

# Stables Daycare Nursery

## SAFEGUARDING POLICY

<b>Ratification Date: 13.03.17</b>		<b>Signed:</b>  <b>Beccy Ahmad (HEAD OF NURSERY)</b>  <b>Beccy Ahmad / Stella Leach (MANAGEMENT)</b>
<b>Review date:</b>		<b>Signed:</b>  <b>Beccy Ahmad (HEAD OF NURSERY)</b>  <b>Beccy Ahmad / Stella Leach (MANAGEMENT)</b>
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### **Safeguarding Statement**

At Stables Daycare Nursery we respect and value all children and are committed to providing a caring, friendly and safe environment for all our children so they can play and learn in a relaxed and secure atmosphere. We believe every child should be able to participate in all our activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Stables Daycare Nursery. We recognise our responsibility to safeguard all who access our nursery and promote the welfare of all our children by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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## 1. **Statement of Purpose**

At Stables Daycare Nursery, we are determined to ensure that all necessary steps are taken to protect children and adults from harm. The following policy establishes the nursery's position, role and responsibilities and clarifies what is expected from everybody employed and involved in the delivery of services (including extended services). It is the aim of this policy to support the 5 outcomes previously outlined in the former government Every Child Matters strategy. As such, this policy promotes:

### **Being Healthy**

- Ensuring that children are able to remain mentally and emotionally healthy;
- Supporting parents in keeping their children healthy;

### **Staying Safe**

- Ensuring that children are safe from maltreatment, neglect, violence and sexual exploitation;
- Keeping children safe from accidental injury and death;
- Working with agencies to safeguard children in accordance with current government guidance;
- Support staff, parents and visitors to the nursery by meeting all Health and Safety statutory requirements.

### **Enjoy & Achieve**

- Ensuring all children have the opportunity to reach their full potential;
- Ensuring children attend regularly, arrive on time, are ready to play, learn and can access optimal learning environments on and off site;
- Encouraging parents to support their child's learning;
- Support staff career progression through performance management and continued professional development.

### **Making A Positive Contribution**

- Helping parents to support their child's social and emotional development;
- Ensuring children are supported in managing changes and responding to challenges in their lives;
- Encouraging children to engage in positive behaviour;
- Providing staff with opportunities to contribute to our programme of delivery.

### **Achieve Economic Well-being**

- Support for families in maximizing their economic well-being;
- Support children to access further full-time education;
- Assist parents to support their child's preparation for full-time education.

## **2. Overview of the nursery's responsibilities**

We believe every child should be able to participate in all our activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Stables Daycare Nursery. This policy has been developed using the following documentation:

Keeping Children Safe in Education, DFE (2015)

Working Together to Safeguard Children, DFE (2015)

Disqualification under the Childcare Act 2006 guidance, DFE (2015)

Early Years Inspection Handbook, Ofsted (2015)

Inspecting Safeguarding in maintained schools and academies, Ofsted (2015)

Safeguarding children, young people and adults policy, Ofsted (2015)

CHANNEL Duty guidance, HM Government (2015)

Prevent Duty guidance for England and Wales, HM Government (2015)

Counter Terrorism and Security Act (2015)

As an organisation, we recognise that child abuse can be an emotive subject and therefore it is important to understand the feelings involved and not to allow them to interfere with judgment about any action that needs to be taken. We recognise our responsibility to safeguard and promote the welfare of all our children by protecting them from physical, sexual or emotional abuse, neglect and bullying.

As such, we will ensure that:

- The welfare of our children remains paramount;
- All children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to be protected from harm;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff (paid/unpaid) working on our premises understand they have a responsibility to report concerns to our designated staff;
- All appropriate vetting checks will be carried out for all adults involved in the delivery of our services. Information will be stored on the nursery's Single Central Register (SCR). The vast majority of adults who work with children act professionally; however, we recognize some individuals will actively seek employment or voluntary work with

children in order to harm them. Our safeguarding procedures direct all concerns regarding an individual's practice to be reported to the designated staff.

#### 2a. The role of Management:

- Management has set out its commitment to safeguarding in this policy and it will continue to do all it can to ensure that our nursery is a safe environment for staff, children and members of the public accessing the site;
- Management will appoint a named manager for safeguarding and review an annual report on all safeguarding related matters;
- Management will ensure that safeguarding is considered as part of all recruitment procedures;
- Management will take all reasonable steps to ensure that all statutory health and safety responsibilities are met. This will include a timetabled review of all related policies and action plans.

