

# **PEMBURY SCHOOL HOUSE NURSERY**

## **Safeguarding and Child Protection Policy**

### ***Statement of Intent***

**Our nursery wants to safeguard the children in their care, these requirements will be met following policies and procedure. These policies will be given to all staff and committee members as part of their induction, they will be accessible to all parents. All practitioners have an up-to-date understanding of safeguarding children issues and are able to implement the safeguarding children policy and procedure appropriately. Our policy is in line with LSCB local guidance and procedures.**



### ***Aim***

**Our aim is to:**

- **Create an environment in our nursery, which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background.**
- **Help children to establish and sustain satisfying relationships within their families, with peers and with other adults.**
- **Encourage children to develop a sense of autonomy and independence.**
- **Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.**
- **Work with parents to build their understanding of and commitment to, the welfare of all our children.**
- **Share relevant information across geographical and professional boundaries and maximise the potential for 'Safe' partnership with parent(s).**

**The legal framework for this work is:**

- **The Rehabilitation of Offenders Act 1974**
- **The Children Act 1989 and 2004**
- **Human Rights Act 1998**
- **Data Protection Act 1984**
- **The Protection of Children Act 1999**
- **The Children (NI) Order 1995**
- **The Children (Scotland) Order 2003**

**Liaison with other bodies:**

- **We work within the Local Safeguarding Children Board (LSCB) Guidelines.**
- **We have a copy of LSCB Guidelines available for Staff and parents to see.**
- **We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements that affect the wellbeing of the children.**
- **We have procedures for contacting the Local Authority on child protection issues.**
- **If a report is to be made to the authorities, we act within the Area Child Protection Guidance, in deciding whether we must inform the child's parents at the same time.**

**Methods**

**To meet this Aim:**

**Staffing, Visitors & Volunteers**

- **Our designated person to take lead responsibility for safeguarding the children within the setting is Rachael Teigen. She is the Safeguarding Leader who liaises with the local statutory children's services agencies as appropriate (refer to our Child Protection File), Jude Sheppard is also Safeguarding trained to lead in Rachael Teigen's absence.**
- **We provide adequate and appropriate staffing resources to meet the needs of children.**
- **Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out DBS checks and will be employed when the application is verified. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge, incorrect information.**
- **Staff are required to attend formalised supervision slots once a term (three times a year) to review practice and safeguarding suitability.**
- **We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person, or unfit person, works at the nursery, or has access to the children.**
- **Volunteers do not work unsupervised.**
- **We abide by the Protection of Children Act 1999 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 concerns.**
- **We have procedures for recording the details of visitors to the nursery.**
- **We take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children.**

- **We have information about who has legal contact with the child and who has parental responsibility for the child.**
- **In accordance with ‘The Safeguarding and Welfare Requirements’ (3.4), all staff, visitors and volunteer’s mobile phones are kept with their belongings and not in contact with any of the children within the setting.**

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- **In accordance with ‘The Safeguarding and Welfare Requirements’ (3.4), all staff, visitors and volunteers will only have the use of camera(s) belonging to the nursery used purely for professional purposes and all photographs taken remain the property of the setting. Mobile phones are not to be used during working hours and are to be stored securely with other personal belongings in the designated storage space; outside of the classroom area.**

#### ***Disciplinary Action***

**Where a member of staff or a volunteer is dismissed from the nursery, or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators, so that their name may be included on the List for the Protection of Children and Vulnerable Adults (please refer to Grievance Procedure).**

**All providers must inform Ofsted, without delay, of any allegations of serious harm of abuse by any person living, working, of looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. An Early Years Provider who, without reasonable excuse fails to comply with this requirement commits an offence.**

#### ***Training***

**We seek out training opportunities for all adults involved in the nursery, to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect, significant changes in children’s behaviour, deterioration in their general well being, the comments children make which give cause for concern 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 nursery.**

#### ***Planning***

**The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left open.**

### **Curriculum**

- **We introduce key elements of child protection into our EYFS curriculum, so that children can develop understanding of why and how to keep safe.**
- **We create within the nursery, a culture of value and respect for the individual.**
- **We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.**

### **Complaints**

- **We ensure that all parents know how to complain about staff or volunteer's action within the nursery, which may include an allegation of abuse.**

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- **We follow the guidance of the LSCB when investigating any complaint that a member of staff or volunteer has abused a child.**
- **We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child, as if it were an allegation of abuse by any other person.**
- **We respond to suspicions of abuse.**
- **We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.**
- **When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the nursery investigates.**
- **We allow investigation to be carried out with sensitivity. Nursery staff take care not to influence the outcome, either through the way they speak to children, or ask questions of children.**
  - **Offers reassurance to the child.**
  - **Listens to the child.**
  - **Gives reassurance that she or he will take action.**
  - **Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.**

### **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**
- **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 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**
- **The name of the person to whom the concern was reported, with date and time**
- **The names of any other person present at the time**

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**These records are signed and dated and kept in a separate confidential 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 as the report is made, except where the guidance of the local LSCB 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 LSCB. Written requests must be made for personal files in the children as the nursery respects data protection rules when disclosing records that refer to third parties.**

#### ***Support to Families***

- **The nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.**
- **The nursery continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.**
- **Confidential records kept on the child are shared with the child's parents, or those who have parental responsibility for the child, only if appropriate, under the guidance of the LSCB.**
- **With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.**

**This policy was updated and adopted by the Trustees of Pembury School House Nursery on:**

**Date: ..... Signed on behalf of the Trustees:**

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