

Safeguarding and Child Protection Policy

'Children have the right to be protected from being hurt and mistreated, physically or mentally'.
(UNICEF)

Babraham Nursery recognises the rights of each child and is fully committed to protecting and safeguarding all children. We understand our duty to protect children, in line with the requirements of The Childcare Act 2006 for children on the Early Years Register and Childcare Register. Babraham Nursery adheres to the Local Safeguarding Children Board (LSCB) procedures at all times. It is recognised that through our day to day role of working with children and families, the staff have a crucial role to play in noticing possible indicators of abuse or neglect and in referring them to Social Care (the Child Protection Designated Person refers to Social Care). For allegations against adults within the setting please refer to the Adult Supervision policy.

Staff are committed to maintaining appropriate and professional boundaries in their relationships with children and parents/carers. It is a requirement that all staff attend Child Protection training every three years in order to ensure all staff are fully aware and up to date with child protection procedures and how to deal with a disclosure at all times. All staff are alerted to the Child Protection policy and how to raise a concern at their induction which takes place on the first day of joining the setting. This ensures that all staff recognise their duty and feel able to raise concerns.

The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault. With the proviso that the care and safety of the child must always be paramount, the Nursery will do all in its power to support and work with the child's family.

There are four main elements to our policy:

Prevention through support offered to children and by creating a protective ethos.

Procedures for identifying and reporting cases, or suspected cases, of abuse.

Supporting children who may have been abused

Preventing Unsuitable people working with children (this applies to all staff and volunteers).

1. Prevention

Babraham Nursery understands that a protective environment is crucial in helping to protect children. We aim to achieve this ethos by having the same staff team in each room. When someone is absent this will be covered by staff that are known to the children (no agency staff). Children will be encouraged to talk and will be listened to at all times.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

Safety Matters

Safety matters is a programme of ideas and activities to support the development of personal safety skills in children. Babraham Nursery will support all children to take an active part in this programme so as to help them to develop skills and strategies by which they can learn to value and care for themselves and stay safe.

Prevention of Radicalisation (Prevent Strategy)

The Government Prevent Strategy has raised awareness of the specific need to safeguard children, young people and families from violent extremism. The Counter Terrorism and Security Act 2015, places a duty on professionals to have due regard of the need to prevent people from being drawn into terrorism.

If a member of staff has concerns that a parent, child or staff member may be at risk of radicalisation or involvement in terrorism, they will speak with the Child Protection Designated Person. Any concerns will be logged using the 'log of concern about a child's welfare' and actioned in accordance with the Child Protection policy.

2. Procedures

Babraham Nursery follows the procedures set by the LSCB. A copy of 'what to do if you're worried a child is being abused' can be found in the Office bookcase.

The Designated Child Protection Officers (DP) for The Nursery are:

Alison Bishop (Nursery Manager) and Dee Franklin

The Designated Child Protection Officers (DP) for the Playscheme are:

Karen Palazon and Philippa Beeby (Playscheme Leaders and Nursery Deputies)

In the absence of Alison and Dee (the nursery Designated Child Protection Officers), Karen and Philippa fulfil the role at nursery.

All staff has a duty to report suspicions of abuse to the settings DP as soon as possible, within 24 hours of the incident occurring. This will be achieved by completing a 'Log of concern about a child's welfare' form, a copy of which can be found with this policy and discussing the concern with the DP. There are also copies of this form in each base room and the Office. The DP will make the decision whether to refer the concern to Children's Social Care Services at Cambridgeshire Direct. Parents will usually be informed of the referral, unless **it is felt that the child would be at greater risk of harm if the matter was discussed with parents**. All referrals will be followed up in writing using either the Referral Form to Children's Social Care or the Common Assessment Framework (CAF) if the needs are unclear or an integrated support approach is needed. These forms can be downloaded at

<http://www.cambridgeshire.gov.uk/childrenyoungpeople/childrentrust/caf>

IF there are concerns that a child may have been harmed or is at immediate risk of harm a referral will be made by calling Social Care Direct Contact Centre and this will be followed up with the Referral to Cambridgeshire Children's Social Care Form.

When recording concerns staff will:

- Write down everything that gives you a cause for concern and why as soon as possible
- Record dates and times of incidents and any contact with parents
- Record any explanation of injuries or behaviour given
- Ensure all accounts are factual, using the child's spoken word where possible
- Ensure the child realises that the adult cannot keep secrets

The DP will disclose any information about a child to other members of staff on a need to know basis only.

Information Sharing

'Information sharing is vital to safeguarding and promoting the welfare of children and young people. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it, to understand its significance and then take appropriate action'. DfE 2015

Babraham Nursery will share information (without the parents'/carer's consent) about a child with the appropriate services such as health, education and social services when there are concerns about their safety and to protect them from suffering harm from abuse or neglect.

For more information please see 'The seven golden rules to sharing information' at the end of this policy.

