



**Education & Young People's Services
Directorate**

Education Safeguarding Team

Safeguarding Policy



Victoria Park Day Nursery CIC

June 2015

Key contact personnel in the setting

Early Years Designated Person: Jo Cameron

Contact person in their absence: Nicole Wirt

Contact details for Education Safeguarding Team and LADO:

Area Education Safeguarding Advisor: Peter Lewer 03000 415648

Central Referral Team: 03000 411111

LADO: 03000 410888

All staff should have access to this policy and sign to the effect that they have read and understood its content.

Date agreed: November 2015

Date of next review: November 2016

INTRODUCTION

The **Victoria Park Day Nursery CIC** Safeguarding Children policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes;

- The Early Years Foundation Stage (2014)
- DfE guidance Keeping Children Safe in Education (2015)
- Working Together to Safeguard Children (2015)
- Framework for the Assessment of Children in Need and their Families (2000)
- Kent and Medway Online Safeguarding Children Procedures (2014)

The staff and members of the Board of Directors at Victoria Park Day Nursery CIC take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care.

WHAT IS SAFEGUARDING?

Working Together to Safeguard Children (2015) defines safeguarding children as; *'the action we take to promote the welfare of children and protect them from harm'*, including;

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

It also reminds us that safeguarding ***"is everyone's responsibility. Everyone who comes into contact with children and families has a role to play."***
(WTSC 2015 page 9)

The designated person for Child Protection who has overall responsibility for the child protection practice in the setting is **Jo Cameron Nursery Supervisor along with the Board of Directors.**

ETHOS

'Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right.' (EYFS 2014 p5)

The **Directors** of **Victoria Park Day Nursery CIC** consider all those directly involved with our setting have an essential role to play in making it safe and secure. Our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential and we take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care.

As part of the ethos of the setting we are committed to:

- Maintaining children's welfare as our paramount concern;
- Providing an environment in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to;
- Providing suitable support and guidance so that children have a range of appropriate adults who they feel confident to approach if they are in difficulties;
- Using learning at the setting to provide opportunities for increasing self awareness, self esteem assertiveness and decision making. This is so that young children have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others;
- Working with parents to build an understanding of the setting's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations;
- Ensuring all staff have regular training and are able to recognise the signs and symptoms of abuse and are aware of the setting's procedures and lines of communication;
- Monitoring children who have been identified as 'in need' including the need for protection, keeping confidential records which are stored securely and shared appropriately with other professionals.
- Developing effective and supportive liaison with other agencies.

Victoria Park Day Nursery CIC adheres to the **KSCB Safeguarding Children Procedures (2014)**. The full **KSCB procedures document** and additional guidance relating to specific safeguarding issues can be found on the **KSCB website**.

RESPONSIBILITIES

All staff

The EYFS 2014 requires providers *'to take all necessary steps to keep children safe and well'* and accordingly, everyone involved in the care of young children has a role to play in their protection. Any member of staff at **Victoria Park Day Nursery CIC** is part of the wider safeguarding system for children and is in a unique position to observe any changes in a child's behaviour or appearance.

All staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a duty of care to take appropriate action, working with other services as needed.

The Early Years Designated Person (EYDP)

The EYFS 2014 states; *'a practitioner must be designated to take lead responsibility for safeguarding children in every setting'*; **The Directors of Victoria Park Day Nursery CIC**, whose responsibility it is to ensure all legal requirements are met, have appointed an appropriately qualified and experienced Early Years Designated Person (EYDP) to fulfil this role in our setting. Additionally, they are committed to ensuring the EYDP is properly supported in being able to carry out this role fully, including providing them with appropriate time and resources away from other job commitments.

The EYDP has overall responsibility for the day to day oversight of safeguarding and child protection systems in the setting. These responsibilities include;

- Liaising with other professionals in all agencies, including social services, police and health colleagues;
- Keeping apprised of any updates in policy and practice as agreed by Kent Safeguarding Children Board (via the Education Safeguarding Team);
- Being a source of support, advice and guidance to any other setting staff, both paid and voluntary. This is on an ongoing basis and on any specific safeguarding issue as required;
- Co-ordinating child protection action within the setting, including making referrals as necessary and maintaining a confidential recording system;
- Ensuring all staff, visitors and volunteers are aware of the setting policies and procedures and their responsibilities in relation to safeguarding children;
- Ensuring all staff, both paid and voluntary, have received appropriate and up to date child protection training at least every 3 years (as stipulated by the KSCB)

- Ensuring their training is kept up to date by attending appropriate designated person training every 2 years (as stipulated by the KSCB)
- Representing or ensuring the setting is represented, by an appropriate senior member of staff, at inter-agency meetings in particular Strategy Discussions, Child Protection Conferences and core groups;
- Managing and monitoring the setting's part in child in need and child protection plans

The welfare and safety of children, however, are the responsibility of all staff in the setting and ANY concern for a child's welfare MUST be reported to the EYDP.

In **Victoria Park Day Nursery CIC** the EYDP is **Jo Cameron**

In their absence **Nicole Wirt** will deputise.

