

Horizon Nursery Safeguarding and Child Protection Policy



*Amended: May 2019
Ratified: May 2019*



SAFEGUARDING AND CHILD PROTECTION POLICY

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Section 1 Aims and Purpose of the Policy

Aims of the Policy

To ensure that children are effectively safeguarded from the potential risk of harm at Horizon Nursery and that the safety and well-being of the children is of the highest priority in all aspects of the nursery's work. To help the nursery maintain its ethos whereby staff, children, parents/carers and governors feel able to articulate any concerns comfortably, safe in the knowledge that effective action will be taken as appropriate.

Purpose of this Policy

To ensure that all members of the nursery community:

- Are aware of their responsibilities in relation to safeguarding and child protection
- Know the procedures that should be followed if they have a cause for concern
- Know where to go to find additional information regarding safeguarding
- Are aware of the key indicators relating to child abuse
- Fully support the nursery's commitment to safeguarding and child protection

Signed

(Principal/Nursery Representative)

Date:

Signed:

(Chairperson of the Governing Body)

Date:

Section 2 Principles

- 2.1 Section 175 of the Education Act 2002 gives maintained schools and nurseries a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State.
- 2.2 This nursery recognises its legal and moral duty to promote the well-being of children, protect them from harm and respond to child abuse.
- 2.3 We believe that every child, regardless of age, has at all times and in all situations a right to feel safe and protected from any situation or practice which results in a child being physically or psychologically damaged.
- 2.4 We agree that we have a primary responsibility for the care, welfare and safety of the children in our charge, and we will carry out this duty through our teaching, learning, and daily care. In order to achieve this, all members of staff (including volunteers and governors) in this nursery, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.
- 2.5 The nursery seeks to adopt an open and accepting attitude towards children as part of our responsibility for pastoral care. The nursery hopes that parents/carers and children will feel free to talk about any concerns and will see the nursery as a safe place if there are any difficulties at home.
- 2.6 Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.
- 2.7 In our nursery, if we have suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in accordance with the procedures issued by the Barnsley Safeguarding Children Partnership
- 2.8 As a consequence, we:
 - assert that all members of staff (including volunteers) in the nursery are an integral part of the child safeguarding process
 - accept totally that safeguarding children is an appropriate function for all members of staff in the nursery
 - recognise that safeguarding children in this nursery is a responsibility for all staff, including volunteers, and the governing body
 - will ensure through training and supervision that all staff and volunteers in the nursery are alert to the possibility that a child is at risk of suffering harm and know how to report concerns or suspicions
 - will designate a senior member of staff with knowledge and skills in

recognising and acting on child protection concerns. He or she will act as a source of expertise and advice and is responsible for coordinating action within the nursery and liaising with other agencies

- ensure (through the designated member of staff) that staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by the Barnsley Safeguarding Children Partnership (BSCP)
- will share our concerns with others who need to know and assist in any referral process
- will ensure that all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the designated member of staff, who will refer on to Children's Social Care in accordance with the procedures issued by the Barnsley Safeguarding Children Board
- will ensure that all staff are aware of the child protection procedures established by the Barnsley Safeguarding Children Partnership and, where appropriate, the Local Authority, and act on any guidance or advice given by them
- will ensure through our recruitment and selection of volunteers and paid employees that all people who work in our nursery are suitable to work with children
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children

Section 3 Designated Member of Staff

- 3.1 The designated senior member of staff (designated person) for safeguarding protection in this college is: **Sue Wood** (Nursery Manager).
- 3.2 In her absence, these matters will be dealt with by: **Laura Richardson** (Deputy Nursery Manager), who will report back to Sue Wood on her return.
- 3.3 The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.
- 3.4 The nursery recognises that:

