**Safeguarding Children Policy**

Our setting will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

The key commitments of the nursery are to:

1. Build a 'culture of safety' in which children are protected from abuse and harm in all areas of life.

2. Respond promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (DoH 2004).

3. Promote awareness of child abuse issues through staff training

4. Empower young children, through promoting their right to be strong, resilient and listened to.

**Ethos:**

All children deserve the opportunity to achieve their full potential. In 2003, the Government published the Every Child Matters Green Paper alongside the formal response to the report into the death of Victoria Climbie. The Green Paper set out five outcomes that are key to children and young people’s wellbeing:

* Be healthy.
* Stay safe.
* Enjoy and achieve.
* Make a positive contribution.
* Achieve economic wellbeing.

The five outcomes are universal ambitions for every child and young person, whatever their background or circumstances. Improving outcomes for all children and young people underpins all of the development and work within this setting.

**Aims:**

Our aims are to carry out this policy by:

• Creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.

• Encouraging children to develop a sense of autonomy and independence;

• Enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.

• Helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults.

• Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

Liaison with other bodies

• We work within the Area Safeguarding Children Committee guidelines.

• We have a copy of 'what to do if you a worried a child is being abused' for parents and staff. All staff are familiar with what to do if they have concerns.

• We have procedures for contacting the local authority on Safeguarding Children issues, including maintaining a contact list, to ensure that it is easy, in any emergency, for the setting and social services to work well together.

• We notify the registration authority (Ofsted) of any incident or accident and any changes in our

arrangements that may affect the well-being of children.

• Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) contacts are also kept.

• If a referral is to be made to the local authority social services department, we act within the Area Safeguarding Children and Safeguarding Children guidance in deciding whether we must inform the child's parents at the same time.

**Methods:**

**Staffing and volunteering -**

• Our designated person (Management) who co-ordinates Safeguarding Children issues is Carly Rowles.

• Our designated officer (Management) who oversees this work is Emma Bray

• 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.

• 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 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.

• Volunteers do not work unsupervised.

• We abide by the Protection of Children 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 Safeguarding Children 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.

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

• Staff in the setting take care not to influence the outcome either through the way they speak to children or by asking questions of children.

• All Child Protection concerns need to be acted on immediately. If you are concerned that a child may be at risk or is actually suffering abuse, you must tell the Safeguarding Designated Officer.

• All Adults, including the SDO, have a duty to refer all known or suspected cases of abuse to the relevant agency including Children and Young Peoples Service (CYPS) – Social Care, MASH (Multi Agency Safeguarding Hub) or the Police. Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency

staff to formally report the referral to the Setting’s Designated Person in the first instance. Any records made should be kept securely on the Child’s Protection file.

**Allegations against staff:**

• We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.

• We respond to any disclosure by children or staff that abuse by a member of staff 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 service department to investigate.

• We co-operate entirely with any investigation carried out by social services in conjunction with the police.

• Our policy is to suspend the member of staff 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.

In the case of the allegation being made against the SDO, Carly Rowles, this will be brought to the immediate attention of our designated officer Emma Bray, who will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made. Emma Bray will need to:

• Refer to the Local Authority Designated Officer (LADO) immediately and follow up in writing within 48 hours. Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.

• Contact the parents or carers of the child/young person if advised to do so by the LADO.

• Consider the rights of the staff member for a fair and equal process of investigation.

• Advise Ofsted of allegation.

• Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary.

• Act on any decision made in any strategy meeting.

• Advise the Independent Safeguarding Authority where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

**Disciplinary action:**

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

**Training:**

• We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.

• We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

• The SDO must ensure that the whole settings safeguarding training takes place at least every three years; which they can deliver within setting provided they are linked in to the support and quality assurance process offered by the Local Authority.

• The SDO is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child at our setting and to contribute to multi-agency discussions to safeguard and promote the child’s welfare.

**Planning:**

• The layout of the rooms allows for constant supervision. No child is left alone with unqualified staff or volunteers in a one to one situation without being visible to others.

**Curriculum:**

• We introduce key elements of Safeguarding Children into our programme to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so 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.

**Disclosures:**

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

• Offers reassurance to the child:

• Listens to the child: and

• Gives reassurance that she or he will take action.

The member of staff does not question the child.

**Recording suspicions of abuse and disclosures:**

Staff to make a record of:

• 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 as far as possible:

• The name of the person to whom the concern was reported, with date and time: and

• The names of any other person present at the time.

These records are signed and dated and kept in the child's personal file.

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

**Informing 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 the local Area Safeguarding Children Committee 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.

**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 Area Safeguarding Children Committee.

**Support to families:**

• The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.

• The setting makes clear to parents its role and responsibilities in relation to Safeguarding Children, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social services department.

• The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

• We follow the Safeguarding Children Plan as set by the social services department in relation to the setting's designated role and tasks in supporting the child and the 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 procedure and only if appropriate under the guidance of the Area Safeguarding Children Committee.