SAFEGUARDING AND CHILD PROTECTION PROCEDURES

Victoria Park Day Nursery CIC adheres to the KSCB Safeguarding Children Procedures (2014). The full KSCB procedures document and additional guidance relating to specific safeguarding issues can be found on the KSCB website www.kscb.org.uk

Additional guidance including

'What to do if you are Worried About a Child Being Abused' (DfES 2015)
Information Sharing advice for safeguarding practitioners (2015)
Kent and Medway Inter-Agency Threshold Criteria for Children in Need
The Assessment Framework for Children in Need and their Families (2000)

can be found in the [staff room/office](#).

These provide guidance for professionals including when to make a referral to Specialist Children's Services can be found in the [staff room/office](#).

It is the responsibility of the EYDP to receive and collate information regarding individual children, to make immediate and on-going assessments of potential risk and to decide actions necessary (with parents / carers in most cases). This includes the need to make referrals to partner agencies and services. To help with this decision s/he may choose to consult with the Area Education Safeguarding Adviser. Advice may also be sought from the Early Help Coordination Team or Specialist Children's Services (SCS) Duty Social Workers who offer opportunities for consultation as part of the Child in Need / Child Protection process.

Issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these.

New referrals to Services will be made using the agreed process i.e. the Early Help Notification form or inter-agency referral form for referrals to SCS. These will be made with reference to the Kent Interagency Threshold Criteria for Children in Need. In situations where there are felt to be urgent or grave concerns, a telephone referral will be made prior to the form being completed and sent to the County Duty Team. Concerns for children who are already known to Services will be passed to the allocated worker / Team.

In all but the most exceptional circumstances, parents /carers will be made aware of the concerns felt for a child or young person at the earliest possible stage. In the event of a referral to Specialist Children’s Services being necessary, parents/carers will be informed and consent to this will be sought unless there is a valid reason not to do so.

In the absence of the availability of the EYDP to discuss an immediate and urgent concern, staff can seek advice from the Education Safeguards Team **Peter Lewer tel: 03000 415648** or Specialist Children’s Services tel: 03000 411111.

The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.

On occasion, staff may pass information about a child to the EYDP, but remain anxious about action subsequently taken. Staff should feel able to clarify with the EYDP further progress, so that they can reassure themselves the child is safe and their welfare is being considered. If following this process, the staff member remains concerned that appropriate action is not being taken, it is the responsibility of that staff member to seek further direct consultation from either a member of the Education Safeguards Team or the local Specialist Children’s Services Team (**numbers as above**) who will be able to discuss the concern and advise on appropriate action to be taken.

RECOGNITION AND CATEGORIES OF ABUSE:

Working Together to Safeguard Children 2015 defines ‘abuse’ as ‘a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.’

Staff need to remember that child abuse can occur within all social groups regardless of religion, culture, social class or financial position. Children who have a disability are statistically subject to greater risk of abuse and are particularly vulnerable. It is also important to remember that those who abuse children can be of any age, gender, ethnic group or background and it is important not to allow personal preconceptions to prevent recognition or action taking place.

All staff should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

The most up to date definitions and possible indicators and signs of abuse are found in Appendix 1 of this document. This also includes information on current safeguarding priorities relating to female genital mutilation, child sexual exploitation and the Prevent strategy.

Staff should refer to What to do if you are worried a child is being abused which says:

“Staff need to remember that child welfare concerns may arise in many different contexts, and can vary greatly in terms of their nature and seriousness. Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger, including, via the internet. In the case of female genital mutilation, children may be taken out of the country to be abused. They may be abused by an adult or adults, or another child or children. An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. Abuse and neglect can happen over a period of time, but can also be a one-off event. Child abuse and neglect can have major long-term impacts on all aspects of a child's health, development and well-being.

The warning signs and symptoms of child abuse and neglect can vary from child to child. Disabled children may be especially vulnerable to abuse, including because they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening. Children also develop and mature at different rates so what appears to be worrying for a younger child might be normal behaviour for an older child. Parental behaviours may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions which are concerning and other parental behaviours. This could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health. By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused.”

INDUCTION AND TRAINING

All setting staff, both paid and voluntary, will be expected to undertake an appropriate level of safeguarding training. Advice on appropriate training courses will be sought from the KSCB, but any training should ensure staff have an up to date knowledge of safeguarding issues. This will enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond in a timely and appropriate way. It should also include an understanding of the setting's own safeguarding policy and procedures including the action to be taken in the event of inappropriate behaviour displayed by other members of staff, or any other person working with the children.

The Board of Directors will ensure the EYDP(s) attend the required EYDP safeguarding training when they first take up the role and that they continue to update their knowledge on an on-going basis and at least every 2 years as required by KSCB guidance.

The EYDP will ensure that all new staff and volunteers are appropriately inducted in the setting's internal safeguarding procedures and communication lines. A summary information sheet is available to be given to staff and volunteers to support this process.

RECORD KEEPING

Staff must record any welfare concern that they have about a child on the Setting's safeguarding incident/concern form (with a body map where injuries have been observed) and pass this without delay to the EYDP. Records must be completed as soon as possible after the incident/event and must be signed and dated.

