

Child Protection and Safeguarding Policy and Procedure

At City Way Nursery we are committed to the safeguarding and well-being of the children in our care. We intend to work together with parents, in the best interest of the child, to create a safe and secure environment for all children at the nursery. All practitioners have a crucial role to play in helping identify welfare concerns and indicators of possible abuse or neglect at an early stage.

We aim to create an environment where children are safe from abuse, and any suspicion of abuse is promptly and appropriately dealt with in accordance to best practice, relevant guidance and Working Together to safeguard Children 2018, updated December 2020. This policy considers the Kent and Medway safeguarding Children Procedures. A copy of "What to do if you're worried about a child being abused" 2015 is available and displayed for all staff and parents/carers to read. This may be downloaded from

www.gov.uk/government/publications/safeguarding.

The Children and Families Act 2014 puts a statutory responsibility on the Management team to have policies and procedures in place that safeguard and promote the welfare of children at the setting.

Children Act 1989/2004, The Childcare Act 2006, Safeguarding Vulnerable Groups Act 2006 and The Statutory Framework for The Early Years Foundation Stage (EYFS) 2017 clearly sets out the welfare requirements that must be adhered to when working with children within early years setting. All staff are aware of these requirements and understand that at this setting the whole staff team have a full and active part to play in protecting and safeguarding the children in our care and that the children's welfare is our paramount concern, in addition welfare requirement meet the OFSTED documents "Inspecting Safe Guarding in Early Years" "Education and Skills settings" and "Compliance Handbook".

Aims

- To provide a caring, safe and stimulating environment that cares for the social, physical and moral development of every child. The management team takes seriously its legal duty to safeguard and promote the welfare of the children and to work together with other agencies.
- Creating a culture of vigilance, by promoting an environment where staff are confident to report any concerns. Staff will be disciplined if concerns are not reported, or employment terminated depending on the severity of the concern.
- Ensure that all children are properly cared for and protect them from violence, abuse and neglect by their parents or anyone else who looks after them.
- Helping children to establish and sustain satisfying relationships within their families, with peers and with other adults.
- All staff will do all they can to ensure that children are never placed at risk while in the care of the setting.
- To provide an environment where families, staff, volunteers and children feel safe, secure, valued and respected and where they feel confident and able to approach responsible adults if they are in difficulty.

- To develop effective working relationships with all other agencies involved in safeguarding children.
- All staff are familiar with safeguarding issues and procedures when they commence their employment with the setting.
- Working with parents to build their understanding of and commitment to the principles of safeguarding all of our children.
- All staff, students and volunteers will adhere to the confidential policy. Any staff, student or volunteer that has been found discussing a child's wellbeing outside the nursery will be investigated and will follow the disciplinary procedure and could result in dismissal.
- Volunteers and visitors will be recorded when entering the building, will be supervised and not be left alone with children at any time.
- To minimise safeguarding and child protection concerns volunteers, visitors and staff will place their mobile phones/ in a secure place (the office). Additionally, parents will sign a consent form to give permission for taking photos of their children for the purpose of children's development and when involved in events.

Details of DSL and Deputy DSL.

- Name and contact of DSL: Geeta Kaur 07722915766/01634310153
- Name and contacts of Deputy DSL's : Catherine Weller 07710135363 and Keeley Kirton 07753313446.
- Name and contact of the person who oversees the work of the DSL: Sara Daly 07811987091
- The DSL/DDSL will be available at all times while the setting is open.

The name and role of the DSL and Deputy DSLs will be clearly displayed on the Nursery's safeguarding information board with contact details for Children's Services First Response Service 01634334466, out of hour's phone number 03000419191. The procedure of "What to do if you're worried (about) a child is being abused" will be displayed for parents and all staff, consequently informing parents/staff information on how to log a complaint if there are concerns regarding a staff member, including allegation against a member of staff.

