

Overview of the Safeguarding Children Policy

What is this overview?

This document is a short summary for staff of the main points contained in the Nursery's Safeguarding Children Policy. It is intended to help those staff who are not designated Safeguarding Officers understand those sections of the policy that are most relevant to their day-to-day role. It must be read together with the full policy and is not intended to replace it.

Roles within the Nursery

The **Nursery Manager** has overall responsibility for co-ordinating child protection issues within the Nursery on a day to day basis. If staff ever have questions or concerns regarding child protection issues, they should speak to the Manager.

The Nursery also has a number of **other staff who are fully trained in child protection issues** and who can be consulted if the Manager is not available. A list of these people is given to all staff.

The **Chair of the Management Committee** is responsible for overseeing the work done by the Nursery Manager and is informed of any significant safeguarding concerns by the Manager.

Structure of the policy

The policy is written around three key commitments:

1. The 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.
 - This section explains the wider policies and procedures that the Nursery has put in place to create a culture of safety in the Nursery. It doesn't deal with specific practical issues relating to children. It covers such topics as who is responsible for child safeguarding issues at the Nursery, hiring appropriate staff, control over who has access to children, use of cameras and phones in the Nursery and reporting significant safeguarding concerns.
2. The Nursery is committed to responding promptly and appropriately to all incidents, allegations 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 are worried a child is being abused' (HMG 2015).
 - This section deals with the practical aspects of how staff and the Nursery need to respond when staff suspect a child has been abused or when a child discloses abuse. This includes recording suspicions of abuse and disclosure, as well as injuries that children sustain outside the Nursery. The policy covers when and how to make a referral to the Kent Safeguarding Children Board and informing parents.
 - This section also deals with allegations against staff and the related disciplinary actions the Nursery needs to take.
3. The Nursery is committed to promoting awareness of child abuse issues throughout its training and learning programmes for staff. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to
 - This last section deals with the Nursery's commitment to train all staff appropriately, plan the layout of the building appropriately, include safeguarding in the curriculum, treat information confidentially and work to support parents in relation to child protection.

Main points for staff to be aware of from each section

Please note again that this is only a summary of the most relevant points for staff and should be read together with the main policy. Section 1 & 3 are covered on this page, Section 2 on the next page.

1. The 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.

- If you have any questions or concerns relating to child safeguarding, speak immediately to the Nursery Manager or one of the Deputies in her absence.
- Make sure you have read and are familiar with the booklet called "What to do if you are worried that a child is being abused". A copy is kept in the Nursery.
- The Nursery works with the Kent Safeguarding Children Board on all safeguarding issues.
- Always be alert for the signs and symptoms of abuse. Feel confident to ask questions and don't just take things at face value, be respectfully sceptical.
- Enhanced criminal records and barred list checks are carried out when all staff join the Nursery. You are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during your employment).
- No volunteer or unauthorised person should be allowed to have unsupervised access to children within the Nursery.
- Do not photograph or film children for any purpose other than to record their development or participation in events organised by the Nursery. Any photos must be taken on the Nursery camera for download on a Nursery printer. The Nursery camera must be cleared each week.
- Do not use or carry your personal mobile phone around the Nursery. Never use a personal mobile phone to take photos of children. If you need to receive an emergency call or text during working hours on your personal mobile phone, ask the Manager for permission to do so.
- If you are involved in a complaint or have concerns, ensure a written record is made of the situation and how it was responded to.

3. The Nursery is committed to promoting awareness of child abuse issues throughout its training and learning programmes for staff. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to

- All suspicions and investigations are kept confidential and shared only with those who need to know. Do not share any confidential information except under the guidance of the Kent Safeguarding Children Board.
- If a concern or complaint is being investigated, continue to welcome the child and family to the Nursery until you are advised otherwise by the Manager.
- If a Child Protection Plan is in place for a child following an investigation, make sure you follow that plan in supporting the child and their family.
- Do not share a child's confidential Nursery records with their parents, or those who have parental responsibility, except in accordance with the Nursery's Confidentiality Policy and the guidance of the Kent Safeguarding Children Board.

