

**General Welfare Requirement: Safeguarding and Promoting Children's Welfare**  
The provider must take necessary steps to safeguard and promote the welfare of children.

# **Victoria Road Day Nursery** **Safeguarding Children Policy**

## **Safeguarding children and child protection**

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

Our Nursery will work with children, parents and the community to ensure the rights and safety of every child and to give them the very best start in life. EYFS.

## **Procedures**

We carry out the following procedures to ensure we meet the three key commitments of the Victoria Road Private Day Nursery Ltd Safeguarding Children Policy.

## **Key commitment 1**

Victoria Road Day 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 (a member of staff) who coordinates any child protection issues is Sian Kelly
- 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 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 'enhanced disclosure' checks with the disclosure & barring system before posts can be confirmed. Staff members are then added onto the DBS update system 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 disclosure & Barring System and update service
- For staff and volunteers, to ensure that no disqualified person or unsuitable person works at the nursery 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 also make a referral to the independent safeguarding authority (ISA).
- 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 which ensures that no unauthorised person has unsupervised access to the children.

### **Key commitment 2**

- Victoria Road Day 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 'What to do if you're worried a child is being abused' (Gov, 2015)
- *Responding to suspicions of abuse.* We also have regard to the working together to safeguard children: consultation response. (March 2015)
- 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 Nursery 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 children's social care department and cooperate fully in any subsequent investigation. NB In some cases this may mean the police, or another agency identified by the Local 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 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 wellbeing; Unexplained bruising, marks or signs of possible abuse or neglect that member of staff:

- 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**

We keep a copy of this document and follow the detailed guidelines given by the Local Children's Safeguarding Board.

**Contact details for Trafford children's first response:**

Day time number: 0161 912 5125

Out of hours: 0161 912 2020

**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 Local 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 'What to do if you're worried a child is being abused' for parents and staff and all staff is 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 Nursery 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.  
If a referral is to be made to the local authority social care department, we act within the areas Safeguarding Children and Child Protection guidance in deciding whether we must inform the Child's parents at the same time.

**Allegations against staff**

§ We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the Nursery, or anyone living or working on the premises occupied by the nursery, which may include an allegation of abuse.

- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the Nursery, or anyone living or working on the premises occupied by the Nursery, has abused a child.

- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the Nursery, or anyone living or working on the premises occupied by the Nursery, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's social care department 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 cooperate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management and children's social care agree it is appropriate in the circumstances, the management will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place but is to protect the staff as well as children and families throughout the process.

Where concerns are reported about any Early Years Practitioners, they will be immediately passed to Trafford Strategic Safeguarding Board and Local Authority Designated Officer (LADO) 0161 912 5125.

The responsible officer will liaise with the setting management in all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed or may have harmed a child.
- Possibly committed a criminal offence against children,
- Behaved towards a child or children in a way that indicates they are unsuitable to work with children.

These nominated persons will coordinate a decision and any actions to be taken, including a referral to children's social care services/police and any subsequent action by Ofsted. It also falls to them to inform Ofsted as soon as is reasonably practicable but at the latest within 14 days of the allegations being made. If allegation or concerns are regarding the manager, contact should be made with the assistant manager who will approach the TSCB directly.

#### **Disciplinary action**

Where a member of staff or a volunteer is dismissed from the Nursery because of misconduct relating to a child, we notify Trafford's children's first response team so that they can assess if the person needs to be added to the vetting a barring scheme.

### **Key commitment 3**

Victoria Road Day 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.

#### **Training**

- We seek out training opportunities for all adults involved in the Nursery to ensure that they can 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 nursery.

#### **Planning**

The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers during intimate period such as nappy changing time 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 Nursery 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.

#### **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 always liaising 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 nursery 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 Local Safeguarding Children Board.**

**At Victoria Road Private Day Nursery, we work together with the safeguarding booklet “working together to safeguard children 2018”.**