

Safeguarding Policy

Safeguarding Statement

At Early Days Nursery, we recognize that we have a responsibility to safeguard the welfare of the children in our care and that their welfare is of paramount importance at all times. We believe that all children have the right to participate in and enjoy the activities of the nursery in a happy, safe and secure environment and that confidentiality should be maintained at all times.

We therefore ensure that all members of staff receive regular training on the protection of children from abuse and ensure that they are fully aware of the procedures to act quickly and responsibly in any instance of abuse that may come to our attention.

Aims

Our aims are to -

- Create an environment in the nursery which is safe and secure for all children.
- To encourage the children in our care to develop the confidence to make positive relationships and achieve a sense of independence.
- To enable the older children to develop the confidence and vocabulary to resist inappropriate approaches.
- To work with all parents/carers to build their understanding of and commitment to the welfare we promote of all our children.

In order to achieve these aims we ensure that -

- Parents are informed of our safeguarding policy upon enrolling their children and prior to their first session at nursery.
- All members of staff, students or volunteers working at Early Days Nursery have enhanced disclosures from the Criminal Records Bureau to ensure they are suitable to work with young children before they can be -
 1. left unsupervised with the children,
 2. allowed to take the children to the toilet or change nappies unsupervised,
 3. allowed to administer medication or first aid to the children.
- All members of staff, students and volunteers are given a clear understanding of our safeguarding policy at induction and on-going training opportunities to raise awareness of the signs and symptoms of abuse and procedures to be followed.
- All members of staff are aware that they should never ask a child to remove their clothing in order to look for marks and should never ask another member of staff to have a look at any marks that have been found previously.

- All members of staff, students and volunteers are aware that information about individual children must remain strictly confidential.
- All members of staff are aware that they must inform the nursery immediately of any convictions or changes in their circumstances that may hinder their ability to care for children and are asked to sign to this effect at Supervisions and annual appraisals.
- All members of staff are fully aware of the procedures to report any concern immediately to the designated person within the nursery.
- An environment is created in which the children develop a sense of self-confidence and independence with adult support and in which they feel they can talk, are listened to and believed.
- Parents have to sign when delivering their child to nursery and also when collecting their child.
- Trusting and supportive relationships are fostered between staff and families
- Clear and safe working practices are created where adults do not put themselves in a position whereby their behaviour could be deemed inappropriate.
- If contractors are used within the nursery, we ensure that they have up to date CRBs or that they only work when children are not on the premises, and that they do not have access to any sensitive information about children or staff.
- A designated person is appointed by the nursery and is trained appropriately to offer support and guidance to staff and liaise with outside agencies. Overall responsibilities is that of the Nursery Manager.

Designated Safeguarding Officers:

DSL (Designated Safeguarding Leads)

Geraldine Dowling (Operations Manager), Clare Flanagan (Manager), Samina Rani (Deputy Manager), Jaya Ladwa (Head of Baby Unit)

Responsibilities of Safeguarding Officer:

- To be aware of who to go to for advice and to support referrals and to ensure that any concerns are responded to urgently.
- To keep up to date with Local Area Safeguarding Children Board Procedures and maintain a working knowledge of guidelines for safeguarding children.
- To provide information and advice for staff in order that they will recognize abuse of children in its four main categories - physical, emotional, sexual and neglect.
- To ensure staff receive safeguarding training and regular updates.
- To liaise with staff, parents and outside agencies such as Integrated Access Teams, Position of Trust Teams (LADO), the Police and OFSTED as appropriate.
- To coordinate the management of any suspected cases of abuse and ensure

- that all members of staff are aware of the procedures to follow.
- To follow up an incident as appropriate, recording and dating all details as necessary.
 - To support staff members through any suspected cases of abuse.
 - To ensure confidentiality is maintained at all times.
 - To regularly review the effectiveness of the policy and to update it when necessary - with support of the nursery manager if appropriate.

Suspected Abuse (See end of policy for signs and symptoms of abuse)

Child abuse can occur in families of all races and cultures, rich and poor. All kinds of people have abused children - teachers, doctors, social workers, factory workers, nursery staff, childminders, babysitters, friends, aunts, uncles, brothers and sisters as well as parents themselves.

We make sure that all the children in our care are safe and secure. We do this through the following measures:

- By ensuring that no child is ever put at risk whilst in our care.
- By maintaining strict confidentiality at all times.
- By continually revising and improving staff awareness of safeguarding issues and procedures.
- By ensuring that all members of staff are familiar with the Birmingham City Council Safeguarding Information Pack
- By regularly reviewing and updating our Safeguarding Policy.

