



Registered Charity No. 1150381

Child Protection

Policy Statement

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. 3.1 Staff at Greenhead Pre-school and Rainbow Nursery must be alert to any issues for concern in the child's life at home or elsewhere 3.4 and take all necessary steps to keep all children safe and well. 3.2

The safeguarding policies and procedures include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting. 3.4 Refer to **Allegation of Child Abuse made against a Member of Staff** policy and **Mobile Phone** policy.

Our aims:

To provide a welcoming, safe and stimulating environment where children are able to enjoy learning and grow in confidence, 3.1 and in which:

- children feel secure and happy
- children's views and opinions are valued
- children's independence can be developed
- children are encouraged to talk and know they will be listened to
- children are encouraged to develop a positive self image, regardless of race/language/religion/culture or home background
- good health is promoted

Greenhead Pre-school and Rainbow Nursery:

- seek to provide support and guidance for children so they feel secure and confident to approach adults in the setting if they are experiencing difficulties
- seek to develop partnerships/working relationships with parents/carers so that they have an understanding of the setting's policies and procedures and statutory responsibilities to ensure the welfare and safety of all children, which might include referrals to Social Services in suspected abuse cases
- seek to develop inter-agency links with Social and Health Services to ensure effective and appropriate referrals
- seek to ensure activities provided give opportunities for children to help them express feelings, be assertive, raise self-esteem, feel safe, develop an awareness of potential risks to health and wellbeing and understand they have an entitlement to say 'no' on occasions which make them feel uncomfortable

Procedures

- Staff at Greenhead Pre-school and Rainbow Nursery have regard to the Government's statutory guidance **'Working Together to Safeguard Children 2015'**. If staff have concerns about children's safety or welfare, Greenhead Pre-school will ensure that agencies with statutory responsibilities are notified without delay. This means the local children's social care services and, in emergencies, the police. 3.7

- **LADO (Local Authority Designated Officer)** must be contacted **without delay** (within one day) **Tel. 01670 533506** if concerns arise.
- From July 2015, all staff in schools and early years settings have a duty to safeguard children from radicalisation and extremism, and it is the duty of Greenhead Pre-school and Rainbow Nursery to protect the children from extremist and violent views the same way we would protect them from drugs or violence (refer to '**Prevent Tragedies**' website as recommended by **Northumberland County Council**) and telephone **LADO** or the police if a parent, member of staff or a child show cause for concern
- Greenhead Pre-school and Rainbow Nursery ensure that staff have a good level of awareness of, and regard to, associated regulation and guidance on matters concerning the safeguarding of children, specifically:
 - **The Children's Act 1989:** allocates duties to local authorities, courts, parents and other agencies in the United Kingdom, to ensure children are safeguarded and their welfare is promoted. It centres on the idea that children are best cared for within their own families, however, it also makes provisions for instances when parents and families do not co-operate with statutory bodies
 - **The Children's Act 2004:** strengthens the 1989 Act and calls for better partnership working between agencies and creates more accountability for decision making, information sharing and integration of services
 - **Human Rights Act 1998:** in the UK human rights are protected by the Act which gives effect to the human rights set out in the European Convention on Human Rights eg. your right to life
 - **Data Protection Act 1998:** controls how your personal information is used by organisations, businesses or the government
 - **The Protection of Children Act 1999:** the first step towards the establishment of a framework of a coherent cross-sector scheme for identifying those people considered to be unsuitable to work with children through the Protection of Children Act List. The legislation is intended to ensure that when such people have been identified, they are prevented from gaining access to children through their work
 - **Working Together to Safeguard Children 2015:** the Government's statutory guidance on inter-agency working to safeguard and promote the welfare of children
 - **LSCB - Northumberland Safeguarding Children's Board:** coordinates local work to safeguard and promote the welfare of children and ensure the effectiveness of the member organisations' work, individually and together **3.4**
 - **Northumberland's Multi-Agency Thresholds Document:** provides a common framework and approach to describing the levels of need and the intervention that may be required by children, young people and their families (F.A.C.T.)
 - **Early Help Assessment (EHA):** a way of working with children and young people. It involves listening to parents and their child, to find out the child's needs, and what is working well in their life. It involves an agreed action plan being put into place to make sure the child gets the right sort of help
 - **The Whistleblowers Protection Act 2010:** an Act to provide for the procedures by which individuals in both the private and public sector may in the public interest disclose information that relates to irregular, illegal or corrupt practices and to provide for the protection against victimisation of persons who make disclosures as well as related matters (also refer to the **Whistleblowing** policy and the '**Blowing the Whistle to a Prescribed Person document 2016**)
 - **The Prevent Duty under section 26 of the Counter-Terrorism and Security Act 2015:** contains a duty on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism

Designated Person

Claire Brachtvogel is designated to take lead responsibility for safeguarding children in the setting. She is responsible for liaison with local statutory children's services agencies, and with the **LSCB** - Local (Northumberland) Safeguarding Children's Board (taking account of any advice from the **LSCB** or local authority on appropriate training courses). She is able to provide support, advice and guidance to other staff members and on any specific safeguarding issues, as required. Claire attends child protection training courses that enables her to identify, understand and respond appropriately to signs of possible abuse and neglect. 3.5

- Claire, as a joint manager, takes responsibility for making sure she is appropriately trained and has positive working relationships with Social and Health Services to ensure an effective inter-agency approach.
- Claire is enabled to participate fully in child protection conferences and understands procedures for reporting and recording.
- Claire's role as the designated person, is to ensure locally established procedures are followed, and to act as a channel of communication to the Social Services Department, conveying relevant concerns expressed by any member of staff, about individual children.

