Safe guarding children – policies and procedures

Safeguarding children and promoting their welfare is the responsibility of all society but it is a particularly important role for those who work with babies and young children.

LEGAL REQUIREMENTS

Regulations under the Children's Act 1989 require providers (the registered person in each setting) to meet the 14 standards and have regard to the supporting criteria.

Legal Requirement, welfare 1 – Safeguarding and promoting children's welfare

1) The protection of the child is the registered person's first priority. Coping with concerns about the possible abuse of a child can be stressful for all involved, however, the managers first responsibility is to the child.

Under the Children's Act Regulations the registered person must notify OFSTED about any allegations of serious harm or abuse by any persons, living, working, or looking after children at the nursery (whether the allegation relates to harm or abuse committed on the premises or elsewhere). (Statutory Framework for The Early Years Foundation Stage)

We at Gaskells nursery comply with procedures approved by Bolton's framework for Action Document and The Early Years Foundation Stage. We are committed to ensuring our nursery is an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

Appoint a person to be responsible for safeguarding children within the setting and liaise with Bolton's social care. The named person currently is Siobhan Manning, in Siobhan's absence staff must refer to the Manager, Karen Burke. In both the Safeguarding Officer and the Managers absence staff should report any concerns to any of the nursery's duty Managers . The designated member of staff has attended the Framework for Action course and will ensure all staff keep concerns confidential as described in the 'what to do if you're worried a child is being abused- summary' and are aware of possible indicators of abuse and their responsibility to report them to the children's social care and/or the police without delay.

EXCLUDE KNOWN ABUSERS.

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

All applicants for work within the nursery whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least two references, which 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. All appointments, both paid and voluntary will be subject to satisfactory CRB enhanced disclosure checks and a probationary period. Appointments will not be confirmed unless the nursery is confident that the applicant can be safely entrusted with the children.

SEEK AND SUPPLY TRAINING

We will seek out training opportunities for all staff involved in the nursery to ensure that they recognise the signs and symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse. We will also ensure that all the staff have a sound knowledge of the procedures to be followed when abuse is suspected.

PREVENT ABUSE BY MEANS OF GOOD PRACTISE

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, for example time out, will leave the door ajar. Only adults who have been deemed as 'fit' persons by the management will be allowed to accompany children to the toilet. 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. The layout of the premises will permit the constant supervision of all the children. If a child tells a member of our team that they have been abused in some way we will do the following:

- Carefully record what they say at the time, or as soon as possible afterwards, using the words used by the child
- Reassure the child that they have done the right thing in telling the adult concerned
- Never promise absolute confidentiality. The degree of confidentiality will be governed by the need to protect the child. It will be explained to the child that we may need to tell others in order to make sure that they are safe
- We will listen to the child. We will not ask any questions to ensure we do not put any ideas into their minds

RESPOND APPROPRIATELY TO ALL SUSPICIONS OF ABUSE.

Our paramount concern will always 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. Changes in children's behaviour/appearance will be investigated. Parents will normally be the first point of reference and contacted as soon as possible, but if they are not in a position to allay any legitimate anxieties, the matter will be taken up with children's social care and/or the police. In exceptional circumstances, children's social care may be the first point of reference. All such suspicions and investigations, recorded and verbal, will be kept confidential. Any information will only be shared with people who need to know.

In the case of a referral, we will give the following information:

- Our name, telephone number, position, and request the same of the person to whom we are speaking.
- Full name and address, telephone number of family, date of birth of child and any siblings as required
- Gender, ethnicity, first language and any special needs

- Names, dates of birth, relationship of household members and any significant others
- The names of any other professionals involved with the child/family e.g. : GP, Health Visitor, School, Youth Service, Nursery, Children's Centre. Education Social Work Team
- The nature of the concern; and foundation for them
- An opinion on whether the child may need urgent action to make them safe
- Our view of what appears to be the needs of the child and family.

