

St. Nicholas Children's Centre

Child Protection/ Safeguarding Children Policy

Nursery Child Protection Officer : Sally Phillips

Lead Practitioner trained:

Sally Phillips

Karen Olley

St Nicholas Nursery is committed to Safeguarding and promoting the welfare of children and young people. We expect all staff, parents, carers, students and volunteers to share this commitment.

This policy has been written in accordance with the Norfolk Safeguarding Children Board (NSCB) guidance and the Early Years Foundation Stage (EYFS) requirements.

The aim of this policy is to ensure the following:

- All Children/young persons in our care are safe and protected from harm.
- All those working in our setting have a clear understanding of the legal responsibility to safeguard and promote the welfare of our children/young persons.
- To ensure all parent/carers have a clear understanding of the legal responsibility relating to safeguarding and promoting the welfare of all our children
- The child's welfare is paramount and we are committed to provide safe and effective care. Encourage all adults in the setting to share concerns and follow whistle blowing and child protection referral procedures. Create positive relationships with parents/carers as an important part of practice.

The Protection of the child is the registered person's first priority. We at St. Nicholas Children's Centre are committed to a practice, which protects children from harm. Staff and volunteers accept and recognize our responsibilities to develop awareness of issues, which cause children and young people harm. We will endeavor to safeguard children and

young people. We have a duty to protect children and young people from abuse where possible. St. Nicholas Children's Centre takes child protection very seriously and believes all children should be protected and kept safe. All Staff fully understand and act accordingly to the Policy.

These procedures have been designed to ensure the welfare and protection of any child and/or young person who accesses the services provided by St. Nicholas Children's Centre. The procedures recognize that child protection can be a very difficult subject to the extent that it is somebody else's problem to deal with. St. Nicholas Children's Centre is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim is to provide guidelines that will enable all staff and students to act appropriately to any concerns that arise in respect of a child/young person.

All staff are trained to be vigilant and inform the setting Safeguarding lead if anything arises that could indicate a safeguarding concern, they have a duty to record their concerns and share them with parents and carers unless this may put the child at risk of significant harm. The safeguarding lead will share the record with parents/carers giving the opportunity to discuss if further support is required for the family, a referral is needed, or there is simply a very reasonable explanation around the concerns.

We appreciate this may not be a pleasant experience for a parent/carer, we strive to build strong and trusting relationships with our families and will work closely with you to make the experience as smooth and supported as possible. We also appreciate that some cause for concern records have no significance but hope parents/carers support and understand that such records may protect a child from harm.

Nursery is committed to ensuring equal opportunities however staff recruitment will only be awarded ideally to people with clear DBS's. However Managers will take into consideration applicants with minor earlier offences. Managers would request 2 references to ensure suitability. (See Equal Opportunity Policy)

A child or young person may be at risk from Neglect, Physical Injury, Sexual Abuse and Emotional abuse. More information is set out in the "what to do if you're worried a child is being abused" - Summary. (See appendix 1)

WHAT IS ABUSE AND NEGLECT:

Abuse and neglect are forms of maltreatment of a child, Somebody may

abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Please read Definitions of Harm and Indicators of Abuse.

The Manager (Karen Olley), or Deputy (Sally Phillips) (both Early Years Senior Lead Professionals) are responsible for ensuring that St. Nicholas Children's Centre Child Protection Policy is adhered to. If for any reason both Managers are absent from the setting our Senior Supervisor Jessica Hutchinson (SLP trained) can contact both Sally and Karen out of hours and follow the setting policies and guidelines. The Manager must ensure that all staff understand and comply with our Child Protection policy and training will be given to all staff to ensure that they understand their role in the protection of the children and young people in our care.

Our aim would be that the Management team and Senior Supervisor have the Early Years Senior Lead Professional Training but all staff are trained and expected to renew basic child protection training every 3 years. All staff attend training courses provided by Norfolk County Council, following protocols set out in Norfolk's Local Safeguarding Children's Board.

The role and responsibilities of the named person(s) are:

* To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person maybe subject to abuse or neglect.

* Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.

*The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place to ensure confidentiality. LADO will be contacted for a consultation/referral.

* ensure all staff have completed "Prevent Duty" and "FGM" training and are confident in "Prevent Duty" and "FGM" procedures.

Staff will have a clear understanding about how a child or young person's safety can come to light. For example:

- * a child or young person discloses that abuse has taken place or that they feel unsafe:
- * a third party or anonymous allegation is received:
- * a child or young person's appearance, behavior, play, drawing or statements cause suspicion of abuse/or neglect:
- * a child or young person reports an incident or alleged abuse which occurred some time ago:
- * a report is made regarding the serious misconduct of a worker towards a child or young person.

