

Egg Day Nursery

Safeguarding Children and Child Protection Policy

At Egg Day Nursery we intend to create an environment in which children are safe from abuse, and in which any suspicion of abuse is promptly and appropriately responded to.

Our safeguarding children procedures apply to any child who has experienced, or is likely to experience, one or more of the following forms of abuse.

Our designated Child Protection Officer is Nhena Bacon. Michelle Lewis, Sam Henson, Vicky Soos & Eleri Watson have also received advanced child protection training.

All of our staff have initial child protection or are waiting to attend a course.

Definitions of abuse.

- Physical Abuse
- Neglect
- Emotional Abuse
- Sexual Abuse

Prevent abuse by means of good practice

It will be made clear to applicants for posts within the nursery that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for posts within the nursery will be interviewed before an appointment is made and will be asked to provide two references.

All appointments will be subject to an enhanced CRB check and will not be confirmed unless the Nursery owners are confident that the applicant can be safely entrusted with children. All members of full time staff will have a valid CRB check, new staff awaiting their check will not be left unsupervised

Adults will not be left alone for long periods with individual children or with small groups. An adult who needs to take a child aside - will leave the door ajar. The nursery has CCTV in all of the four rooms, main hall and garden. The layout of the nursery playrooms will permit constant supervision of the children.

Respond appropriately to suspicions of abuse

Changes in a child's behaviour or appearance will be investigated.

Nursery staff will share their concerns with the Nursery Manager & Business Manager.

If a satisfactory explanation is not received, suspicions will be referred to Hampshire county council who will then pass it onto Social Care and Ofsted.

All such suspicions and investigations will be kept confidential. Information will be shared with relevant parties. The people usually involved will be the members of staff working with that child, the Nursery Manager & Business Manager.

Keep records

Confidential records will be set up when changes are observed in a child's behaviour, physical condition or appearance, which raise concern. These will be quite separate from the usual ongoing records of the child's progress and development. The record will include the name, address and age of the child; timed and dated observations, describing the child's behaviour or appearance without comment or interpretation; and, where possible, the exact words spoken by the child. The recorder will sign and date the report.

These records will be kept in a separate file and will not be accessible to people in the Nursery other than the Nursery Manager & Business Manager, key person, parents, primary carers or other members of staff working with that child.

Allegations about a Member of Staff

In the event of an allegation being made about a member of the nursery's staff, the Local Authority Designated Officer (LADO) will be contacted immediately as well as Ofsted. If the allegation results in a dismissal (or the member of staff leaves but the likely outcome would have been dismissal) the ISA will be informed.

LADO – Eric Skates: 01962 876364

Ofsted – 0300 123 1231

ISA - 01325 953 795

Liaise with other bodies

Egg Day Nursery operates in accordance with Local Authority guidelines. Children's confidential records regarding safeguarding children will be shared with Social Care and Ofsted if at any time, the Nursery owners feel the child's welfare is at risk.

The Nursery will endeavour to support and work with the child's family. However, the care and safety of the child will always be paramount and the primary responsibility of nursery staff is to protect the child.

Duty to Refer

Referrals will be made to the Children's Services at Hampshire County Council and any information gathered and passed on shall be kept on their file. If it is suspected that a child may be under immediate threat, the Children's Services and Police will be notified immediately.

All information is passed to the Children's Services at Hampshire County Council, and they will provide advice to the Early Years Professionals suitable to our setting and specific case. Once contacted, the Children's Services will determine whether or not to pursue further action with social services based on the information gathered and provided.

Staff at Egg Day Nursery will follow appropriate medical, allergy and first aid procedures in order to safeguard all children in our environment. Please see the relevant policies located on the website for further information.

WHEN IN DOUBT, CONCERNS MUST BE SHARED.

Urgent Medical Treatment

If the child is suffering from a serious injury or requires treatment, medical attention must be sought immediately by calling an ambulance or taking the child to the Accident and Emergency Department of the local hospital. The duty Consultant Paediatrician must be informed of the nature of the concerns and a referral must be made in accordance with this procedure as soon as practicably possible.

Accident at home forms will need to be filled in if a child comes into the setting with bruises or marks. If a child has an accident at nursery, staff will fill in an accident form which parents will be informed of by either telephone or on collection depending on the severity of the accident.

Ensuring Immediate Safety

The safety of children is paramount in all decisions relating to their welfare. Any action taken by staff should ensure that no child is left in immediate danger.

When considering whether immediate action is required to protect a child, all agencies should also consider whether action is required to safeguard and protect the welfare of any other children in the same household or related to the household or the household of an alleged perpetrator or elsewhere e.g. a work environment such as a school.

A teacher, foster carer, childminder or any professional should, for example, take all reasonable steps to offer a child immediate protection from an abusive parent.

Where abuse is alleged, suspected or confirmed in children admitted to hospital, they must not be discharged until a referral has been made to the relevant Children's Social Care team in accordance with this procedure and a decision made as to the need for immediate protective action.