**Legislation relating to this policy:**

• Children Act 1989, 2004

• Education Act 1996, 2002 (Section 175)

• School Standards and Framework act 1998

• Safeguarding Children and Safer Recruitment in Education Guidance DfES 2007

• Every Child Matters

• Statutory Framework for the Early Years Foundation Stage 2008

• Working Together to Safeguard Children 2010

**Manuals kept in setting:**

• What to do if you’re worried a child is being abused 2006

• Working Together to Safeguard Children 2010

**Useful Contacts:**

Devon Safeguarding Children Board www.dscb.info/

South West Child Protection Procedures www.swcpp.org.uk

Devon Early Years and Childcare Service www.devon.gov.uk/eycs

Child Exploitation and Online Protection Agency www.ceop.org.uk

NSPCC Safe (Safe Activities for Everyone) Network [www.safenetwork.org.uk](http://www.safenetwork.org.uk)

**CYPS area contact numbers:**

(9am - 5pm Monday to Thursday, 9am – 4pm Friday)

**Multi-agency Safeguarding Hub (MASH) 0345 155 1071**

Email: **mashsecure@devon.gcsx.gov.uk**

North Devon CYPS - 01271 388 660

Exeter and East CYPS - 01392 384 444

Mid Devon CYPS - 08448 805 838

Teignbridge, South & West Devon CYPS - 01392 386 000

**Out of hours for CYPS (Social Care):**

5pm -9am and at weekends and public holidays, please contact:

Emergency Duty Service 0845 6000 388 (low-rate call)

**Police Central Referral Unit**: 0845 605 116

**EYCS Consultation Service:**

If you have concerns about a child but are unsure whether to make a Social Care referral, the numbers are:

Nikki Phillips – Locality Manager for Exeter, East and Mid Devon 01392 385394

Melissa Filby – Locality Manager for Northern Devon 01271 388901

Susan Bolt - Locality Manager for South West Devon 01626 324982

Mary Cousins – Registration and Inspection Officer 01392 385536

**DSCB:**

Head of Safeguarding: Chris Dimmelow 01392 386091

DSCB Office: Christina Ashforth 01392 386067

**Child Protection Chairs and Local Authority Designated Officers for managing allegations against staff:**

Allegations against staff Referral Co-ordinator 01392 384964

Exeter and East Frances Hunt 01392 384965

Jan Liff 01392 384965

South and West Chris Vigar 01392 380739

North and Mid Ray Charran 01392 388670

**Multi-Agency Safeguarding Hub – MASH**

This is a new initiative which has been developed by Devon and Cornwall Police, Devon Children and Young People’s Service (CYPS) and partner agencies, supported by the Devon Safeguarding Children Board. Devon’s Multi-Agency Safeguarding Hub (MASH) will provide information sharing across all partners involved in safeguarding – including statutory, non-statutory and third sector sources. All partners work together to provide the highest level of knowledge and analysis to make sure that all safeguarding activity and intervention is timely, proportionate and necessary.

**How will it work?:**

All information within the MASH is collected and decision-making will takes place in a timely manner within agreed timescales depending on the priority criteria when the concern is referred to a Hub.

HIGH RISK - RED

 MASH INFORMATION PACKAGE TO BE COMPLETED WITHIN 4 HRS AND

 Police & CYPS assessment team receive immediate notification with research to follow

Immediate and serious safeguarding concern requiring action to ensure the safety of the child and possible necessity to secure and preserve physical evidence that might otherwise be lost.

MEDIUM RISK - AMBER

 MASH product within one working day

There are significant concerns but immediate urgent action is not required to safeguard the child although an investigation under Section 47 of the Children Act 1989 is likely.

LOW RISK - GREEN

 MASH information package to be completed within three working days or

 Immediate referral to Early Response Service (Practice Manager, CYPS, decision)

The referrer clearly has concerns about a child’s wellbeing. The child may be a child in need as defined by section 17 of Children Act 1989 however there is no information at this stage to suggest an investigation under Section 47 of the Children Act 1989 would be required.

The MASH:

• Manages contacts and referrals received from any source (usually CYPS and Police 121A reports)

• Develops a document recording the concern information and all other available information in the Hubs within agreed timescales and an Early Years and Families manager makes an informed decision using all of the available information.

• Develops concern information into an Early Years and Families referral if services are required under section 17 or section 47 of The Children Act 1989

• Liaises with the Early Response Service for children and young people who need services but do not meet The Children Act 1989 threshold

• Provides consultation to agency referrers about thresholds, appropriate action to be undertaken and services.

The Hub contributes to improved outcomes for safeguarding children because it has the ability to swiftly collate and share information held by the various agencies and to provide a multi-agency risk assessment of each case for ‘actual or likely harm’.

The above list is not exhaustive and as new policy guidance and legislation develops within the remit of Safeguarding we will review and update our policies and procedures as appropriate and in line with the Devon Safeguarding Children Board and Local Authority.

The Prevent Duty came into force in July 2015 and The Counter Terrorism and Security Act 2015, section 26, placed a duty on specified organisations including childcare providers to prevent people from being drawn in terrorism. Within our setting this means that staff will be actively promoting British values to prevent radicalization and extremism, identifying children who may be vulnerable to radicalisation, knowing what to do if they are identified, protecting children from risk of radicalisation and building children’s resilience to radicalisation. Risk assessments will be carried out and the online safety policy has been updated to include details of The Prevent Duty. All members of staff have completed online training and will continue to develop their awareness of this subject.

The Department for Education has a helpline for anyone concerned about a child who may be at risk of extremism, or about extremism within an organisation working with children and young people:

Email: [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk) Tel: 020 7340 7264. MASH can be contacted for referral/support on Tel: 0345 155 1071 Email: mashsecure@devon.gcsx.gov.uk

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