The young age of the children in our care increases their vulnerability as they may not be able to tell when harm is being done to them. It is our responsibility to be vigilant on their behalf. Robust child observations and key worker relationships will enable staff to quickly identify any changes to a child's behavior, physical condition or appearance.

Nursery has a confidential emergency password that all staff are made aware of on induction. Staff are aware that this password will only be used in the event of danger to others. In the event that the Manager or staff member shouted/ rang through to the nursery with this password staff will act quickly to escort children into the building to a safe area. Sally Phillips (in her absence Jessica Hutchinson) will be responsible for calling the Police (this ensures that the emergency services have been called in the event that the Manager has not had this opportunity). Each room supervisor will have the ongoing duty to assess the situation to ensure that the children in their care are safe at all times until the Police arrive and advise as necessary. During this time the Manager will be responsible for monitoring the whereabouts of the unauthorized visitor to/ near the building doing her best to keep them from entering the nursery/ rooms occupied by the children.

Nursery provides a mobile phone for outings away from the centre ensuring contact with Nursery in emergencies. Personal Mobile phones and smart watches are not allowed in Nursery and staff are to ensure this is carried out. Anyone found to be using their own personal device would immediately be removed from working with the children and disciplinary action will be given.

Visitors/Parents/Carers are not allowed to use mobile phones, cameras or any device with a camera ie: ipads or laptops if for any reason we have any professionals in the centre needing to use these devices we would ensure the camera lens is covered with tape. Staff will ask Parents/Carers to leave the premises if found to be using their Mobile whilst on the

Premises. (See Mobile Phone Policy)

Letters are given to all Parents/Carers regarding the use of mobile phones and cameras on induction day to ensure they are aware of the Policy and procedure. (See Operational Policy)

Staff are vigilant regarding Child Protection and the importance of ensuring the safety and protection of the children within their care. This Policy is non negotiable.

Pictures taken of the children to use in learning stories/Tapestry, Celebrations, Wall displays, Evidence for Ofsted and projects are printed by staff members and are checked by management. At no time will pictures be taken of the children in the bathroom or changing area. (See Nappy Changing and Toileting Policy)

Staff are to be vigilant towards protecting the children and actions of all whom work with them. (See Staff Recruitment Policy)

Drugs and Alcohol

Drug and alcohol use by a parent will often have a significant short and long term implications for the safety, health and wellbeing of their children. Drug and alcohol use is often linked to social and domestic problems.

The “Prevent Duty”

As a nursery we must have safe guarding arrangements in place to promote our children’s welfare and prevent radicalization and extremism.

In order for childcare providers to fulfill the Prevent Duty, it is essential that staff are able to identify children who may be vulnerable to radicalization, and know what to do when they are identified. Protecting children from the risk of radicalization should be seen as part of childcare providers wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

Childcare providers can also build pupils’ resilience to radicalization by promoting fundamental British values. It is important to emphasize that the Prevent duty is not intended to stop debating controversial issues. For early years childcare providers, the statutory framework for the Early

Years Foundation Stage sets standards for learning, development and care for children 0-5, thereby assisting their personal, social and emotional development and understanding of the world.

St. Nicholas Children's Centre staff refer to the Prevent Duty file for training documents, information and referral procedures. A copy of the VTR Referral form can be found in this file. The Manager has attended Norfolk County Council Prevent Duty training, all staff are expected to complete the "Channel General Awareness" online training.

If you have concerns about a child's welfare.....

Everyone should...

* Discuss your concerns with your named or designated child protection officer/Manager.

* If, after this discussion you consider the child is or may be a child in need, you should discuss the child and family with CADS who will advise you or sign post you to MASH. This may include a child whom you believe is, or may be at risk of, suffering significant harm. If your concerns are about a child who is already known to children's social care, the allocated social worker should be informed of your concerns. In their absence you can speak to the duty Social Worker or CADS. In addition to children's social care, the police and the NSPCC have powers to intervene in these circumstances.

* In general, seek advice from the child protection officer/manager to decide if and how you will discuss your concerns with the child, as appropriate to their age and understanding, this must be done with sensitivity and with their parents consent you may then need to and seek their consent to make a referral to CADS/MASH, the exception would be if such a discussion with parents will place the child at an increased risk of significant harm.

The child should not be asked leading questions as this may hamper any further investigations and court proceedings.

* Always explain to children and young people that any information they have given will have to be shared with others to ensure their safety: (See Data Protection Policy)

*Record what was said as soon as possible after any disclosure and

exactly how it was said. The person who receives the allegation or has the concern should complete the pro-forma and ensure it is signed and dated.

* When you make your referral, agree with the recipient of the referral what the child and parent's will be told, by whom and when.

* If you make a referral by telephone, confirm it in writing within 24 hours. Children's social care should acknowledge your written referral (NSCB1) within one working day of receiving it, so if you have not heard back within 3 working days, contact children's social care again.