#### 2b. The role of the Head of Nursery:

- It is the Head of Nursery's role to implement the nursery's Safeguarding Policy with the support of staff and Management;
- It is the Head of Nursery's role to ensure there is a collective responsibility for safeguarding and that all staff and volunteers are aware of the policy and related policies, protocols and procedures;
- The Head of Nursery will ensure there are 2 or more trained staff members with named responsibility for child protection. (The role and duties of a designated name person are contained in our Child Protection policy);
- The Head of Nursery will ensure first aid is administered by suitably qualified members of staff;
- The Head of Nursery will ensure that all appointments panels have at least one person who has completed Safer Recruitment training;
- The Head of Nursery will promote safeguarding when overseeing the development of the curriculum and all other aspects of nursery life;
- The Head of Nursery will ensure the on-going daily monitoring of the nursery site is maintained to ensure the safety of all who access;
- The Head of Nursery will treat all incidents of unfair treatment and any incidents of bullying or discrimination, including racist incidents, with due seriousness. Any action taken will be guided by the strategic policy, specifically our Single Equality policy, ratified by Management;
- The Head of Nursery will refer any concerns under Prevent duty to the named Single Point of Contact within the Police force.

#### 2c. The role of all staff:

- All staff will be made aware of and have access to our Safeguarding Policy, protocols and procedures;
- All staff will attend annual safeguarding training;
- All staff will strive to safeguard children in all aspects of the learning environment on-site and on off-site visits;
- All staff will be aware of our Single Equality policy, challenge any incidents of prejudice, racism or homophobia and record any serious incidents, drawing them to the attention of the Beccy Ahmad;
- All staff will challenge the use of discriminatory and derogatory language;
- All staff will support volunteers working in the nursery or on off-site visits;
- All staff have a responsibility to monitor and, where necessary, guide the practice of volunteers, visitors or contractors working on-site. Any concerns will be reported to the Head of Nursery and designated named persons.

### 3. Policies, protocols and procedures

Stables Daycare Nursery has a range of supporting policies, protocols and procedures to accompany this document which have been developed in accordance with national government (DFE & DH) and local authority guidelines. Policies can be accessed on our website or by requesting a paper copy. (Please note the nursery reserves the right to charge for such requests). All policies and protocols have been ratified by Management and are regularly reviewed. These documents include our arrangements for the following areas:

- Single Central Record (SCR);
- Child Protection procedures;
- Safe recruitment and selection processes including Disclosure & Barring Service-DBS; vetting checks (formerly CRB), enhanced check for regulated activity (barred list check), Disqualification by Association checks and Overseas vetting checks;
- Delivery of safeguarding as part of the learning process;
- Volunteers, visitors and contractors working in the nursery;
- Nursery protocols e.g. Child missing/absconding from the nursery /off-site visits;
- Risk Assessments including COSHH Material Data Safety Sheets (MSDS);
- Arrangements for off-site visits.

#### 4a. Single Central record

We are required by the Department For Education to maintain a Single Central Record (SCR) of recruitment vetting checks. It is used to log all safer recruitment checks, including details of DBS and/ or barred list checks.

Checks for the following people will be recorded on the SCR:

- All staff who are employed to work in the nursery;
- All staff who are employed on a supply or casual basis, whether employed directly by the nursery or through an agency;
- All unsupervised volunteers who have regular contact with children;
- People brought into the nursery to provide additional activities, teaching or instruction for children but who are not staff members, for example specialist sports coaches or play leaders.

Please note that as a result of the passage of the Protection of Freedoms Act (2012), some of the requirements (particularly around volunteers) have changed (from September 2012). The Act has removed the requirement for nursery's and pre schools to routinely carry out DBS checks on all volunteers, even when they work regularly with children. **If supervised by a suitably checked person**, the nursery is not required to request any DBS checks on the

volunteer and **are not entitled** to request a barred list check (known as an enhanced check for regulated activity). The nursery is entitled to request a standard or enhanced DBS disclosure certificate without the barred list check. The nursery can only request a barred list check for volunteers working regularly with children in an **unsupervised** capacity.

The Act has also removed the requirement for DBS checks to be carried out for managers simply because of their office. If managers work or volunteer in nursery activities the above measures for volunteers apply. The Department For Education and Ofsted have published key documentation detailing all revised vetting requirements and we will include any further revisions as necessary within our annual review process. (The requirement to keep a Single Central Record has not changed as a result of the passage of the Protection of Freedoms Act).