- the designated person must have the status and authority within the nursery management structure to carry out the duties of the post – they must therefore be a senior member of staff in the nursery
- all members of staff (including volunteers) must be made aware of who this person is and what their role is
- the designated person will act as a source of advice and coordinate action within the nursery over child protection cases
- the designated person will need to liaise with other agencies and build good working relationships with colleagues from these agencies
- they should possess skills in recognising and dealing with child welfare concerns
- appropriate training and support should be given
- the designated person is responsible for ensuring that cases of suspected abuse or allegations are reported to the relevant investigating agencies according to the procedures established by the BSCP
- the designated person is not responsible for dealing with allegations made against members of staff. This remains the responsibility of the Principal

3.5 To be effective they will:

- act as a source of advice, support and expertise within the nursery and be responsible for coordinating action regarding referrals by liaising with Children’s Social Care and other relevant agencies over suspicions that a child may be suffering harm
- cascade safeguarding advice and guidance issued by the Barnsley Safeguarding Children Board
- where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, ask the designated person to investigate further
- ensure each member of staff and volunteers at the nursery, and regular visitors (such as governors) are aware of and can access readily, this policy
- liaise with the Principal to inform him/her of any issues and on-going investigations and ensure there is always cover for the role
- ensure that this policy is updated and reviewed annually and work with the designated governors for child protection regarding this
- be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place
- ensure parents/carers are aware of this policy in order to alert them to the

fact that the nursery may need to make referrals. Raising parents/carers awareness may avoid later conflict if the nursery does have to take appropriate action to safeguard a child

- where children leave the nursery roll, ensure any child protection file is transferred to the new nursery or school as soon as possible but certainly within the 15 day national requirement, separately from the main file, and addressed to the designated person for child protection
- where a child leaves and the new nursery/school is not known, ensure that the Local Authority is alerted so that the child's name can be included on the database for missing children

3.6 The designated person also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- attend training in how to identify abuse and know when it is appropriate to refer a case
- have a working knowledge of how the Barnsley Safeguarding Children Partnership operates and the conduct of a child protection case conference and be able to attend and contribute to these when required
- attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors
- make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately

Section 4 Designated Governor

The Designated Governor for Safeguarding at this nursery is: **Margaret Gostelow**

- 4.1 Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.
- 4.2 The Governors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.
- 4.3 The Governors will review safeguarding practices in the nursery on a regular basis, and no less than annually, to ensure that:
 - the nursery is carrying out its duties to safeguard the welfare of children at

the nursery

- hold a termly monitoring meeting with designated safeguarding lead with an agreed focus
- members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate
- child protection is integrated with induction procedures for all new members of staff and volunteers
- the nursery follows the procedures agreed by Barnsley Safeguarding Children Partnership, and any supplementary guidance issued by the Local Authority
- only persons suitable to work with children shall be employed in the nursery, or work here in a voluntary capacity
- where safeguarding concerns about a member of staff are raised, take appropriate action in line with BSCP Allegations against Staff Procedures and BMBC Disciplinary Procedures (HCAT from June 2019)

Section 5 Recruitment

5.1 In order to ensure that children are protected whilst at this nursery, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

5.2 We accept that it is our responsibility to follow the guidance set out in “Keeping Children Safe in Education (September 2018)”, in particular we will ensure that the following checks are satisfactorily completed before a person takes up a position in the college:

- identity checks to establish that applicants are who they claim to be
- academic qualifications, to ensure that qualifications are genuine
- professional and character references prior to offering employment
- satisfy conditions as to health and physical capacity
- previous employment history will be examined and any gaps accounted for
- DBS checks

Section 6 Volunteers

- 6.1 We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the college, in whatever capacity, will be recruited in line with HCAT Policy.
- 6.2 A 'Working with Volunteers' policy is in place for all volunteers working within school.

Section 7 Induction and Training

- 7.1 All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.
- 7.2 All new staff at the nursery (including volunteers) will have access to a copy of this policy on starting their work at the nursery.
- 7.3 All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The nursery will provide access to this training and new staff will also, as part of their induction, receive safeguarding training.
- 7.4 Staff will attend refresher training every three years, and the designated person every two years.
- 7.5 Staff visiting the nursery for short periods of time e.g. 1 day supply cover, will receive information in relation to Child Protection procedures.
- 7.6 All adults are strongly encouraged to attend safeguarding training. Attendance at nursery training will be open to volunteers, extended nursery providers, governors and any other parties that come in to contact with children on a regular basis. These staff will also be signposted to the online training available via the Barnsley Safeguarding Children Partnership website.
- 7.7 For staff who are unable to access face to face Safeguarding awareness training the college expects them to complete online training as above.