* In order to protect children in line with the referral process keep concerns confidential to as few people as need to know and all paper work must be kept confidential and secure. (See Confidentiality Policy)
Ie:

Sally Phillips (Safeguarding Officer)
Karen Olley (Manager)
Jessica Hutchinson (Senior Supervisor).

Any records ie: cause for concern forms are to be kept safe and accessible to only those who need to know in order to protect the children. All staff will sign the Child Protection Policy to confirm they understand their roles.

PROCEDURES:

Each room has a child protection board which has contact numbers and a flow chart of what process happens during a referral. The Number and website details for LADO (Local Authority Designated Officer) are available from the main office as well as situated in each room/staff room.

Where a staff member has a concern regarding the conduct of another staff member working with the children, they should firstly address this with the Safeguarding Lead or the Manager, if the concerns raised were regarding the safeguarding lead, this should be raised with the setting Manager, in the event the concern is about the conduct of the Manager staff should contact the Proprietor.

Details will be recorded and the LADO team would then be contacted for a consultation/referral.

A flow chart of the CADS (Childrens Advice and Duty Service) is also displayed for all staff to be aware of and follow if necessary.

St Nicholas Nursery has a confidential password which all staff are aware of in the event of an emergency and are all aware of who would ring the emergency services.

A whistle is situated in our outside area, any stranger who approaches the nursery is deemed a potential threat, staff will blow the whistle to alert their colleagues to get the children in quickly and safely if the stranger is deemed as a risk to others.

Our setting commits to working in partnership with parent/carers through information such as:

- Registration Packs
- Newsletters
- Wall displays
- Duty of Care leaflet
- Open Weeks.
- Stay and Plays
- Facebook
- Policy of the month

We ask parent/carers to be vigilant and share information regarding any accidents or incidents that have taken place at home/away from the setting so these can be recorded on a noted mark before nursery form. We also take on full responsibility to fill out accident records when an incident has taken place in the nursery. If a staff member has a concern regarding a child's welfare a cause for concern form will be completed and kept on record in the best interest of the child and their safety. This is for staff's records to identify re-occurring incidents, these concerns will then be discussed with the parent and support offered or a referral made with consent from the parent (with the exception of identified sexual abuse or where a child is at risk of significant harm.)

* Norfolk MASH (Multi-Agency Safeguarding Hub) will undertake the initial receipt and triaging of the NSCB1 forms.

Where an agency/organization or worker has concern for the welfare or

safety of a child and completes a NSCB1 form this must be sent
tomash@norfolk.gcsx.gov.uk

Or sent to-The MASH Team Manager, Floor 5, Vantage House, Fishers Lane, Norwich, Norfolk, NR2 1ET

Important numbers.

MASH – 03448008020 / 01603 276151

Norfolk Police - 01493 336200 or 101/999

Ofsted - 0300 123 1231

Independent Safe guarding Authority (ISA) - 01325 953795

LADO - 01603 223473 (online referrals)

CADS – Business Unit 01603 223409 or 0344 8008021

Child protection and safeguarding consultation service: 0344 800 8020.

You should phone CADS who will advise whether or not to make a formal referral. Families must be informed that you will be seeking a professional consultation with Children’s Services about the welfare of their child/ren before you phone through. If you think that telling the family you are going to request a consultation is likely to place the child/ren at risk of significant harm then you should make a referral without consent.

www.nspcc.org.uk/helpline

0808 800 5000

This Policy cross reference’s from other Nursery Policies.

- Equality of opportunity, and supporting children with special educational needs (SEN) and /or disabilities
- Administration of medicines, and support to children with medical needs
- Behaviour management
- Complaints and concerns

- Failure to collect a child on time
- Child who goes missing
- Emergency evacuation of premises
- Nappy changing/personal care
- Admissions
- Safer recruitment
- Key person
- Observation, assessment and planning
- Partnership with parents
- Confidentially

- Health and safety including risk assessment
- Staff disciplinary procedures
- Whistle-blowing and managing allegations against adults
- Accidents and incidents
- * Separated parents
- * Babysitting
- * Safeguarding Children from strangers
- * Disclosure and barring
- * LAC
- * E-safety including:
 - * Use of photography and videos
 - * Use of social media sites
 - * Use of mobile phones
 - * Transition

New Local Authority Designated Officer (LADO) Process 2016

Initial contact with the LADO Service has been reviewed and as a result a new system has been put in place.

The new process is as follows:

If you are making contact about a new referral or consultation you will need to complete a LADO referral or consultation form. These can be found on the NSCB website www.norfolklscb.org under “People working with children” then click on “How to make a referral.”

The duty LADO will make contact with you, once they have read the completed form.

If you are ringing about an ongoing case you will be asked to leave your name and number and a short message for the LADO dealing with the case.