#### **4b. Child protection procedures**

This Safeguarding policy should be read and implemented in conjunction with the nursery's Child Protection policy which details procedures for all matters relating to child protection. Our policy is guided by documentation issued by central government, Shropshire Council and the Local Safeguarding Children Board.

#### **4c. Safer recruitment procedures**

Stables Daycare Nursery fully adheres to the statutory requirements of the Department For Education when recruiting staff. Full information is published on the DFE website. A minimum of one member of any recruitment panel will have completed Safer Recruitment training. All appropriate vetting and barring checks are completed prior to the commencement of employment and details are recorded on the nursery's SCR.

In line with Disqualification under the Childcare Act 2006 guidance (2015), all employed staff are required to complete and submit a disqualification by association declaration to the Head of Nursery. A person is automatically disqualified by association if they live in the same household as another person who is disqualified or in a household where a disqualified person is employed. All prospective employees will be required to complete our declaration form prior to commencing employment. Management reserve the right to request that prospective volunteers also complete a declaration.

#### **4d. Curriculum delivery**

A wide range of safeguarding topics are delivered through our core and enhanced curriculum. Details of curriculum content are regularly shared with parents/guardians who are actively encouraged to support their child's learning. Where appropriate multi-agency partners support this delivery.

#### **4e. Visitors, volunteers/ contractors working in the nursery**

Stables Daycare Nursery has a Visitors to the Nursery policy. All visitors are required to provide photographic ID; DBS details (where required - see Visitor to the Nursery policy) and sign in. They are issued with a visitor badge which they must prominently display at all times.

#### **4f. Child missing/ absconding from the nursery**

At Stables Daycare Nursery we apply strict measures to ensure the safety of children. This includes measures to secure the perimeter and access into our buildings. There is regular registration and full monitoring of children throughout the day. Whilst strict safeguarding measures are in place, we feel it is prudent to have emergency protocols in place. These would be implemented should the whereabouts of a child be unknown. All staff are fully aware of our Child Missing and Child Absconding from Nursery protocols.

#### **4g. Risk assessments**

Risk assessments are in place and regularly reviewed for the following:

- All internal playrooms, shared areas and staff areas;
- All playground areas;
- All fixed equipment (indoor & outdoor);
- All moveable equipment (indoor & outdoor);
- Each visit off-site.

A COSHH (Control of Substances Hazardous to Health) risk assessment is placed in the nursery's COSHH file for any chemicals used in the nursery. These risk assessments are formulated using product material safety data sheets (MSDS) as guidance. The COSHH file is maintained by a person nominated by Beccy Ahmad.

If visitors or extended service providers plan to deliver an activity in the nursery they must provide a written risk assessment of their planned activity prior to delivery. The nursery will also issue these providers with any necessary nursery risk assessments.

#### 4h. Arrangements for off-site visits

Stables Daycare Nursery has an Educational Visits policy and supporting protocols which have been ratified by Management and made available to all staff. This details all the safeguarding procedures and arrangements for planning and delivering visits off-site. Copies of the policy and protocols are available on our website or on request.

#### 5. Implementing procedures

An additional aim of this safeguarding policy is to ensure all staff at Stables Daycare Nursery are aware of the signs and symptoms of abuse (see appendix 1 for categories of concern) and are supported by following the procedures. It is extremely difficult to determine if abuse has occurred and **it is not the nursery's duty to investigate** however, all staff will be vigilant.

Staff will look carefully at the attendance/ behaviour of children and be alert for significant changes.

Although children may exhibit any of the following, abuse may not have occurred:

- Disclosure;
- Non-accidental injury, bruising or marks;
- Explanation given inconsistent with injury;
- Several different explanations for an injury;
- Reluctance to give information about an injury;
- A sudden change in behaviour – aggression, extroversion, depression, withdrawn;
- Attention seeking;
- Hyperactivity;
- Poor attention;
- Appear frightened of parents or family members;
- Indiscriminate attachment;
- Frozen watchfulness;
- Anxiety/irritability;
- Abdominal pain/headaches;
- Poor self-esteem;
- Poor peer relationships;
- Act in an inappropriate way expected for age;
- Sexualised behaviour/talk or drawings;
- Self harm/eating disorder;
- Reluctance to change for physical education;

- Failure to thrive;
- Poor hygiene;
- Recurrent/untreated infections of skin or head lice;
- Untreated health/dental issues;
- Frequent absence from nursery or repeated lateness.