Our DSL will ensure a systematic means of monitoring children known or thought to be at risk or harm is in place. They will also ensure that there is co-operation with outside agencies and the nursery will contribute to and accept information from other agencies regarding assessments of need and support plans for those children, relating to the United Nations Convention of the Rights of a child (UNCRC) 1989 Article 39. It is the responsibility of the DSL/DDSL's to ensure that all adults in the setting read this policy and follow our child protection procedures and keep records according to MSCP procedures.

The designated DSL and Deputy DSL have received training from MSCP/Early Years Ltd approved trainers. To adhere to MSCP/Early years Ltd guidelines, DSL and Deputy DSL'S will attend training every two years. All paid staff are required in line with the Medway Safeguarding Children Boards recommendations, to participate in child protection training at

least every three years. Opportunities will be provided for staff to receive training consistent with Medway Safeguarding Children's Board's guidelines, in order to be aware that abuse does occur in our society, to develop their understanding of the signs and indicators of abuse, and their knowledge about what to do if they feel a child may be suffering abuse. **All** staff, including volunteers, will take part in annual updates, via online training or in house training.

Supporting children

Our prime responsibility is the welfare and well-being of children in our care. City Way Nursery have a duty to safeguard and promote the welfare of the children in our care and additionally have a responsibility to parents/carers and staff to act quickly and responsibly in any instance that may come to the attention of the setting. All children will have a key person to build relationships. All staff will be expected to work cooperatively as part of a multi-agency team where needed to support the best interests of the child. To ensure continuous responsibility and wellbeing of children, inductions and supervisions of individual practitioners will focus on Safeguarding of their key children and other children at the setting. Children will be encouraged to keep themselves safe, for instance going toilet independently, looking after their bodies. If children feel uncomfortable or have a concern they are aware they can talk to the DSL/DDSL.

If children who are considered vulnerable or may require support are absent long term due to sickness, or nursery closure they will be monitored via email/phone. Risk assessments will be conducted for individual children and recorded appropriately. In case of temporally nursery closure parents/carers will be reminded of online safety and monitoring their child's online activities. Parents/carer will be reminded of support available as domestic abuse can increase during lockdown. Contact details for National Domestic Abuse Helpline: 0808 200 247. Or men's advice line 0808 8010327.

Child abuse takes many forms such as:

- Physical abuse- When children are hurt or injured by others, for example by hitting, shaking or squeezing
- Sexual abuse- When children are used by others to meet their own sexual needs. This might include sexual activity involving the child.
- Emotional abuse- When children are persistently denied love and affection. Children will suffer if they are shouted at made to feel stupid, or live in a violent environment.
- Neglect- Where child's basic need are not met, for example food, warmth, protection, education and care, including health care.

We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.

We are aware of other factors that affect children's vulnerability such as abuse of disabled children, fabricated or induced illness, child abuse linked to beliefs, sexual exploitation. Additionally, practitioners will be aware of factors that may affect older siblings and families.

The signs of abuse may include:

- Significant changes in behaviour
- Deterioration of general well being
- Comments or play giving cause for concern (direct or indirect disclosure)
- Unexplained bruising, marks, signs of abuse or neglect
- Comments around sexual activity
- Child has poor hygiene.
- Lack of attendance at the setting- Room supervisors will monitor absence of children, and inform the office manager if any children are absent up until 10:00am. The office manager will then contact parents/carers to find out the reason for their absence, and log the response.

The setting acknowledges the need for effective and appropriate communication between all members of staff in relation to safeguarding children. Our DSL will ensure we have a clear procedure, which will be followed by all staff in cases of suspected abuse. The safeguarding and whistle blowing procedures will be displayed on the safeguarding notice board, for all staff to become familiar with and follow when they have concerns. The procedures will also be visible to parents and visitors, who may have concerns, they will know who to contact. Staff will be made aware of a child-harm referral and a LADO referral. Whistle blowing policy will be mailed to staff so they are familiar with the procedure.

