

# LITTLE HEATH NURSERY PLAYGROUP

Parish Hall, Thornton Road

EN6 1JJ

Telephone: 07737 857 990

## **SAFEGUARDING CHILDREN**

### **All children have the right to be protected from abuse and harm at all times and in all situations.**

Safeguarding is a term which is broader than the previously used term of 'child protection' as it also includes prevention.

This is our **statement of intent** that demonstrates our commitment to safeguard children in our care. The essential inclusions for a child protection policy and procedures are outlined below:

- The welfare of the child is paramount.
- All children without exception have the right for protection from abuse regardless of their gender, ethnicity, disability, sexuality or beliefs.
- Children and Parents are informed of the policy and procedures as appropriate.
- All concerns, and allegations of abuse will be taken seriously by staff and volunteers and responded to appropriately - this may require a referral to children's services and in emergencies, the police;
- We are committed to safe recruitment, selection and vetting. (DBS checks, personal interviews, written and verbal references)
- We have and will always apply all associated policies and procedures, which promote children's safety and welfare e.g. with regards to their: health and safety, anti-bullying, protection of children online, and photography, Prevent.

**In an emergency call 999. Where safeguarding need is unclear seek advice from MASH (Multi Agency Safeguarding Hub) or Local Authority Designated Officer (LADO) regarding allegations or Children's Services: 0300 123 4043**  
**[Online referral forms \(2024\) are displayed in the nursery and shared by all staff members via email. By scanning the QR code referrals can be made electronically.](#)**

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## **Child Protection - Policy and Procedures**

In our Nursery, we intend to create an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

- We will exclude known abusers.
- Visitors have to sign in visitor register on arrival, and they will not be left with children unattended.
- It will be made clear to applicants for posts 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 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.
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the Nursery is confident that the applicant can be safely entrusted with children. All applicants will be required to go through the official, Government required vetting process: **DBS checking**, previously known as CRB in order to establish their suitability.

## **Staff training and prevention**

- 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.
- All staff are required to keep up to date with current legislation and Early Years Staff are encouraged to undertake training through attendance on courses and they are asked to feed information back to other staff. All adults involved in the

group need to ensure that they all recognize the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

- The layout of the playroom(s) will permit constant supervision of all children.

### **Respond appropriately to suspected abuse**

- Changes in children's behavior/appearance will be investigated. All staff should be aware of this safe guarding policy and procedures for recording/ reporting worries or concerns.
- **There is a designated person responsible for the safeguarding children: the Manager and the Deputy Manager**
- Staff are aware in the absence of the designated person they can confidentially speak to the nursery's Deputy Manager.
- Parents will normally be the first point of reference, though suspicions will also be referred as appropriate to the registering authority, MASH: 01438 737 511 for advice and the **Hertfordshire Safeguarding Children's Board on Tel: 0300 123 4043**, OFSTED (Tel:0300 123 1231), or in if the **child is in immediate danger** then **police 999**, who will conduct investigations.
- All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff and the Nursery Manager.
- In the event of an allegation being made against a member of staff call **LADO** (Local Authority Designated Officer) on **Tel: 0300 123 4043** or use **QR code for online referrals**
- To protect all those involved members of staff will be advised not to contact other staff, children or their families.
- The staff member under investigation will be kept up to date during the process and may be suspended from working with the children during investigation.
- We will inform OFSTED of any allegations made within 14 days.
- If staff members identify any wrong doing of any other staff member, report that to the Nursery Manager or the designated person immediately. However, where the Nursery Manager suspected to be committing child abuse, staff members are expected to report that to the designated person or LADO directly with no delay. They should have no fear of prosecution for reporting. **OFSTED Whistle blowing**

**hotline: 0300 1233155, email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)**

### **Record Keeping – SAFEGUARDING LOG**

- All the children attending to the session are entered into the daily register, on arrival in the morning.
- Whenever worrying changes are observed in a child's behavior, physical condition or appearance, a specific and confidential record **SAFEGUARDING LOG** will be set up for the child, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively and child's behavior/appearance, without comment or interpretation, the nature of the suspected abuse, whether the case was referred and if the parents were informed
- Where possible, the exact words spoken by the child should be recorded, with the date, name and signature of the recorder. A body map may also be used.
- When children attending to nursery with bruises, cuts that happened out of nursery, the nature of the injuries are entered into an 'Existing Injury Log', which parents will need to sign.
- Such records will be kept in a separate file and will not be accessible to people in the Nursery other than the Nursery Manager and other member of staff as appropriate.

### **Confidentiality**

**The nursery has the right to share any information regarding child protection with other childcare professionals. All information will be kept confidential.**

### **Liaise with other professional bodies**

- The Nursery operates in accordance with local authority guidelines. Confidential records kept on children about whom the Nursery is concerned will be shared with the local **LADO, Tel: 0300 123 4043**, if the nursery feels adequate explanations in the child's condition have not been provided.
- If a report on a child is to be made to the authorities, the child's parents will be informed at the same time as the report is made.
- The Nursery will maintain ongoing contact with the registering authority, including

names, addresses and telephone numbers of individual social workers, to ensure that it would be easy obtainable, in any emergency.

### **Supporting families**

- The Nursery will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.
- Where abuse at home is suspected, the Nursery will continue to welcome the child and family while investigations proceed.
- Confidential records kept on a child will be shared with the child's parents.
- With the provision 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.

### **Supporting staff**

The Management of the Nursery understands that the staff is involved in child protection issues may find it distressing and will offer support accordingly. Following such a referral, Social Services and possibly the Police will undertake enquiries. Staff may be required to provide statements and attend an Initial Child Protection Meetings.