Confidentiality

The safety and welfare of the child overrides all other considerations, including the following:

- Confidentiality;
- The gathering of evidence;
- Commitment or loyalty to relatives, friends or colleagues

The overriding consideration must be the protection of the child - for this reason, absolute confidentiality cannot and should not be promised to anyone.

If suspicions or allegations are about relatives, friends or colleagues, professional or otherwise, the concerns must not be discussed with them before making the referral.

NB - Referrals made by professionals can never be anonymous.

Listening to the Child

If the child makes an allegation or discloses information which raises concern about Significant Harm, the initial response should be limited to listening carefully to what the child says so as to:

- Clarify the concerns by using open questions not closed
- Offer reassurance about how s/he will be kept safe and where age appropriate
- Explain that the information will be passed to Children's Social Care and/or the Police

If a child is freely recalling events, the response should be to listen, rather than stop the child; however, it is important that the child should not be asked to repeat the information to a colleague or asked to write the information down.

If the child has an injury but no explanation is volunteered, it is acceptable to enquire how the injury was sustained.

However, the child must not be pressed for information, led or cross-examined or given false assurances of absolute confidentiality. Such well-intentioned actions could prejudice police investigations, especially in cases of Sexual Abuse.

A record of all conversations, (including the timings, the setting, those present, as well as what was said by all parties) and actions must be kept.

Whilst the child's views should be considered, it remains the responsibility of the professional to take whatever action is required to ensure the safety of that child and any other children.

Parental Consultation

Professionals should seek, in general, to discuss concerns with the family and, where possible seek the family's agreement to making a referral unless this may, either by delay or the behavioral response it prompts or for any other reason, place the child at increased risk of Significant Harm, police will be notified.

A decision by any professional not to seek parental permission before making a referral to Children's Social Care must be approved by their manager, recorded and the reasons given.

Where a parent has agreed to a referral, this must be recorded and confirmed on the relevant Referral Form.

Where the parent is consulted and refuses to give permission for the referral, further advice and approval should be sought from a manager and the professionals line, unless to do so would cause undue delay. The outcome of the consultation and any further advice should be fully recorded.

If, having taken full account of the parent's wishes, it is still considered that there is a need for a referral:

- The reason for proceeding without parental agreement must be recorded
- The Children's Social Care team should be told that the parent has withheld her/his permission where appropriate
- The parent should be contacted by the referring professional to inform her/him that after considering their wishes, a referral has been made

Making A Referral

Referrals must be made in one of the following ways:

- The professionals line will be used, they will then decide what next steps need to be taken and to start to gather all the appropriate information
- In an emergency outside office hours, the Hampshire county council or out of hours emergency line will be used.
- All professionals must confirm verbal and telephone referrals in writing within 48 hours of being made.

If the child is known to have an allocated social worker, referrals should be made directly to the allocated worker or, in her/his absence, the manager or a duty officer in that team.

The person making the referral should provide the following information if available – note - absence of information must not delay a referral:

- full name, any aliases, date of birth and gender of child/children
- full family address and any known previous addresses
- identity of those with parental responsibility
- names, date of birth and information about all household members, including any other children in the family, and significant people who live outside the child's household
- ethnicity, first language and religion of children and parents/carers
- any need for an interpreter, signer or other communication aid
- any special needs of the child/ren
- is the child registered at a school or regularly attending a school? If so, identify the school
- any significant/important recent or historical events/incidents in the child or family's life
- has the child recently spent time abroad or recently arrived in the area?
- cause for concern including details of any allegations, their sources, timing and location
- the identity and current whereabouts of the suspected/alleged perpetrator
- the child's current location and emotional and physical condition
- whether the child is currently safe or is in need of immediate protection because of any approaching deadlines (e.g. child about to be collected by alleged abuser)
- the child's account and the parents' response to the concerns if known
- the referrer's relationship and knowledge of the child and parents/carers
- known current or previous involvement of other agencies/professionals
- information regarding parental knowledge of, and agreement to, the referral

Recording

The referrer should keep a written record of:

- The child's account
- Discussions with the parent
- Discussions with managers
- Information provided to the duty social worker if available
- Decisions taken (clearly timed, dated and signed)
- Records should be reviewed with regular intervals to ensure that decisions taken are followed through

The referrer should confirm verbal and telephone referrals in writing, within 24 hours, using the relevant Referral Form.

The duty social worker receiving the referral should keep a written record of:

- Discussions with the referrer
- Discussions with any other professionals or agencies involved (including the Police where a crime against a child may have been committed)
- Any other relevant information which was taken into account
- Discussions with managers
- Decisions taken (clearly timed, dated and signed)

- Records should be reviewed with regular intervals to ensure that decisions are followed through

This Policy was adopted by Egg Day Nursery on (date): _____ 15/03/2011 _____

Reviewed _____

Signed by: __BRWhite_____

Position: __Business Manager_____