Staff who believe a child may be being abused *must* inform the DSL, or if they are unavailable must inform the Deputy DSL. If staff do not feel comfortable speaking to the DSL/DDSL, or if they feel their concerns have not been dealt with they must escalate their concerns to the owner (Sara Daly). If not resolved contact the First Response Team, with a possible referral to the LADO (following whistle blowing policy).

The informed DSL will contact the Children's services First Response Service on 01634 334466 to make a referral, or Triage@medway.gov.uk and follow advice. Referrals can also be made online the Contact and Referral form can be found at the following address:

[https://www.medway.gov.uk/info/200170/childrenand_families/600/worried about a child/1](https://www.medway.gov.uk/info/200170/childrenand_families/600/worried_about_a_child/1)

Or contact out of hours number 03000419191, if unable to contact, seek advice from NSPCC 0808 800 5000. However if in immediate danger contact the police 999. 'No name consultations' can be called anonymously on 01634 331662 between 9am-12pm.

**The LADO can be contacted for advice on 01634 331065/ 331307/331126
child.protection@medway.gov.uk.cjsm.net (secure)
child.protection@medway.gov.uk (unsecure)**

When referring to Children's services First Response Service, professionals may disagree with a decision, in this situation professionals should attempt to

resolve the matter amicably. However if the matter is not resolved then the 'Medway Safeguarding Children Board-Resolving Professional Differences-Escalation policy' version 3 should followed.

Due to the many hours of care which we provide, staff will often be the first people to sense there is a problem, or they may well be the people in whom children confide their abuse. All members of **staff, paid or voluntary**, know how to respond to a child who discloses abuse, and they are familiar with procedures to be followed, which are set out below. If a child chooses to tell a member of staff about alleged abuse, there are a number of things that must be done to support the child.

1. Don't make promises, e.g. to keep secrets
2. Stay calm and be available to listen
3. Listen with the upmost care to what the child is saying.
4. Question normally, without pressurising and only using open questions. (Remember look, listen and note). Staff to repeat back what the child has said, for child to confirm.
5. Don't put words in to the child's mouth, but note the main point's carefully.
6. Keep a full record- Date, time, what the child did, said etc. on Medway council's "Record of concern" form using a body map if appropriate.
7. Re-assure the child and let them know that they were right to inform us.
8. Inform the child that this information will now have to be passed on.
9. Immediately inform the DSL.
10. The DSL will then contact the Children's Services First Response Service on 01634 334466 to make a referral, or contact out of hours number 03000419191, if unable to contact, seek advice from NSPCC 0808 800 5000. However if in immediate danger contact the police 999.

Following a disclosure, a member of management will speak to the parents, only if there is no risk to the child of further harm. First Response will be notified, and we follow their advice.

Due to the extra vulnerability of working with very young children and babies, who may not yet be communicating verbally, it is essential that child protection training is received regularly to ensure all staff are fully aware of the signs and indicators of child abuse.

Children abusing other children

In some cases children can abuse other children. This includes verbal as well as physical abuse. Peer on peer abuse will not be tolerated or passed off as part of "banter" or "growing up". We are committed to ensure the prevention, early identification and appropriate management of peer on peer abuse within our setting. Peer on peer abuse can manifest itself in many ways such as:

- Child Sexual Exploitation
- Sexting or youth produced digital imagery
- Upskirting

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- Bullying
- Radicalisation
- Children who display sexually harmful behaviour
- Gang association and serious violence (County Lines)
- Technology can be used for bullying and other abusive behaviour.

Some of these behaviours will need to be handled with reference to other policies such as the behaviour policy, child protection policy and online safety policy.

This policy is compliant with the statutory guidance on peer-on-peer abuse as set out in Keeping Children Safe in Education (September 2019). If a situation arises that a child/children abuse or sexually abuse another child/children staff will record, speak to parents and seek advice from First Response. In some peer on peer abuse cases support will be required to the perpetrator and the victim, as in some cases the perpetrator may have been groomed or forced to carry out the abuse.