A Safeguarding issue could be suspected in several ways -

- A child may make a direct allegation,
- A child may make a comment which seems to suggest abuse,
- A child may have unexplained marks such as burns, bruise, bites or scalds,
- A child may appear to be more upset, distressed or withdrawn than usual,
- A child does not appear to be developing properly or there is a deterioration in their general well-being or signs of neglect,
- A child appears to be punished too much,
- Something about a member of staff's behaviour could suggest that they are unsuitable to work with children.

If a child makes a direct allegation or suggests abuse

- The staff member must not promise to keep this a secret,
- The staff member should allow the child to speak fully but should not question them. The rule is only to ask questions to clarify whether the child is alleging abuse and whether it should be reported to Social Services.
- Once it is clear that a child is alleging abuse, it is important to continue to listen and record anything the child says but not to question them. It

may be that the child does not have the vocabulary to explain fully what has happened to them.

ALWAYS -

- Report the incident as soon as you have a concern.
- Record information verbatim using the actual words of the child, noting any questions they raise.
- Note all dates, times, who was present in the room and anything factual about the child's or adult's appearance.

NEVER -

- Investigate the allegation yourself with or without others.
- Ask leading questions.
- Take photographs of marks.
- Attempt any medical judgments.
- Record an interview in any way.
- Ask a child to remove clothing. Staff should always be aware of their own vulnerability at this point and should take steps to minimize risk to themselves whilst supporting the child.
- Promise not to tell anyone. You may have to if you have a concern.

Procedure for Dealing With Suspected Abuse by a Parent

- It is the duty of any member of staff who suspects a child in his / her care may have been abused or neglected, to report this to the designated Safeguarding Officer or to a Manager.
- Concerns should be recorded on a Recording of Safeguarding Concerns regarding a Child Form with factual information and not opinion.
- Parents/carers should be informed of a referral unless this would place the child at further risk of harm.
- Members of staff should ensure that they make accurate, detailed records of their observations and of anything said to them or to others by the child in connection with the suspected abuse. A body map can be used if appropriate.
- All records should be signed and dated and retained in a locked cabinet.
- If no action is taken by the designated Safeguarding Officer or senior member of staff, any member of staff can report the concern directly to MASH (Multi - Agency Safeguarding Hubs) in order to comply with requirements as stated in EYFS welfare guidance.
- MASH can be contacted on:

Phone: 0121 303 9515

Emergency Duty Team out of hours: 0121 675 4806

Fax: 0121 303 0814

email: MASH@birmingham.gov.uk

LADO (For Position of Trust Referrals (0121 675 1943) or (675 4996) the Early Years Consultant will email over a referral form which is to be completed within one hour.

Ofsted: 0300 123 1231

- Please note that any person who has been in contact with the child may be under suspicion and this could include the staff at the nursery.
- MASH will provide the relevant Referral Form which should be completed in writing within 48 hours of the call.
- Once a referral has been made, MASH will then be responsible for any further action that is needed and the Designated Safeguarding Lead and other members of staff concerned will be required to fully support and cooperate with any investigations undertaken by MASH, the Police or OFSTED.

Procedure for Dealing With Allegations against a Member of Staff or person in a Position of Trust

In the event of an allegation of child abuse being made against a member of staff or person in a position of trust, Early Days Nursery will first ensure that the well-being of the child is established immediately as this is of paramount importance.

Possible allegations -

- A child may report or allege abuse by a member of staff.
- A staff member or parent may report an incident of either physical, emotional, sexual abuse or neglect by a member of staff.

In either of the above cases, the following procedure should take place -

- A statement should be taken from each member of staff who has witnessed the alleged abuse or has any knowledge that could sway the eventual judgement. They should write down exactly what was said to them, including the date and time and the name of the person who brought the concerns.
- A Recording of Safeguarding Concerns regarding a Member of Staff or Management (Person in a Position of Trust) Form should be completed and the incident should be followed up promptly.
- The designated Safeguarding Officer should inform the Manager or Director and discuss further action.

The relevant Duty Early Years Consultant should be contacted on **0121 675 1943** or **0121 675 4996** for advice on how to proceed in a Position of Trust referral. The duty officer will email you over a referral form to be completed within one hour a manager will then call you.

- Outside working hours for the Early Years Consultants, the Emergency Duty Team Children's Social Care should be contacted on 0121 675 4806.