Incident/concern forms are kept in the **office**.

Safeguarding records are kept separate from all other record relating to the child in the setting. They are retained centrally and securely by the EYDP and are shared on a 'need to know' basis only.

Detailed guidance on Record Keeping is found in a separate document "Early Years Record Keeping Guidelines" – Staff **MUST** familiarise themselves with the responsibilities outlined in this document.

All safeguarding records will be forwarded to a child's subsequent setting or when they move to school at transition. The records should be sent under confidential and separate cover to the new EYDP or person with responsibility for child protection in the receiving school.

CONFIDENTIALITY AND INFORMATION SHARING

We recognise that all matters relating to child protection are confidential. The EYDP will disclose any information about a child to other members of staff on a need to know basis.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. Further advice is available in the document Information Sharing advice for safeguarding practitioners (2015). "Child Protection - Dealing with Disclosures in Early Years Settings" provides advice on dealing with disclosures.

E-SAFETY

e-Safety (online safety) relates to the specific challenges and risks presented by new technologies, including the internet, mobile phones and other devices, for children and young people as well as adults, both within and outside of the setting.

Victoria Park Day Nursery CIC will seek to create an appropriate balance between controlling access to the internet and technology, setting rules and boundaries and educating children, parents/carers and staff about safe and responsible use. This will include a range of practices including undertaking appropriate risk assessments of technology, ensuring there is appropriate supervision of children, providing safe and suitable equipment/tools for staff and children and ensuring that there is up-to-date training/education in place for all members of the community regarding online risks and responsibilities.

Victoria Park Day Nursery CIC is aware that children and staff cannot always be prevented from being exposed to online risks and will therefore seek to empower and educate all members of the community so that they are equipped with the skills to make safe and responsible decisions as well as to feel able to report any concerns.

All members of staff will be made aware of the importance of good e-Safety practice in order to educate and protect the children in their care. Members of staff will be made aware of the professional risks associated with the use of electronic communication (e-mail; mobile phones; texting; social network sites) and will be informed about how to manage their own professional reputation online and demonstrate appropriate online behaviours compatible with their role. Staff should familiarise themselves with advice and professional expectations outlined in Guidance for Safer Working Practice for Adults who Work with Children and Young People, the setting's e-Safety Policy and Acceptable Use Policy and the KSCB document: Safer Practice with Technology – Guidance for Adults who Work with Children and Young People.

More detailed information can be found in the setting's e-Safety policy which can be found in the [office](#).

SUPERVISION AND SUPPORT:

The Directors of Victoria Park Day Nursery CIC recognise regular, planned and accountable supervision, which is a two-way process, offers support and develops the knowledge, skills and values of an individual, group or team. We see its purpose is to monitor the progress of professional practice and to help staff to improve the quality of the work they do, thus improving outcomes for children as well as achieving agreed objectives. Supervision also provides an opportunity to discuss sensitive issues including the safeguarding of children and any concerns raised about an individual or colleague's practice.

All of our staff and volunteers are expected to have regular and planned supervision sessions. Uninterrupted time will be set aside to ensure any supervision sessions effective for both practitioner and management. Further guidance on supervision can be found in the Early Years Supervision booklet.

SUITABLE PEOPLE

Victoria Park Day Nursery CIC is committed to ensuring all steps are taken to recruit staff and volunteers who are safe to work with our children and have their welfare and protection as the highest priority. It is the responsibility of the **Directors** to ensure that effective systems are in place so that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting. We do not allow people, whose suitability has not been checked, including through a Disclosure and Barring Scheme (DBS) check, to have unsupervised contact with children being cared for.

We advise all staff that they are expected to disclose any reason that may affect their suitability to work with children including convictions, cautions and warnings. Additionally, we make all staff aware that they may also be disqualified because they live in the same household as another person who is disqualified.

Further information regarding disqualification of staff can be found in our **Risk By Association Policy, located in the office**.

ALLEGATIONS AGAINST MEMBERS OF STAFF AND VOLUNTEERS

Victoria Park Day Nursery CIC recognises that it is possible for staff and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received. Such allegations should be referred immediately to the EYDP who will first contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member.

In the event the allegation concerns the EYDP, **Tanya Clark - Director** should be contacted on 01233 646848.

The **Directors** also ensure we meet our responsibilities under Section 35 of Safeguarding Vulnerable Groups Act 2006. This includes the duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

All staff need to be aware of the setting's Whistle-blowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.

For specific guidance on how to respond to allegations against staff, please refer to the “Early Years Allegations Against Staff Policy” which can be found **in the office**.

MONITORING AND REVIEW

All setting staff and volunteers will have access to a copy of this policy and will have the opportunity to consider and discuss the contents prior to approval of the proprietor/trustees/committee being formally sought. The policy will also be available to parents.

This policy has been written in (date) to reflect the new guidance and legislation issued in relation to safeguarding children and promoting their welfare.

The policy forms part of our Setting development plan and will be reviewed annually.

All staff should have access to this policy and sign to the effect that they have read and understood its contents.