Confidentiality

All matters relating to child protection are confidential under the GDPR 2018. However, if in the best interest of the child information will be shared with the relevant agencies, to ensure child's welfare. Likewise, staff must never guarantee confidentiality to a child, nor should they agree to keep a secret. Where there is a Child Protection concern it must be passed **immediately** to the DSL before the end of that day the concern is noticed.

The DSL will disclose personal information about a child, including the level of involvement of other agencies, to other members of staff only on a need to know basis. They will not disclose the full details, but they may share the child's name and that there are recent concerns.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children, Protection of Children Act 1999 and Safeguarding Vulnerable Groups Act 2006.

To adhere to guidelines of the GDPR 2018, all child protection records will be secured, accessible to the management team. It is the responsibility of the DSL to make any referrals necessary to Medway Council's Social Care via Children's Services First Response Service on 01634 334466.

Children's safeguarding records will be logged accurately and stored securely, separate from their development records. In accordance with NSPCC guidelines, records relating to child protection will be kept for 7 years after our last contact with the child and their family.

Supporting children

The nursery recognises that a child who has been abused or neglected, who witnesses abuse or lives in an abusive environment may feel helpless or humiliated. They may blame themselves, have low self-esteem and find it difficult to see the world as a positive place. We

recognise that the nursery may provide the only stability in their lives of children who have been abused or who are at risk of harm, linking to the UNCRC 1989 Article 39.

The nursery will provide a quality Early Years provision, which will equip children with the skills they need to stay safe from harm, and enable children to build positive relationships. We will promote an ethos that is positive and supportive and a secure environment, which gives all children and adults a sense of being respected and valued- (corresponds to UNCRC 1989 Article 39.)

Looked after children

The DSL or a member of management will contact the Early Years Team if we have or suspect to have a looked after child. A PEP (Personal Education Plan) has to be completed within 10 working days of them starting with us. We will receive all the support we need if we make contact with the Early Years Team promptly. (01634 334030 or 01634 338617). Or inform Julia Hanks direct on 01634 331194. If there is no answer then leave a message but do not use the child's name or any details that could identify the child at this point.

Supporting Parents/Carers

Parents/carers are normally our first point of contact, unless contacting parents could put the child in greater danger. When suspicions of abuse are recorded, parents/carers will be informed at the same time that the record is made. We will support parents/carers and ensure we work in collaboration with them to protect children.

Working with parents/carers to prevent abuse is our primary aim. However, in circumstances where contacting parents is believed not to be in the best interest of the child then Children's Services First Response Service will be contacted for a referral at the earliest opportunity.

All Parents/carers are made aware of our responsibilities in regard to child protection procedures through publications of our child protection policy. Reference will be made to it in our Nursery information pack. The nursery will also draw parents/carers attention towards our commitment towards safeguarding all children in our care during their initial visit, and is displayed on our notice board.

Medway council provide early help for families 'Early Help Assessment' can be utilised to help parents, to be contacted at ehsupport@medway.gov.uk 01634 338746

Whistle blowing.

Whistle blowing procedure should be followed if any incidents occur that can have a negative impact on children, for example: health and safety/inadequate care of children/ safeguarding/corruption/fraud/cover ups. When sharing concerns, the staff member who is alleged

should not be notified, and staff must not attempt to conduct their own investigation, confidentially should be followed at all times.

All staff should be aware of their duty to raise concerns about the behaviours and the actions of colleagues towards children. Staff who observe inappropriate behaviour towards child they must speak to the DSL/Deputy DSL'S immediately.

If an allegation is made against another member of staff, or an adult working or visiting the nursery, the member of staff receiving the allegation will immediately inform the DSL/DDSL.