Section 8 Dealing with Concerns

8.1 Members of staff and volunteers must not investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns in line with DFE and BSCP Procedures. A “Cause for Concern” is an action, observation or discussion that makes you feel anxious or worried about the well-being or safety of a child.

A poster is displayed in all rooms outlining what to do if you think a child is at risk of abuse. A copy is included at the back of this policy in the appendix section.

8.2 To this end, volunteers and staff will follow the procedures below:

- if a child is at risk of immediate/significant harm, this should be reported immediately to the designated safeguarding lead (or deputy safeguarding lead), who will decide and advise on the appropriate actions
- even if this results in no further action, the incident still needs to be reported. Where action needs to be taken, this will include:
 - any associated statements and evidence being retained, with the originals kept securely in the appropriate security place
 - making other professionals aware as appropriate

Designated leads and other appropriate adults will regularly review all ‘resolved’ and ‘unresolved’ cases.

This provides the opportunity for designated staff to:

- monitor that agreed actions have taken place
- evaluate the impact of these actions
- agree next steps
- quality assure written records.

All further involvement, documentation and **original written copies** must be kept in a separate file (not the daily nursery file) and nowhere else. Files will be stored in a secure place.

8.3 We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential record of any incidents and with the requirements of Barnsley Safeguarding Children Partnership.

- 8.4 Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

Section 9 Photographing Children

- 9.1 We understand that parents/carers like to take photos of or video record their children in the nursery play, or at sports day, or nursery presentations. This is a normal part of family life, and we will not discourage parents/carers from celebrating their child's successes.
- 9.2 However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents/carers to use settings on their camera that do not require flash.
- 9.3 We will not allow others to photograph or film children during a nursery activity without the parent's/carer's permission.
- 9.4 We will not allow images of children to be used on nursery websites, publicity, or press releases, without consent from parents/carers. The nursery will not identify individual children by name.
- 9.5 The nursery cannot however be held accountable for photographs or video footage taken by parents/carers or members of the public at nursery functions.
- 9.6 Only the designated nursery cameras are to be used to take any photo within the setting or on outings. The following procedures must then be adhered to:
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
 - All staff are responsible for the location of the camera; this should be placed within the cabinet when not in use.
 - The camera must be locked away at the end of every session.
 - Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
 - Images must only be down-loaded on site and all images are to be deleted as soon as they have been printed.
 - Photographs should then be distributed to members of staff (keyworkers) to record in children's learning journeys.

- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager or Leader.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Leader must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- Images which are taken for the big screen in the entrance will be checked by management before being displayed and all parents' wishes will be adhered to regarding whether they consent for their child's pictures to be used.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Section 10 Confidentiality and Information Sharing

- 10.1 The nursery, and all members of staff at the nursery, will ensure that all data about children is handled in accordance with the requirements of the law, and any national and local guidance.
- 10.2 Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.
- 10.3 Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

Section 11 Conduct of Staff

- 11.1 The nursery has a duty to ensure that high standards of professional behaviour exist between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.
- 11.2 At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:
- working alone with a child

- physical interventions
 - cultural and gender stereotyping
 - dealing with sensitive information
 - giving and receiving gifts from children and parents/carers
 - disclosing personal details inappropriately
- 11.3 If any member of staff has a reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and the Barnsley Safeguarding Children Partnership procedures, we will view this as misconduct, and take appropriate action.
- 11.4 A code of conduct in relation to safeguarding has been adopted by all adults working with children at Horizon Nursery. Any member of staff who does not adhere to the policy will be subject to disciplinary procedures.
- 11.5 A Whistle blowing policy in relation to safeguarding supports the college ethos where children and staff can talk freely about concerns knowing they will be listened to and appropriate action taken.
- 11.6 There are a range of mechanisms in place to ensure that children feel comfortable to express their concerns to adults for example:
- An open approach to discussing issues with staff

Section 12 Allegations Against Members of Staff

- 12.1 If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:
- committed an offence against a child
 - placed a child at risk of significant harm
 - behaved in a way that calls into question their suitability to work with children
- 12.2 The allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by BSCP.