If staff observe any of the above they will:

- React calmly;
- Not delay in passing on information and / or concerns;
- Where a disclosure is made, reassure the child that they were right to tell, that they are not to blame and take what the child says seriously;
- Allow the child to talk and ask only open questions. Take care not to press for detail, put forward their personal ideas or use any words that the child has not used themselves;
- Not promise confidentiality;
- Inform the child what they will do next;
- Make a full and written record of concerns observed, what has been said and action taken. Record any conversation/s and facts **verbatim** in writing as soon as possible. Sign and date the report (it may be required as evidence). Staff will be supported in doing this by the nursery's designated named persons for child protection.

## 6. Written records

Where safeguarding concerns are suspected they will be shared as detailed earlier and details recorded in a confidential written record stored in a secure locked cabinet. Access to such records is strictly controlled. The written record will include:

- The child's known details including name, date of birth, address and contact numbers;
- Whether or not the person making the report is expressing their own concerns or those of someone else;
- The nature of the allegation, including dates, times, specific factors and any other relevant information;
- Make a clear distinction between what is fact, opinion or hearsay;
- A description of any visible bruising, other injuries or any indirect signs such as behavioural changes;
- Details of any witnesses to the incidents;
- The child's account, if it can be given, of what has happened and (if appropriate) how any bruising or other injuries occurred;

- Accounts from others, including colleagues and, where appropriate, parents/guardians. (Please note the nursery may not seek an account from a parent/guardian should it be thought that such action may place the child at risk of harm).

## **7. Referral**

Sharing a concern will not automatically trigger the referral process. When the designated named person/s does feel it appropriate to make a referral, this will be made to the local Social Care - Child Protection Unit. Where concerns include vulnerability to extremism or being drawn into terrorism, referral will also be made to the Single Point of Contact within the Police force in line with Prevent duties.

In some cases, Stables Daycare Nursery may need to protect a child immediately- in these situations emergency action will be taken by dialling 999. The Police are the only agency with statutory powers for the immediate protection of children.

We stress it is not our responsibility to investigate or decide whether abuse has taken place or not. However, any concerns will be raised and if deemed appropriate information will be referred to the appropriate authority immediately. This action will be discussed with parents/guardians unless doing so is deemed to put the child at further risk. The best interest of the child is our paramount concern.

## **8. Review of progress**

This policy has been ratified by Management who have a rolling programme for reviewing all our policies and monitoring their impact. In line with legislative requirements, they will review safeguarding arrangements and this policy on an annual basis.

## **9. Publishing the Safeguarding Policy**

In order to meet statutory requirements Stables Daycare Nursery will:

- Publish our policy on the website;
- Place an electronic copy of the policy in the staff area of our computer system;
- Ensure paper copies are made available on request;
- Raise safeguarding awareness through our newsletter, staff meetings and other communications;
- Ensure support is offered to parents/ guardians where English is a second language to help them understand the content of our policy.



## APPENDIX 1

### Categories of concern

**Neglect:** The persistent or severe neglect of a child, which results in significant impairment of the child's health or development such as:

- Failure to provide adequate food, clothing or shelter (including abandonment or exclusion from home);
- Failure to protect from physical or emotional harm;
- Failure to meet child's basic emotional needs;
- Failure to ensure adequate supervision;
- Failure to ensure access to appropriate medical care.

**Physical Abuse:** Deliberate or intended injury to a child such as:

- Hitting, shaking, throwing, burning, scalding, drowning, suffocating, or poisoning;
- Deliberate inducement of an illness.

**Sexual Abuse:** Actual or likely sexual exploitation such as:

- Use of force or enticement to take part in sexual activity, penetrative, or non-penetrative;
- Involvement in non-contact activities such as looking at or making abusive images;
- Encouraging children to watch sexual activities;
- Encouraging children to behave in sexually inappropriate ways;
- Any sexual activity with a child under the age of 16.

**Emotional Abuse:** Persistent or severe emotional ill-treatment or rejection, which adversely affects the child's emotional and behavioural development such as:

- Conveying to a child that they are worthless, unloved or inadequate;
- Overprotection, limiting exploration and learning, preventing normal social interaction or imposing inappropriate expectations;
- Causing a child to feel frightened or in danger by the witnessing of violence towards another person whether domestic or not.