Due to changing legislation, it is expected that Lorraine Doswell (taking on the role of deputy manager in this instance) will carry out designated persons training, as will one of the company directors (having first completed an introductory safeguarding course), in order that in Claire's absence another member of staff will have equal safeguarding knowledge and is able to be supported by a company director who will also possess the relevant knowledge.

Staffing, Volunteering and Visitors

Greenhead Pre-school and Rainbow Nursery:

- ensure staff, and where appropriate, other helpers and volunteers, receive guidance and/or training in child protection issues in order to ensure their vigilance in recognising abuse and appropriate procedures for dealing with it
- ensure applicants for posts within the setting are clearly informed that the positions are exempt from the **Rehabilitation of Offenders Act 1974**. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- abide by Ofsted's requirements in respect of references and DBS checks for staff and volunteers to ensure that no disqualified person or unfit person works at the setting or has access to the children
- ensure that volunteers **do not** work unsupervised or have unsupervised access to any child/children
- abide by the **Protection of Children Act** requirements in respect of any person who is dismissed from employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concerns
- have procedures for recording the details of any **visitors** who come into the setting
- take security steps to ensure that staff have control over who comes into the setting, so that no unauthorised person enters the premises
- have a duty of care to contact the Local Authority Designated Officer (**refer to procedures**) with concerns about staff and links to violent extremism

Training

All staff at Greenhead Pre-school and Rainbow Nursery are trained to understand the child protection policy and procedures, have up to date knowledge of safeguarding issues and are aware of the local authority guidelines for making referrals. The managers seek out training opportunities for all adults involved with the setting to ensure that they are able to recognise the signs and symptoms of possible abuse - **physical abuse**, **emotional abuse**, **sexual abuse** and **neglect** - at the earliest opportunity and respond in a timely and appropriate way. 3.6

Signs and symptoms may include:

- significant changes in children's behaviour
- deterioration in children's general well-being
- unexplained bruising, marks or signs of possible abuse or neglect
- children's comments which give cause for concern
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home
- inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images 3.6

The following categories of abuse are explained more fully:

- **Physical Abuse:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent carer feigns the symptoms of, or deliberately causes ill health to a child they are looking after. This situation is commonly described using terms such as '*Factitious Illness by Proxy*' or '*Munchausens Syndrome by Proxy*' – now called '**Defining Fabricated or Induced Illness by Carers (FI)**'.
- **Emotional Abuse:** is the persistent emotional treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.
- **Sexual Abuse:** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. They may involve non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing and failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Planning

The layout of the room allows for constant supervision. If an adult works with a child outside the room, the adult should endeavour to stay within sight of colleagues.

Curriculum

Greenhead Pre-school and Rainbow Nursery:

- introduce key elements of child protection into the Early Years Foundation Stage curriculum, so that children can develop understanding of why and how to keep safe
- create within the provision a culture of value and respect for the individual
- ensure that any elements of child protection are explained in a way that is appropriate for the ages and stages of the children

Complaints

Greenhead Pre-school and Rainbow Nursery:

- ensure that all parents know how to complain about staff or volunteers at the setting, which may include an allegation of abuse
- will follow the guidance of the **LSCB** and **Working Together to Safeguard Children** when investigating any complaint that a member of staff or volunteer has abused a child
- will follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person

Action

Greenhead Pre-school and Rainbow Nursery:

- acknowledge that abuse of children can take different forms — physical, emotional, sexual and neglect
- are aware that when children are suffering from physical, sexual or emotional abuse, it may be demonstrated through changes in their behaviour or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the managers will take further action by making detailed observations of children and by seeking information from key members of staff. This information will be kept in a secure location, isolated from day-to-day records, and only shared with relevant authorities and key members of staff
- will allow investigation to be carried out with sensitivity. Staff in the setting will take care not to influence the outcome, either through the way they speak to children, or ask leading questions of children
- will make appropriate referrals, where a child shows signs and symptoms of 'failure to thrive' or neglect
- will never take action that is beyond that agreed in the procedures established by the **LSCB** or **Working Together to Safeguard Children, 2015**. Managers ensure that all staff are made aware of the location of statutory guidance (**pc desktop**) and can therefore refer to these documents at any time
- as a registered provider, **must** inform Ofsted of any allegations of serious harm or abuse by any person at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Ofsted must also be notified of any action taken in respect of allegations. Notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. If, without reasonable excuse, Greenhead Pre-school and Rainbow Nursery fail to comply with this requirement, it will be committing an offence. **3.8**

Disclosures

- Where a child makes a disclosure to a member of staff, that member of staff:
 - will offer reassurance to the child
 - will listen to the child

- will give reassurance that she or he will take action
- The member of staff will not question the child.
- The details of the disclosure will be immediately reported to the Designated Person.
- The member of staff will never mention to a parent what has been disclosed before reporting it to the Designated Person, who will contact the Social Services, and speak to the parents, if appropriate.