If the allegation is about the DSL, then notify the Deputy DSL, who will contact the LADO. Similarly, if the allegation is about the Deputy DSL, then inform the DSL, who will contact LADO, 01634 331065 via Children's Services First Response Service on 01634 334466- and inform them you have an allegation to refer, or press option 2. Allegations must also be reported to OFSTED (08456014771) (03001231231) as soon as possible, but always within 14 days, asking for the Compliance, Investigations and Enforcement Team, who will give further advice within fourteen days. In the event of a setting seeking general advice from the LADO service or following up an existing situation, then contact LADO admin direct on 331065.

If however, the concerns are regarding the only DSL on duty, the staff must contact the LADO and OFSTED themselves. This information is visible for parents and staff to follow when they have concerns, so that parents will be made aware of our role and responsibilities in relation to child protection

OFSTED must also be informed within 14 days if an incident or accident or changes which may affect a child's wellbeing, similarly as soon as possible but always within 14 days. If staff member, volunteer or a student is dismissed or gives notice due to Child protection concerns, then the DBS will to be notified. **Any Serious accidents must be reported to the eyheadcount@medway.gov.uk.** Parents will be notified by a member of management, parents will be made aware of our role and responsibilities in relation to child protection.

If appropriate, a staff member, volunteer or student maybe suspended. Not as an admission that an alleged incident has taken place, more so to protect staff, volunteer, student the children and families.

Employment of staff

Checks will be undertaken on all adults working in the Nursery to establish the suitability of a person to work with children corresponding to Medway Council's Safe Recruitment procedures. Records of these checks will be kept in accordance with "Keeping children safe in education" 2018

A single central file record will be implemented to ensure all new staff, paid or voluntary, have had the correct checks have been carried out and documents checked. Staff member conducting the checks will record what evidence was seen

Safe recruiting: Our policy, which sets the vetting requirements for all staff that wish to work in the Nursery, whether paid or voluntary. All staff will have an Enhanced DBS check before employment. In addition, when recruiting staff:

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- New Staff members will only start work once their DBS has been received.
- New Staff will need two satisfactory references, verbal or via email.
- Applicants will be expected to disclose convictions and have the right to challenge
- If disclosed the following information must be kept along with their name disclosure reference number, date of disclosure obtained and details of who obtained it
- Childcare posts are exempt from Exempt Rehabilitation of Offenders Act 1974
- Staff qualification and identity checks to be completed

Any job offers that are made will be subject to the successful completion of all checks listed above. Any checks that are unsuccessful will lead to retraction of job offer.

All new staff will undertake in house training on Child Protection and safe guarding within the first week of employment, new Staff will be made aware of significant policies such as child protection and safeguarding, whistle blowing, confidentiality, and Prevent Duty.

In order to adhere to safeguarding legislation, all staff will be required to declare any criminal convictions or disqualifications which may affect their suitability to work with children on the daily signing in sheets, and at their 6-8 weekly supervision. Staff will also complete a staff declaration form upon starting and sign to say that it's their responsibility to inform management of any changes.

Prevent duty

Staff are to report any concerns with regard to a child or adult who shows signs of violence, making excuses for terror attacks, or associating with unknown violent extremists. Prevent Duty concerns must be reported to First Response for advice or the police on 101 or email prevent@kent.pmn.police.uk. The Department of Education has a dedicated telephone helpline 020 7340 7264 to enable staff to raise concerns relating to extremism directly or in a non-emergency situation to email counter.extremism@education.gsi.gov.uk

Our management team has completed Female Genital Mutilation (FGM) and are aware of the following key indicators:

- A child's family comes from a community that is known to practice FGM
- A child may talk about a long holiday to a country where practice is prevalent
- A child may confide that she has to have a 'special procedure' or to attend a special occasion
- A child may request help from a teacher, another member staff or another adult.

Practitioners will be made aware of training opportunities to extend knowledge, in terms of breast flattening, domestic violence via online training.

Safe Staff

We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document Guidance for "Safer Working Practises for those Working with Children and Young People in Education Settings" October 2015 provides advice on this and the circumstances that

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should be avoided in order to limit complaints against staff of abuse of trust and/or allegations of physical or sexual abuse made against staff. These matters form part of staff induction. To promote a culture of vigilance staff will have the opportunity air any concerns on management checks, supervisions and are reminded to discuss any concerns they may have.