Once we have made the referral we will:-

- Keep an accurate record of our concern made at the time, signed and dated, and any discussions that have taken place about the welfare of the child
- Complete a CAF and send it to Children's Social Care within 48 hours of the referral being made
- Accurately record the action agreed or that no further action is to be taken and the reasons for the decision
- Attend any inter-agency meetings in respect of the referral
- Keep informed of the progress of the referral

ALLEGATIONS AGAINST STAFF AND OTHERS IN A POSITION OF TRUST. (PROFESSIONAL ABUSE)

Childcare practitioners, because of their daily contact with children in a variety of situations, are vulnerable to accusations of abuse. Practitioners should take care not to put themselves into situations that may lead to allegations being made against them. If staff are concerned in anyway about an adult in a position of trust they will share those concerns with a Manager or the Safeguarding Officer, refer to Whistle Blowing Policy and 'The First Five Minutes'. When an allegation is made against a member of staff then the Manager/Person in charge person will:

- Ensure the children are safeguarded
- Refrain from questioning the child or others involved in the alleged incident
- Contact our senior nominated officer for advice and guidance about the next steps, including informing parents and managing the member of staff in their absence. Contact the Local Authority Designated officer on (LADO) 01204 337474 - Jean Kilgallen
- Be prepared to attend a strategy meeting relating to the alleged incident.

MANAGING ALLEGATIONS AGAINST A MANAGER/OWNER

The allegation should be reported to the senior manager identified by the setting, unless that person is the subject of the allegation, in which case it should be reported to the designated alternative; in the first instance a Senior Nominated Officer within the local authority or a partner agency or the LADO.

SUPPORTING FAMILIES

Gaskells Nursery will take every possible step to build up trusting and supporting relationships between our team and the families within the setting. Where abuse at home is suspected, we will refer to children's social care or the police however we will continue to welcome the child and family into the nursery while investigations proceed. Confidential records kept on a child will be shared with the parents/carers with the proviso that the care and safety of the child must always be paramount. We will do all in our power to work with and support the child's family. The safeguarding policy is kept in the reception for parent's to read at any time. All members of our staff are familiar with our confidentiality policy and we only share information with people on a need to know basis. All records are stored in a locked cabinet in the Managers office.

CRITERIA FOR REFERRAL

The threshold criteria for referral into the Child Protection System are as follows:

- Children or young people with unexplained injuries, suspicious injuries, or where there is an inconsistent explanation of injury
- Children or young people who have alleged abuse
- Children or young people who have suffered, or are suffering specific incidents of neglect or emotional abuse that are impairing or will impair their development e.g.
    - Failure to seek medical attention
    - Failure to thrive that has been investigated medically and no organic cause found
    - Problems associated with the carers lifestyle – e.g. chaotic drug use
    - Children or young people in one serious or several lesser incidents of domestic violence
    - Vulnerable children who are left alone

- Where there are serious concerns about the risk of significant harm to an unborn child

MAKING A REFERRAL TO CHILDREN'S SOCIAL CARE

If there are any concerns raised about a baby or young child because staff have observed injuries on a child or a child has told a member of staff that they have been hurt or abused. Even if there is no immediate danger, a referral will be made to the Children's Social Care department as soon as possible to allow a co-ordinated and considered response, by telephone and followed up by a CAF within 48 hours – www.boltonsafeguardingchildren.org.uk

We will, if this does not place the child at risk, inform the child's family that a referral has been made.

Abuse is defined in the guidance as falling into four categories although it is common for a child to suffer from more than one type of abuse. These can be found in our FRAMEWORK FOR ACTION HANDBOOK

1) PHYSICAL ABUSE, which may involve hitting, shaking, throwing, poisoning, burning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health (Munchausen Syndrome by Proxy)

2) EMOTIONAL ABUSE, which is the persistent emotional ill treatment of a child causing severe and persistent adverse effects on the child's emotional development. This may involve making the child feel that they are worthless, unloved or inadequate, or making them frightened. Emotional abuse has an impact on a developing child's mental health, behaviour and self esteem, and can be especially damaging in infancy.

3) SEXUAL ABUSE, which is forcing or enticing a child to take part in sexual activities whether or not the child is aware of what is happening. It may involve physical contact or non-penetrative acts, pornographic material or behaving in sexually inappropriate ways.

