

Colehill Nursery Safeguarding Children Policy and Procedure

Section One – Purpose

Colehill Nursery has a duty to be aware that abuse does occur in our society. This policy lays out the procedures to be followed if we have reason to believe that a child in our care is subject to any form of abuse or neglect. Our primary responsibility is the welfare and well being of each individual child in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly to any concern that may come to our attention. It is the duty of any staff member to report any suspected abuse to the **Designated Safeguarding Lead (DSL)**.

The DSL for Colehill Nursery is **Julie Pearce**.

Section Two – concerns about a child / children

If there is a concern about a **child** Colehill Nursery has a duty to contact Children's Social Care (CSC) linked to the area where a child lives:

- Christchurch **01202 474106**
- Ferndown **01202 877445**
- Bournemouth **01202 458102**
- Poole **01202 735046**
- Out of hours Service **01202 657279**

The DSL should speak to the CSC duty officer to share their concern over an incident or emerging pattern of concerns. The duty officer will discuss with their own Manager and decide upon further action, if applicable. If the initial contact is taken by CSC as a referral, the setting should send a written report within 48 hours.

Physical Abuse

Action will be taken under this heading if the staff team have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is a definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Procedure

1. Any sign of a mark or injury to a child when they come into Colehill Nursery will be recorded, discussed with the parent, and the parent asked to countersign the record. Parents/carers will have been informed of this procedure when they join the setting.
2. The observed instances will be recorded and any marks recorded on a body map.
3. If there appears to be any discrepancy or query regarding the injury or the injury is discovered after the parent/carer has left and the child disclosed the name of the person causing the injury, this will be shared with CSC who may notify the police if there is any concern that the child is in danger of significant harm.

Sexual Abuse

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, drawings or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

Procedure

1. The observed instances will be recorded.
2. The matter will be referred to CSC who will notify the police if there is any concern that the child is in danger of significant harm.

Emotional Abuse

Action will be taken under this heading if the staff team has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe maltreatment or rejection.

1. The observed instances will be recorded.
2. The matter will be referred to CSC who will notify the police if there is any concern that the child is in danger of significant harm.

Neglect

Action will be taken under this heading if the staff team has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious

impairment of the child's health or development, including non-organic failure to thrive.

Procedure

1. The observed instances will be recorded.
2. The matter will be referred to CSC who will notify the police if there is any concern that the child is in danger of significant harm.

The children Act of 1989 places a duty on CSC to investigate such matters. Colehill Nursery will follow the procedures set out by DSCB and will take guidance of CSC on further action or procedures to be followed. All records will be kept confidential on a need to know basis.

Allegations of child abuse or neglect could lead to a criminal investigation so staff will not do anything to jeopardise this, for example, ask a child leading questions or attempt to investigate allegations themselves. If initial clarification is needed or if requested by CSC, staff may use open ended questions (T.E.D. Tell me, explain to me, describe to me) but should be mindful that CSC and Police are responsible for child protection matters.

Section Three – allegations against a member of staff or volunteer

Action will be taken under this heading if a concern is raised or allegation is made against a **member of staff or volunteer** which suggests that a child has been harmed or is vulnerable to abuse.

Procedure

1. This should also be notified to the DSL / Employer who will contact CSC for advice (see telephone numbers above) and direction of procedure to follow.
2. Ofsted should then be notified of the allegation.
3. In all cases a record of the report, which is timed, dated and includes a clear name or signature must be made.
4. Suspension may be considered necessary if:
 - there is cause to suspect a child is at risk of significant harm, or
 - the allegation warrants investigation by the police, or
 - the allegation is so serious that it might be grounds for dismissal.

The suspended person will be suspended on full pay during the period of the investigation. If there is no proof of any misconduct and a suspended person is to return to work, appropriate support should be set up e.g. mentor/management of

contact with child/children/parents that made the allegation. If the complaint is upheld the staff member would be dismissed on the grounds of gross misconduct following usual disciplinary procedures.

Section Four – ensuring suitability of staff to work with children

In accordance with the Childcare Act 2006 and EYFS Welfare Requirements, all staff that work at Colehill Nursery will be subject to rigorous checks and references (Enhanced Disclosure and Barring Service check, health check, reference check under our Safer Recruitment and Selection Policy and Procedures. All staff are contracted to attend training in Safeguarding Children and Young People and will be asked to familiarise themselves with this document. Staff job roles include responsibility to safeguard children and report to the DSL any concerns.

Staff must:

- Give comfort and support to the child as appropriate
- Not force the child to talk about the abuse or ask leading questions
- Maintain confidentiality for the protection of the child and family
- Speak to the DSL as soon as possible to ensure that appropriate action can be taken
- Record, using clear language, what has been seen or heard
- Staff must ensure that their conduct is at all times exemplary and it does not put children in danger or bring the setting into disrepute

Volunteers and students who have not undergone these checks will be fully supervised and never left alone with children.

Section Five – working with parents and carers

Parents/carers will be provided with a copy of this document when their child begins which will be explained in a clear way so as not to frighten, upset or accuse but to impress upon them the commitment to their child's well-being.

Parents/carers will be reassured that allegations against staff, students or volunteers, of abuse or neglect will be taken seriously and will be reported to CSC to investigate. The concern should be made to the settings DSL or if this person is the subject of the allegation and there is nobody higher in the organisation, directly to Children's Social Care.

At all times the child or young person's well-being comes first, Colehill Nursery has the right to seek advice, regarding a concern they may have about a child, before

discussing it with the child's parent. If the child is thought to be at risk of significant harm, a referral may be made to CSC without having discussed it with the parent.

Section Six – follow on

If a concern or allegation is reported to the DSL a decision will be made regarding the next step which could be to discuss the concern with the parent/carer; take further advice; or to raise the concern with CSC. The Duty Officer will advise the setting on necessary procedures, depending on the severity of the concern. CSC may investigate if the concern has reached the threshold for this to be taken forward.

The CSC office may arrange a visit to the family / setting to see the child and parents for themselves. If this leads them to suspect a child has been abused or neglected, advice and support will be offered to improve the care of the child. Colehill Nursery will continue to provide the best care for the child and work to support parents/carers in a confidential, non-judgemental manner.

Section Seven – Whistle Blowing Please see separate policy on Whistle Blowing / Mobile Phones / Cameras, Image and Equipment.

All staff and volunteers should be aware of their duty to raise concerns, where they exist, about the management of safeguarding, which may include the actions of colleagues. Any such concerns should be raised with the DSL. If your concern is about that person, contact your Early Years Adviser who is **Louise Dodds** telephone number **0790 111 4847** or directly to CSC.

<p>Rights Respecting Article 19 Children should be safe from harm. No child should be hurt by a grown-up or a child.</p>

Please could you sign the confirmation slip below, detach and return to Colehill Nursery when your child starts.

Thank you

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I confirm that I have received and read a copy of Colehill Nursery Safeguarding Children Policy and Procedures.

Parent's Name Signature

Child's Name Date