The following actions may have to be taken -

- OFSTED should be informed of the details of the allegation on 0300 123 1231.
- The member of staff should be advised that an allegation has been made against them but not the nature of the allegation at this stage.
- The member of staff may be suspended pending the outcome of an enquiry in order to safeguard everyone involved in the allegation but this should be without prejudice. Suspension is not automatic - the situation should be assessed before a decision is reached.
- Someone from the nursery should be delegated to support the member of staff during the suspension.
- The parent may need to be informed of the allegation if they do not already know.
- Confidentiality should be maintained for all parties concerned and any investigation will be conducted by the relevant authority.
- The person or persons bringing the allegation may be asked to attend a Position of Trust meeting to discuss the concerns or to cooperate with the Police or any other agencies involved.
- If the allegation is founded, the nursery disciplinary procedures will be followed to dismiss the person and their name should be referred to the Independent Safeguarding Authority.
- If it is later proved that a member of staff has been wrongly accused or if the allegation is inconclusive, support and empathy will be needed although it is always necessary to pursue the allegation in the interest of safeguarding the children.
- All members of staff should be aware that if they have concerns about a Manager or Director of the nursery, they must be prepared to share these concerns with Ofsted, the Police and/or the Safeguarding Officer and a member of the safeguarding and review unit.

Please note -

- Questions about the suitability of staff or volunteers to work with children should not be limited to situation in which there is positive evidence of abuse. Other pointers include failure to respond appropriately to the needs of the children, neglecting some children in favour of others and failure to respect the wishes of parents.

Dissemination of the Policy -

Copies of all policies and procedures are always available in each room for the staff and in the entrance hall for the parents to access.

New members of staff are asked to read through all our policies and procedures as part of their induction process and are asked to sign that they have read and understood these.

As new policies are added or existing ones are amended, all members of staff are asked to sign that they have read and understood these and they are added to the files in each room and in the entrance hall.

Monitoring and evaluation

The Safeguarding Policy is reviewed annually and amended as and when necessary.

SIGNS & SYMPTOMS OF ABUSE

Members of staff may suspect child abuse for a variety of reasons -

- by noticing signs and symptoms of abuse themselves, such as
 1. significant changes in the child's behaviour
 2. deterioration in their general well-being
 3. unexplained bruising, marks or signs of possible abuse
 4. signs of neglect
 5. comments children make which give cause for concern
- from allegations made by another person
- an admission or "cry for help" from someone who says they are harming a child

It is essential that whenever anyone has concern that a child may be at risk of abuse that they contact the manager who may report it to MASH. MASH are the collection of agencies with statutory responsibility for Child Protection issues.

Merely a concern that a child may be at risk of abuse is sufficient to justify making a referral. This cannot be said strongly enough. Where necessary, MASH will implement a Joint Child Protection Investigation.

Most healthy children collect bruises from time to time, in falling for instance or in fights with other children. Such bruises are most likely to be on knees, shins, arms and elbows. A child who has fallen on its face may have a bruised forehead or nose or a cut lip. **However, there are injuries which are hardly ever caused non-accidentally. There are also warning signs which may indicate sexual or emotional abuse or neglect. The following indicators are designed to alert attention to the fact that a child might be being harmed in some way and in need of protection.**

PHYSICAL INDICATORS OF ABUSE - this may involve hitting, throwing, poisoning, scalding, suffocating or otherwise causing physical harm to a child.

1. BRUISES

Some types of bruising are particularly characteristic of non-accidental injury

- Hand slap marks
- Marks from an implement
- Pinch or grab marks
- Grip marks. In a young baby this could indicate that the child has been shaken, risking injury to the brain
- Bruised eyes
- Bruising to breasts, buttocks, lower abdomen, thighs and genital or rectal areas, could be an indicator of sexual abuse. Sometimes bruising will be confined to grip marks where a child has been held so that sexual abuse can take place. The bruising may be faint or severe. Some skins show bruising very easily whilst others do not bruise. Bruises on black children for instance are more difficult to detect. There may be a pattern to the bruising e.g. after the weekend.

REMEMBER

It is not your responsibility to decide whether a bruise definitely is or is not child abuse. If you are at all suspicious that it might then do not delay in making a referral.

OTHER TYPES OF INJURY

Children do have accidents. Sometimes children may have accidents because they have not been provided with a safe environment. The accidents can involve burns, scalds, fractures and poisoning. Some types of injury are less likely to be accidental than others

- Burns inside the mouth, inside arms and on the genitals
- Scalds where the child appears to have been "dipped"
- Cigarette burns, burns with an object
- Bite marks
- Evidence of old or repeated fractures
- Torn skin inside the upper lip of a baby (fraenulum)
- Any injuries, bleeding or soreness in the genital or rectal area could be an indicator of sexual abuse
- Persistent vulva reddening and discharge (may indicate sexually transmitted disease)
- Female circumcision

It is not your responsibility to decide whether it definitely is or is not child abuse. If you have any suspicion or doubt, then do not delay in making a referral.

