



Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is based on three key commitments.

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy.

Key commitment 1

Beehive and Honeycomb nursery is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staff and volunteers

- **Our designated person who co-ordinates child protection issues is: Tracy Buhain**
- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
- 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 an Enhanced Disclosure Service check (DBS, previously known as a CRB) 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 Enhanced Disclosure Service 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 Vulnerable Groups 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 child protection 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.

Key commitment 2

Beehive and Honeycomb nursery is committed to responding 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 'Working together to safeguard children' 2013

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 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.
- We refer concerns to the local authority First response and co-operate fully in any subsequent investigation.
NB In some cases this may mean the police or another agency identified by the Bucks Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We use the detailed procedures and reporting format contained in the Pre-school Learning Alliance's publication 'Child Protection Record for use in Early Years Settings' when making a referral to children's social care or other appropriate agencies.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:
- listens to the child, offers reassurance and gives assurance that she or he will take action;
- does not question the child;
- makes a written record that forms an objective record of the observation or disclosure that includes:
 - the date and time of the observation or the 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 which is kept securely and confidentially.

Making a referral to the local authority social care team

- The Pre-school Learning Alliance's publication 'Child Protection Record' contains detailed procedures for making a referral to the local social care team, as well as a template form for recording concerns and making a referral. This is based on 'Working together to safeguard children' 2013
- We keep a copy of this document and follow the detailed guidelines given.
- All members of staff are familiar with the Alliance's Child Protection Record and follow 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 Buckinghamshire Safeguarding Children Board 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.

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- We have a copy of 'Working together to safeguard children' 2013 for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, 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 which may affect the wellbeing of children.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of the Buckinghamshire Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.

- All staff are aware of our whistle-blowing policy and are encouraged to voice concerns about the attitude or actions of colleagues.
- We refer any such complaint immediately to the local LADO to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- We follow advice and information given by LADO

Disciplinary action

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service (DBS) of relevant information so that individuals who pose a threat to children (and vulnerable groups), can be identified and barred from working with these groups.

Key commitment 3

Beehive and Honeycomb nursery is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Mobile Phones

- On entry to the setting staff, students and any visitors are required to put their mobile phones into their handbags or the tray which will be kept on the kitchen counter.
- Staff must not use their mobiles, or any another person's, to make or receive social calls while working at the nursery.
- Calls may be made in the kitchen or outside the building, where there are no children present, during the staff member's lunch break or in an emergency with permission of the management.
- Staff should not use their mobile, or any another person's, to take photographs of the children.
- Parents and visitors are requested not to use their mobile phones whilst inside the setting.

Photographs/Cameras

- Photographs of children will only be taken on the camera designated for the sole use of the setting. Staff should not bring their own cameras into work.
- The camera will be stored in a locked cupboard when the nursery is not in operation.
- Parental consent will be sought for their child to be photographed while at the setting.
- Photographs will provide evidence of involvement in activities, attainment and progress. Such photographs will be entered into the child's file which will be stored securely on the premises or entered into the setting's photograph album/digital frame.

They may be used for internal display purposes and any unused ones will be destroyed when the child leaves.

- When taking photographs of children involved in activities due regard will be made to their dignity, safety and well-being, and images which may cause distress will not be used.
- Staff will ensure children understand why photographs are being taken and remain sensitive to any child who appears uncomfortable

Social Networking Sites

- Staff should not refer to, or discuss, their work at the setting on a social networking site. (See Confidentiality Agreement)
- Staff should remember professional boundaries and refrain from having parents as their friends on social networking sites.
- Disciplinary action will be taken if staff do not adhere to policy

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and 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.

Planning

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

Curriculum

- We introduce key elements of keeping children safe 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 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.

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 Local Safeguarding Children Board.

- We are under obligation to share all concerns regarding children's welfare with the child's next setting/school.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their 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 Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Buckinghamshire Safeguarding Children Board, Data Protection/Freedom of Information Act.

This Policy was adopted at a meeting of Beehive and Honeycomb Nursery 17th June 2013

Signed *Tracy Buhain* (Tracy Buhain) Director

Barbara Slone (Barbara Slone) Director

Telephone Contact List.

All allegations against staff must be reported to Ofsted and to the Designated Officer detailed below:

Local Authority Designated Officer
(LADO)

Children & Young People – SIAT & SIET
New County Offices
Walton Street, Aylesbury
Bucks, HP20 1YU
Tel: 01296 382070

Early Years Designated Senior Manager for allegations against the childcare
Workforce

Jane Nicholls

Tel: 01296 383179

EYC Commissioning Manager - Sufficiency

E-Mail: jnicholls@buckscc.gov.uk

Deputy Designated Senior Manager

Alison Terry

Tel: 01296 387147

Senior Childcare Adviser

E-Mail: aterry@buckscc.gov.uk

The Early Years designated manager can provide advice and support in the event of an allegation or query/concern.

Buckinghamshire County Council

With effect from 1st August 2012 First Response is a single point of contact for Buckinghamshire's Children's Social Care. The service replaces existing contact for referrals, CWD Duty and SIET

Phone: 0845 4600 001 (local rate call 01296 3839620)

E mail: cypfirstresponse@buckscc.gov.uk

secure-cypfirstresponse@buckscc.gcsx.gov.uk

For serious emergencies in the evening, weekends or public holidays, you can call the Emergency Duty Team for advice on 01494 675802 or fax 01494 672783

If you think someone is being hurt, please call Careline on free phone 0800 137915.

Buckinghamshire Safeguarding Children Board website: www.bucks-lscb.org.uk
(includes guidance on managing allegations and safe recruitment practices).

DBS referrals helpline

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Telephone: 01325 953795

NSPCC 0808 800 5000

NCMA Helpline 0845 880 0044

BFIS 0845 688 4944

Ofsted 0300 123 1231

Child Protection and Sexual Crime Unit (Police) 01628 816935