4) NEGLECT, which is the persistent failure to meet a child's basic physical and/ or psychological needs causing serious impairment of the child's health or development. It may include failing to provide adequate food, shelter, clothing, protection from physical harm or getting medical help when needed. It may be neglect of, or unresponsive to, a child's basic emotional needs.

Because of the increasing concern about the effect of domestic abuse on children it is also considered a category of abuse. Witnessing domestic abuse is not only traumatic in itself but it is likely to have a serious impact on a child which may result in problems such as difficult or disturbed behaviour, bullying others and self harm.

THE DOMESTIC VIOLENCE, CRIME AND VICTIMS ACT 2004 gives stronger legal protection for victims of domestic violence and establishes a new criminal responsibility for members of a household where they know that a child is at significant risk of serious harm.

ALSO CONSIDERED AS A CATEGORY OF ABUSE ARE:

- Child abuse and information, communication and technology
- Fabricated or induced illness
- Child victims of trafficking
- Children and young people who display sexually abusive behaviour to other children
- Female genital mutilation
- Forced marriages
- Professional abuse
- Bullying
- Organised abuse
- Abuse of disabled children

Further information can be found in BOLTON'S FRAMEWORK FOR ACTION HANBOOK

Other policies to be consulted include:

- behaviour Management
- safe Recruitment
- risk assessment
- whistle blowing
- cameras and recording devices in the nursery
- mobile phones and social networking

Please consult our policies and procedures file located in the reception for the full list of policies available.

All Practitioners in our nursery are responsible for the safeguarding of children in our care, any member of staff or volunteer who suspects abuse or has received a disclosure is duty bound to refer their concerns to the Safeguarding Officer or any Manager. The safeguarding Officer has a duty to either document those concerns or refer them. The safeguarding Officer will receive safeguarding training annually and all other practitioners every three years as a minimum.

Agencies to contact if you are concerned about the safety of a child.

Children's Social Services

North East District Endeavour House Waters Meeting road, Bolton. BL1 8SW	Astley Bridge, Bradshaw, Breightmet, Bromley Cross, Tonge Moor, Derby	01204-337400
South East District Farnworth Town Hall Market Street, Farnworth, Bolton. BL4 7PD	Burden, Daubhill, Farnworth, Harper Green, Kearsley, Little Lever.	01204-337729
West District Le Mans Crescent Queen Street, Bolton. BL1 1SA	Blackrod, Deane, Heaton, Halliwell, Hulton Park, Horwich, Westhoughton	01204-337777
EMERGENCY DUTY TEAM		01204-337777
CHILD PROTECTION UNIT Endeavour House Waters Meeting road, Bolton. BL1 8SW		01204-337468
INTER-AGENCY TRAINING CO-ORDINATOR Staff Development, Castle Hill Centre Castleton Street, Bolton. BL2 2JW		01204-337612
GREATER MANCHESTER POLICE-public Protection investigation unit (Bolton) Bolton Public Protection – investigation Unit Access to all local offices probation		0161 856 6583 0161 856 7948 or 0161 856 7949 0161 872 5050 01204 387 699
Safeguarding children board officer Acting safeguarding in education officer NHS Bolton Safeguarding children team	Shona Green Jacqui Parkinson	01204 337964 01204 337472 01204 463388

Allegations against those in a position of trust

Agencies to contact:

LIST OF SENIOR NOMINATED OFFICERS IN KEY AGENCIES

Children's Services	Head of service child protection unit – 01204 337470
	Principal Education Social Worker – 01204 338171
	Head of service for children and young people – 01204 334095
	Head of Early Start 01204 331937
Primary Care Trust	Community consultant paediatrician (designated Doctor) - 01204362333
	Designated Nurse child Protection - 01204 846762
Royal Bolton Hospital Trust	Head of Nursing (Named Nurse) - 01204 390725
	Consultant Paediatrician (Named Doctor) – 01204 390658
National probation Service	District Manager - 01204 387699
Greater Manchester Police	Detective Inspector Divisional Family Support Unit – 0161 856 7947
Local Authority Designated Officer (LADO) Jean Kilgallen	Endeavour House - 01204 337474

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This policy was adopted at a staff meeting on _____

Signed _____

Signed_____

Review date_____

Reviewed on_____

Reviewed on_____

Reviewed on_____

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