- 12.3 If the allegation is against a member of staff the individual with the concern should report it directly to LADO (Local Authority Designated Officer). The contact number is 01226 772341.
- 12.4 The Principal (or chair of governors) will collate basic information about the allegation, and report these without delay to the Local Authority Designated Officer (LADO). The LADO will discuss the concerns and offer advice and guidance on how the situation will be managed and if a strategy meeting will be required.

Section 13 Parents and Carers

- 13.1 This policy will be available to download from the nursery website. Paper copies are available on request from the nursery office.

Section 14 Implementation, Monitoring, Evaluation and Review

- 14.1 All adults in nursery will have access to a copy of this policy.
- 14.2 The designated governors for safeguarding will monitor this aspect of the nursery's work and report back to the Nursery committee of the governing body.
- 14.3 The effectiveness of the policy will be reviewed and evaluated the Governing Body annually in light of any specific incidents or changes to local/national guidance.

Section 15 Lost Child

In the event of a child going missing from the nursery the following procedures will immediately be put into effect.

1. The member of staff who discovers that the child is missing will immediately inform the supervisor
2. The Supervisor will immediately sound the fire alarm
3. Once the children and staff are evacuated, the building checked and the register taken, the supervisor will arrange staff as follows:
 - (a) Two staff to remain with children
 - (b) One staff to stand in front of building to watch the road
 - (c) Rest of staff to search surrounding areas
4. The senior member of staff will call the police and the child's parents
5. The senior member of staff will take advice from the police
6. The senior member of staff will contact Horizon Community College and Ofsted will be informed appropriately

In the event of the child being lost on an outing all children will be gathered together and some staff will be designated to search the area. The children will be returned to Nursery at the earliest opportunity and the Supervisor will remain behind to liaise with parents and police.

Safeguarding Children: Whistle Blowing

Staff must acknowledge their individual responsibility to bring matters of concern to the attention of the Principal. Although this can be difficult this is particularly important where the welfare of children may be at risk. You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child continuing to be unnecessarily at risk. Remember it is often the most vulnerable children who are targeted. These children need someone like you to safeguard their welfare.

Don't think what if I'm wrong - think what if I'm right

Reasons for whistleblowing

- each individual has a responsibility for raising concerns about unacceptable practice or behaviour
- to prevent the problem worsening or widening
- to protect or reduce risks to others
- to prevent becoming implicated yourself

What stops people from whistleblowing

- starting a chain of events which spirals
- disrupting the work or project
- fear of getting it wrong
- fear of repercussions or damaging careers
- fear of not being believed.

How to raise a concern

- you should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner action can be taken
- try to pinpoint exactly what practice is concerning you and why
- approach the Safeguarding Officer
- if your concern is about your immediate manager/Principal, or you feel you need to take it to someone outside the college, contact the Chair of Governors, Margaret Gostelow or the Local Authority Designated Officer
- make sure you get a satisfactory response – don't let matters rest
- put your concerns in writing, outlining the background and history, giving names, dates and places where you can
- a member of staff is not expected to prove the truth of an allegation but you will need to demonstrate sufficient grounds for the concern

What happens next?

- you should be given information on the nature and progress of any enquiries
- your employer has a responsibility to protect you from harassment or victimisation
- no action will be taken against you if the concern proves to be unfounded and was raised in good faith
- malicious allegations may be considered as a disciplinary offence

Self Reporting

There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager, so professional and personal support can be offered. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

Further advice and support

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available from your line manager, HR department and/or your professional or trade union.