect** - constant hunger or tiredness; frequent lateness or absence, poor personal hygiene, untreated medical problems; running away, stealing, low self-esteem.
- b) **Physical** - unexplained injuries/bruises; improbable or evasive excuses, untreated injuries; fear of treatment or medical help, fear of physical contact, fear of going home, over aggressive or defensive tendencies, fear of removing clothes, bites, lashes, facial injuries.

- c) **Sexual** – Tendency to cling, tendency to cry, genital itching, acting 'like a baby', distrust of familiar adults, wetting and/or soiling, fear of undressing, throat infections, depression, fearful/panic attacks
- d) **Emotional** – Physical, emotional, developmental delay; over-reaction to mistakes; tearful, fear of losing, fear of parents being contacted, stealing, thumb-sucking, rocking, anxiety, Fabricated or Induced illness (If a parent of a child deliberately fabricates or induces illness in that child). Signs may include; perceived illness, doctor shopping,
- e) **Enforced illness, fabricated illness**, poisoning e.g. with salt, induced seizures, suffocation, bleeding, rashes, tampering with vomit/urine. Child may exhibit unusual or unnaturally prolonged illness; symptoms/signs have a temporal association with mother's presence, mother unusually at ease in hospital environment, multiple illnesses/similar symptoms in family, unexplained death of siblings.

Dealing with a disclosure

If a child discloses that he or she has been abused in some way, the member of staff should:

- Listen to what is being said without displaying shock or disbelief, offer reassurance.
- Accept what is being said;
- Listen and allow the child to talk freely;
- Reassure the child, but not make promises which it might not be possible to keep
- Promise confidentially but not secrecy, as it might be necessary to refer the case to Children's Social Care.
- Reassure the child that what has happened is not their fault;
- Stress that it was the right thing to tell;
- Ask open questions rather than leading questions;
- Do not criticise the perpetrator;
- Explain what has to be done next and who has to be told.

Recording disclosure

When a Child has made a disclosure, the member of staff should:

- Make some brief notes as soon as possible after the conversation;
- Do not destroy the original notes in case they are needed by a court;
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child.
- Use a body map to indicate the position of any bruising or other injury;
- Record statements and observations, rather than interpretations

Making a Referral

- When a child has made a disclosure, or a staff member has concerns regarding a child they must speak to the manager or child protection coordinator who will decide whether the concerns or disclosure should be referred to children's Social Care on the Golden Number 01482 300304.
- Parent/ carers are informed at the time the referral will be made, except where the guidance of the Local Safeguarding Children's Board does not allow this, for example, where it is believed that the child may be placed in greater danger, in these cases the social workers will inform parent/ carers.
- When the referral has been made the safeguarding lead will ensure that a written report is sent within 48 hours.
- The safeguarding lead will inform the staff member who raised the concern what action has been taken.

Support for children and staff

- The Manager will make all reasonable attempts to protect and otherwise support children who have disclosed information about possible child abuse incidents.
- Dealing with a disclosure from a child is likely to be a stressful experience. The member of staff concerned should consider seeking support for him/ herself and discuss this with the manager. Discretion should be maintained within the staff room.

Allegations against staff

Springboard ensure that all parent/ carers know how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse.

- We follow the guidance of the Hull/East Riding Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within 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, 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 management and children's social care agree it is appropriate in the circumstances, the Manager will suspend the member of staff 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.

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 Local Safeguarding Children Board.

Records and monitoring

Well kept records are essential to good Child Protection practice. Concerns and disclosures should be recorded in writing by the member of staff who receives them and passed to the manager without delay.

The Manager in consultation with the Child Protection Coordinator will then decide on further action and any appropriate monitoring programme for the child.

- Records are stored in a dedicated filing system maintained by the Manager.
- When Children with records in this filing system pass on to their next setting the Manager is responsible for transferring information, they judge to be relevant to the child's next setting.

Training

- All staff receive Child Protection training as part of their Induction process, all safeguarding policies are explained and staff must sign to confirm their understanding of their responsibilities. Staff are informed of any changes subsequently made to this. Refresher training takes place for all staff every 3 years.
- We ensure that all staff understand the procedures for reporting and recording their concerns or pre-existing injuries in the setting.
- We ensure that staff that work or have contact with children are appropriately trained in child development and in how to recognise and act on potential signs of child abuse and neglect.

Planning

The layout of the room allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being audible to others.

Curriculum

- We introduce key elements of keeping children safe into our curriculum to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and that they develop an 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.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parent/ carers 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.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- 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 Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.
- Legal framework
- Primary legislation
- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (2018)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2007)
- Further Guidance
- Working Together to Safeguard Children (2018)
- What to do if you are Worried a Child is Being Abused (2018)

Springboard Nursery, Policies and Procedures



- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (2018)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners and Managers (2018)
- Independent Safeguarding Authority: www.isa.gov.org.uk
- 'Inspecting safeguarding in Early Years' education and skills settings 150067.

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023