Recording Suspicions of Abuse and Disclosures

- Staff should make a record of:
 - the child's name
 - the child's address
 - the age of the child
 - the date and time of the observation or the disclosure
 - an objective record of the observation or disclosure
 - the exact words spoken by the child
 - the name of the person to whom the concern was reported, with date and time
 - the names of any other person present at the time
- Records should be signed and dated and kept in a separate confidential file.
- Managers must ensure that all members of staff know the procedures for recording and reporting.

Informing Parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents will be informed at the same time as the report is made, except where the guidance of the 'LSCB' or 'Working Together to Safeguard Children' does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

Confidentiality

All suspicions and investigations will be kept confidential and shared only with those who need to know. Any information will be shared under the guidance of the 'LSCB' or 'Working Together to Safeguard Children'.

Support to Families

Greenhead Pre-school and Rainbow Nursery:

- take every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group
- will continue to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation
- will share confidential records kept on a child with the child's parents or those who have parental responsibility for the child **only** if appropriate under the guidance of the 'LSCB'
- with the proviso that the care and safety of the child is paramount, will do all in its power to support and work with the child's family

Suitable People

Greenhead Pre-school and Rainbow Nursery:

- must ensure that people looking after children are suitable to fulfil the requirements of their roles and have effective systems in place to ensure that staff members, and any other person who is likely to have regular contact with children, are suitable 3.9
- must ensure that staff members, company directors, students and any other persons who have regular contact with the children at the setting must be checked by the DBS (*The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service - DBS*) in respect of every person aged 16 and over who works directly with children. The requirement for a DBS check will be deemed to have been met in respect of all people working in the setting, whose suitability was checked by Ofsted or their local authority before October 2005 3.10
- must ensure that all staff, company directors, students and any other persons eg. parent helpers who have regular contact with the children disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting) 3.11
- do not allow people whose suitability has not been checked, including through a DBS check, to have unsupervised contact with children being cared for 3.11
- keep a record and information of staff qualifications and the identity checks and vetting processes that have been completed (including the disclosure reference number, the date the disclosure was obtained and details of who obtained it) 3.12
- meet its responsibilities under **section 35** of the **Safeguarding Vulnerable Groups Act 2006**, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk or harm 3.13

Disqualification

Greenhead Pre-school and Rainbow Nursery:

- as a registered provider may be disqualified from registration (in accordance with regulations made under section 75 of the **Childcare Act 2006**). In the event of the disqualification, must not continue as an early years provider – nor be directly concerned in the management of such provision. Where a person is disqualified, must not employ that person in connection with early years provision. Where the company directors become aware of relevant information that may lead to disqualification of an employee, they must take appropriate action to ensure the safety of children 3.14
- may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed. 3.15 In the event that it becomes known that a spouse or family member living with one of the managers, company directors or member of staff has committed an offence it should be made known to the setting, the details logged and signed by one of the managers
- must notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises and the disqualification of an employee could be an instance of a significant event. If a registered person or childcare worker is disqualified they may, in some circumstances, be able to obtain a 'waiver' from Ofsted 3.16
- must give Ofsted the following information if/when relevant:
 - details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006
 - the date of the order, determination or conviction, or the date when the other ground for disqualification arose
 - the body or court which made the order, determination or conviction, and the sentence (if any) imposed

- a certified copy of the relevant order (in relation to an order or conviction) 3.17

- must provide Ofsted with information within an appropriate time limit, but at the latest within 14 days of the date it became aware of the information, or ought reasonably to have become aware of it if they had made reasonable enquiries 3.18

Staff Taking Medication/Other Substances (also refer to **Drugs and Alcohol** policy)

- Staff at Greenhead Pre-school and Rainbow Nursery must not be under the influence of alcohol or any other substances which may affect their ability to care for children. If staff are taking medication which may affect their ability to care for children, they should seek medical advice. 3.19
- The manager(s) must ensure that any member of staff only work directly with children if medical advice confirms that the medication is unlikely to impair the staff member's ability to look after children properly. 3.19
- Staff medication on the premises must be securely stored, and out of reach of children, at all times. 3.19

Signed.....Managers

Date.....

Signed.....Vice chair

Date.....

Review date: **March 2017**