All Nursery staff should take care not to place themselves in a vulnerable position with a child, and to ensure adult /child ratio to be maintained at all times. It is always advisable for staff to work with individual children or parents in view of other adults. The layout of the setting allows constant supervision of children, staff, volunteers and students.

The Nursery recognise that staff who have become involved with a child who has suffered harm, or who appears likely to suffer harm, may find this situation stressful and upsetting.

We will support staff by providing an opportunity to talk through their anxieties with the DSL, and to seek further support and will from other groups such as the NSPCC, keeping within confidentiality guidelines.

Where a child or adult discloses domestic abuse or there are signs or indications that a domestic abuse is taking place in the home, therefore putting the child at risk of abuse, this will be reported to the DSL immediately and appropriate action taken-(corresponds to UNCRC 1998 Article 19.)

Other policies and procedures that link to safeguarding:

- Staff will be made aware of procedures to follow if children arrive at the setting with a pre-existing injury, for instance to record the injury and circumstances and parents to sign. If a parent was to contact us regarding an unexplained injury/mark on a child whilst at the setting then a member of management will record this in the Safeguarding Child Protection as an allegation, this will all documented on the form and if there is no explanation then LADO and OFSTED will be contacted. Parents will be kept updated at all times. Even if parents seem happy and do not want to take it further we will still contact the relevant agencies.
- Physical intervention/positive handling: our positive handling or Behaviour policy states that staff may use physical intervention as a reasonable force proportionate to the risks. We understand that physical intervention of a nature that causes or distress to a child may be considered under child protection or disciplinary procedures. Physical intervention may be used if a child is in danger to himself or others.
- Behaviour management/ Anti-bullying: Guidelines for these areas are set out in a separate policy and may lead to consideration under child protection procedures.
- Racist incidents: our policy on racist incidents is set out in separate equal opportunities policy and acknowledges that repeated racist incidents, or a single serious incident, may lead to consideration under child protection procedures.
- Health and safety: our health and safety policy, set out in a separate policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically and mentally within the Nursery and when away from the Nursery, e.g. when undertaking trips and visits.
- In the event of an accident or incident involving a child, then a member of management will inform the parents (see accident/incident/out of nursery and first aid policy). Accidents/injuries, whether at the setting or out of the setting will be

recorded on a MSCP body map, eyheadcount@medway.gov.uk will be notified of any serious accidents/incidents.

- Any medication being administered to children will be witnessed by a senior member of staff, (see administration of medication policy)
- Mobile phones and photographic devices will not be allowed in the nursery, they will be secured in the office. (see mobile phone policy)
- Photos of children will be taken on the setting camera, for the purpose of children's learning and development. And will be deleted off the computer (see use of setting policy).
- Children will only be collected by authorised persons. If parents require another person to pick up their child, they must contact the nursery and provide the password, a description and a photo if possible. If authorised persons are deemed in an unfit state to look after the child, a member of management may refuse collection and contact the emergency person on the contact list. (see answering the door and collection of children policy).
- If circumstances arise where a harmful infectious virus is a threat, and lockdown is in place the management team will try to keep in contact with vulnerable children to see if they require additional support.
- This policy also links to the confidentiality, safer recruitment, staff behaviour, capability, grievance and disciplinary policies.

The child protection policy should be read alongside and in conjunction with other policies regarding the safety and welfare of children and these together make up the collection of Safeguarding policies, which all staff will be aware of and adhere to.

Our policy and procedures will be reviewed annually, to ensure that they are in line with Medway Safeguarding Children Boards policies and procedure

Nursery insurance Albany childcare insurance policy number: 88594345/6465 tel: 020 3824 8477.

Delce Breakfast and Afterschool club Albany childcare policy number: 88594345/6465