2. The Nursery is committed to responding promptly and appropriately to all incidents, allegations 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 are worried a child is being abused' (HMG 2015).

Be aware of and look out for signs and symptoms of potential abuse of children

These include, but are not limited to:

- the comments children make that give cause for concern;
- changes in their appearance or their play;
- significant changes in children's behaviour;
- deterioration in their general well-being;
- unexplained bruising, marks or signs of possible abuse;
- neglect

Be aware of the risk factors that make a child more vulnerable to abuse:

These risk factors may not always affect children at the Nursery directly, but they could be exposed to it through their parents, older siblings or other close family they have contact with.

- domestic violence
- parent's drug or alcohol abuse
- parent's mental or physical illness
- parent's learning disability
- being privately fostered
- abuse of disabled children
- fabricated or induced illness
- child abuse linked to beliefs in spirit possession
- sexual exploitation of children, such as through internet abuse;
- Female Genital Mutilation
- radicalisation
- gang activity
- forced marriage or honour based violence
- child trafficking

If you become aware that a child is affected by any of the risk factors above, do the following

1. Discuss the matter with the Nursery Manager
2. Together report your child protection concerns to the Kent Safeguarding Children Board
3. Follow their guidance on how to proceed

If evidence of abuse becomes apparent to you or a child says something concerning:

1. Offers reassurance to the child; listens to the child; and give assurance that you will take action.
2. Do not question the child
3. Do not promise confidentiality to the child.
4. Discuss the matter with the Nursery Manager
5. Together record the matter in writing as described below and put this record on the child's file
6. Together report your child protection concerns to the Kent Safeguarding Children Board
7. Follow their guidance on how to proceed
8. Take care not to influence the outcome either through the way you speak to child(ren) involved or by asking questions of the child{ren}.

If a child arrives at Nursery with an injury sustained elsewhere:

1. Ask the parent for an explanation
2. Record this in the accident book
3. Ask whoever has brought in the child to sign the Injury on Arrival form
4. If you are concerned that the injury may be evidence of abuse or you have any concerns, follow the steps in the box above

If you disagree with a decision taken by the Manager in relation to a child safeguarding matter:

Do not just accept it if you believe it is wrong, contact the Chair of the Management Committee to discuss the matter

How to record suspicions of abuse and disclosures

You must make a record of:

- a) the child's name;
- b) the age of the child;
- c) the date and time of the observation or the disclosure;
- d) the exact words spoken by the child, as far as possible;
- e) the exact words spoken by the member of staff, as far as possible;
- f) the name of the person to whom the concern was reported, with date and time; and
- g) the names of any other person present at the time.
- h) A body map should be completed where appropriate.

These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

What can you say to the parents?

1. If you become aware that a child may be exposed to risk factors or evidence of abuse is evident, speak to the Manager and follow her guidance on what to say to the parents.
2. Parents are normally the first point of contact. Subject to point 1, you should discuss concerns with parents to gain their view of events unless you feel this may put the child in greater danger.
3. Subject to point 1, either the Manager or you must inform parents when we make a record of concerns in their child's file. You must also make a note of any discussion you have with them regarding a concern.
4. If a suspicion of abuse warrants referral to social care, the Manager will inform the parents at the same time that the referral will be made, except where the guidance of the Kent Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.

How do you make a report to the Kent Safeguarding Children Board?

- All reports to the Board should be made by the Nursery Manager
- If you have any concerns that you believe should be reported, speak to the Manager

Allegations against staff

- You must never display any inappropriate behaviour, which includes inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- Parents are made aware of how to complain about the behaviour or actions of staff, which may include an allegation of abuse.
- The Nursery will follow the guidance of the Kent Safeguarding Children Board if they receive a complaint that a member of staff or volunteer has abused a child.
- The Manager will record the details of any such alleged incident and then refer it to the Board.
- If an investigation is started, the Manager will, where deemed appropriate by the Trustees in agreement with children's social care, either dismiss or suspend you on full pay 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 member of staff, or volunteer, as well as children and families throughout the process.