SIGNS OF NEGLECT - this is the persistent failure to meet a child's basic physical and/or psychological needs likely to result in the severe impairment of their health or development. This could include failure to protect the child from physical harm or danger.

A child who is neglected may show obvious signs -

- underweight
- always dirty and smelly
- always hungry

Neglect of a child's need for love, care, food, warmth, security and stimulation will have an effect on their emotional and physical development. Some children may also have been left unattended or without suitable arrangements for their care.

Skilled social and medical assessments will be required to establish whether a child is failing to thrive.

EMOTIONAL/ SEXUAL BEHAVIOURAL INDICATORS OF ABUSE - this is the persistent emotional ill-treatment of a child or forcing or enticing a child to take part in sexual activities whether or not they are aware of what is happening.

Children who are physically neglected or abused also often have behavioural problems. Some signs may reflect that a child is suffering in some other way e.g. separation of parents, birth of a new baby, illness of a parent. **The signs must be looked at in conjunction with other information from the child in the light of family circumstances.** Behavioural signs and symptoms may be the only outward indicators of sexual abuse. It is possible to use behaviour as the starting point for investigations. Indicators include:-

- Pseudo-mature or sexually explicit behaviour
- Continual open masturbation or aggressive sex play with peers (as distinct from normal sexual curiosity)
- Overly compliant or watchful attitude - can be present in physical, emotional or sexual abuse
- Acting out aggressive behaviour, severe tantrums
- An air of detachment - "don't care attitude"
- Child only appears happy when in nursery or is kept away

- Child is isolated in nursery- no friends
- Child does not trust anyone
- Tummy pains with no medical explanation - "it hurts down there"
- Eating problems
- Sleep disturbance
- A frightened child
- Children who inflict harm on themselves
- Children who are depressed or show signs of withdrawal or regression

REMEMBER

1. This is only a list designed to alert your attention and cause you to consider reasons for a child's behaviour. You may already know the reason e.g. divorce, bereavement, illness, new baby etc.
2. The behavioural symptoms may range from slight to severe. Onset may be sudden or gradual. One or several signs and symptoms may be present.

It is not your responsibility to decide whether it definitely is or is not child abuse. If you are suspicious that it might be, then do not delay in making a referral - EVERYONE is ACCOUNTABLE

Recording of Safeguarding Concerns regarding a Child

Child's Name			
Date of Birth			
Is the complaint written or verbal?			
Complaint made by			
Relationship to child			
Parent/carers' name, address and contact details			
Date(s) of alleged incident(s)			
Did the Child attend on this/these dates?	Y	N	
Was the staff member present on the alleged date(s)?	Y	N	
Name and position of member of staff to whom the complaint was first reported. Date and Time			
Signed by Manager with whom concerns have been discussed Date and Time			
Name of person contacted at Integrated Access Team Date and Time contacted			
Date letter of referral sent to Integrated Access Team			
Have OfSTED been informed?	Y	N	Date
Further Actions advised by OfSTED and Integrated Access Team?			

Details of concern /Incident/allegation/observation

Use exact descriptions of what was said by the child or young person. Record observations of injuries or behaviours giving cause for concern.

Name of member of staff completing form - _____

Signature of member of staff completing form - _____

Recording of Safeguarding Concerns regarding a Member of Staff or Management (Person in a Position of Trust)

Name of Member of Staff			
Is the complaint written or verbal?			
Complaint made by			
Date(s) of alleged incident(s)			
Was the staff member present on the alleged date(s)?	Y	N	
Name and position of person to whom the complaint was first reported. Date and Time			
Signed by Manager/Director with whom concerns have been discussed Date and Time			
Name of person contacted at Person of Position of Trust Team Date and Time contacted			
Date letter of referral sent to Person of Position of Trust Team			
Have OfSTED been informed?	Y	N	Date
Further Actions advised by OfSTED and Person of Position of Trust Team?			
<p>Details of concern/ incident/allegation/observation Use exact descriptions of what was said by the child or young person. Record observations of injuries or behaviours giving cause for concern.</p>			

Details of concern/ incident/allegation/observation (continued)

Name of member of staff completing form - _____

Signature of member of staff completing form - _____