Liaise with other bodies

Babraham Nursery operates in accordance with guidelines laid down by the Department for Education, Cambridgeshire County Council, LSCB and Ofsted. Confidential records kept on children

about whom the Nursery is anxious will be shared with the Social Care Services if the Nursery feels that adequate explanations for changes in the child's condition have not been provided.

The setting will work to develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters including attendance and written reports at child protection conferences and core groups.

Record Keeping

Babraham Nursery will keep clear detailed written records of concern about children using the logging a concern form, even when there is no need to refer the matter to Social Care immediately.

Babraham Nursery will ensure all records are kept in a secure, locked cabinet.

When a child leaves the setting the latest instruction given by Cambridgeshire County Council will be followed. All information regarding safeguarding issues will be sent recorded delivery to the Designated Child Protection Officer at the new setting in a sealed envelope marked 'Confidential'.

Domestic Violence Notifications

Since November 2013 when Children's Social Care are notified of a domestic violence incident that is deemed to be medium or high risk it is the responsibility of the Early Years Safeguarding Manager (from Social Care) to notify the early years setting that the child attends via contact with the Designated Child Protection Officer. At this time settings will only receive a notification on children who have Nursery Education Funding.

The Designated Person must record the conversation with the Early Years Safeguarding Manager on a Logging a Concern form, which must be then stored securely in the child Protection file. Each domestic violence incident is different and as such the Designated Person must consider each notification individually using the steps highlighted in the Cambridgeshire County Council Domestic Abuse Guidance (for early years and childcare settings). A copy of this can be found in the non-confidential child protection information file on the shelf in the Office (Red 10).

Bruising in pre-mobile babies

Bruising is the commonest presenting feature of physical abuse in children and the younger the child the higher the risk that bruising is not accidental, particularly when a child is under six months of age. Therefore bruising in any 'not independently mobile' child must be recorded on a logging a concern form and the Designated Person must be notified. When no medical cause is apparent for the bruising or suspicious mark then the Designated Person must make a referral Social Care.

3. Supporting the child at risk

Babraham Nursery recognises that children who are abused or witness violence may find it difficult to trust those around them and may have developmental delay and behavioural issues due to their experiences.

Babraham Nursery will support children through:

- Activities to encourage self-esteem and self-motivation
- Provide a secure, positive and supportive environment.
- Liaise with other agencies which support the child as appropriate, ensuring the setting offers a supportive, consistent approach.
- Implement our Behaviour Management policy to support all children in a consistent manner.
- Recognition that children living in a home environment where there is domestic abuse/violence, mental ill health or substance misuse may be vulnerable and in need of support and protection.
- Monitoring children's welfare keeping records and seeking advice or making a referral to other agencies e.g. Social Care, when necessary.

4. Preventing unsuitable people from working with children

Babraham Nursery has a duty to ensure that people looking after children are suitable to fulfill the requirements for their role. It will be made clear to applicants throughout the recruitment process that positions within nursery are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants who work within the Babraham Nursery, whether long term voluntary or paid, will be interviewed before an appointment is made and will be asked to provide two written references. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

On offer of a position an enhanced DBS (formally CRB) will be applied for. Until an enhanced disclosure is obtained the staff member/ long term volunteer will not be left unsupervised with children.

All appointments will be subject to a twelve month probationary period and will not be confirmed unless the nursery is confident that the applicant can be safely entrusted with children.

Disqualification by Association

All staff are required to complete a 'Disclosure of criminal record and disqualification declaration for early years settings' on an annual basis to confirm that they are not disqualified and, to the best of their knowledge, no one who lives or works in the same household is disqualified. Staff that may be

disqualified may apply to Ofsted for a 'waiver' of disqualification but cannot work in the setting until a waiver is confirmed.

Babraham Nursery will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the setting and that notification of any concerns is made to the relevant agencies, the DBS and included in references where applicable.

For further information please refer to the Adult Supervision policy in the event that an allegation is made against a staff member or volunteer.

Contact telephone numbers:

Children's Social Care Services at Cambridgeshire Direct in office hours

(8 a.m. – 8 p.m. Mon – Fri) FOR REFERRALS AND ADVICE	0345 045 5203
Outside office hours Social Care Emergency Duty Team	01733 234724
Early Years Safeguarding Advice line	01223 729040
EYNSO (Gemma Hope)	01223 714760
NSPCC	0800 800500
LSCB	01480 376699
LADO Unit	01223 727967
Police (non-urgent)	999/101
Ofsted	0300 123 1231

The policy was adopted at the Staff Meeting on 25th April 2002 and was adopted by the Nursery Management meeting held on 17th April 2002. It was fully revised on 20th April 2010 and reviewed February 2012, 2013 & October 2013, April 2014, October 2014, August 2015 & November 2015.

Next review date: May 2016

Signed on behalf of the Nursery:

Date: November 2016

The seven golden rules to sharing information

1. Remember that the Data Protection Act 1998 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (DfE 2015, p.4)