

# Safeguarding and Child Protection Policy

Date: September 2018

Review Date: October 2019

Newton Westpark Nursery will work in partnership with children, parents and the community and take any necessary steps to safeguard and promote the welfare of children in our care. All staff have a responsibility to act quickly and responsibly in any instance that may come to our attention. All practitioners have a duty and responsibility to safeguard and promote the welfare of all children. Due to the amount of time that children spend in the setting staff may be the ones whom children confide in. All staff have a duty to be aware that abuse does occur in our society.

This policy lays out the procedures that all staff, students and volunteers will follow if we have any reason to believe that a child in our care is subject to welfare issues and abuse including physical, sexual, emotional abuse, neglect or a mixture of these.

(A definition of each of these can be found on pages 4 and 5).

## The key commitments of this policy for safeguarding children are:

- Protect children from abuse and harm.
- Respond promptly and appropriately to all incidents or concerns relating to safeguarding that may occur and to work with statutory agencies in accordance with the procedures that are set out in "Working Together to Safeguard Children" (The Governments Statutory Guidance).
- Promote awareness of safeguarding issues throughout its training and learning programmes for adults.
- Empower young children through its early year's philosophy, promoting their right to be strong and listened to.

## The Role of the Safeguarding Officer

Our Designated Safeguarding Officer who co-ordinates safeguarding in the nursery is **Susan Lister (Our Nursery Manager)**.

**In the absence of Susan Lister our Designated Person would be our Deputy Manager being Kerry Atkins Deputy Safeguarding Lead.**

If there are any Safeguarding concerns that would involve Lado or Special Assessment then Susan or our deputy would liaise with the Nursery Director and school safeguarding person **Ms Vivien Birchall**.

All persons named above can be contacted on 01942 606 834

We refer any such complaint immediately to our Safeguarding Officer who then contacts the LADO – Local Authority Designated Officer Diane Kitcher 01942 486042

### **What to do if you are worried about a child:**

Ring Specialist Assessment Team: 01942 828 300

### **Allegations against staff / Whistle Blowing:**

Ring Local Authority Designated Officer (LADO Diane Kitcher on 01942 486 042 (Out of Hours: 01942 828 300)

Email: [lado@wigan.gov.uk](mailto:lado@wigan.gov.uk)

- To be responsible for the implementation of the safeguarding policies and procedures in the setting.
- To liaise with the LSCB
- To provide support and guidance to all staff on an on-going basis, and on specific safeguarding issues as they arise.
- To attend regular safeguarding training that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect.

- To train all staff to understand their safeguarding policy and procedures, and to ensure that all staff have up to date knowledge of safeguarding issues.
- To ensure Ofsted are made aware of any allegations of serious harm or abuse by any person living, working, or looking after children within 14 days.
- To ensure that the Wigan Safeguarding Children's Boards procedures are followed in the Nursery.
- To ensure that appropriate training and support is provided to all staff
- To develop effective working relationships with other agencies and services
- To ensure that accurate records relating to individual children are kept in a secure place and marked 'Confidential'
- To submit reports to, and attend, Safeguarding Conferences as appropriate
- To ensure that the nursery effectively monitors children who have been identified as 'at risk'
- To provide guidance to parents, children and staff about obtaining suitable support.
- To attend TAC (Team Around the Child) and Early Help meetings
- To decide whether to take further action about specific concerns (e.g. refer to LADO, Specialist Assessment Team, Early Help etc).

#### **Our aims are:**

Promoting children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.

- Encourage and enable children to develop confidence and to be independent.
- Enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- Helping children to establish and sustain satisfying relationships with their families, with peers and with other adults.
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.
- To provide a safe environment for children to learn in.
- To establish what actions the Nursery can take to ensure that children remain safe, at home as well as at nursery.
- To raise the awareness of all staff to these issues, and to define their roles and responsibilities in reporting possible cases of abuse.
- To identify children who are suffering, or likely to suffer, significant harm;
- To ensure effective communication between all staff on child protection issues;
- To set down the correct procedures for those who encounter any issue of safeguarding.
- To ensure timely support can be given to families to support the well being of the children
- To adhere to the Early Years Foundation Stage statutory framework 2014 'Safeguarding and Welfare Requirements' and all legislation in relation to safeguarding and child protection.
- To provide a supportive ethos where children feel valued and supported.

#### **Wigan Safeguarding Children Board:**

Safeguarding and promoting the welfare of children requires effective co-ordination in every local area. For this reason, the Children Act 2004 required each Local Authority to establish a Safeguarding Children Board (LSCB). Therefore, in 2006 Wigan launched its own Wigan Safeguarding Children Board. This acts as the key statutory mechanism for agreeing how the relevant organisations in Wigan co-operate to safeguard and promote the welfare of children in that locality, and for ensuring the effectiveness of what they do. This enables agencies to work together and keep children and young people safe.

All organisations within Wigan who work with children and young people have a responsibility to safeguard them. A number of those organisations have a legal responsibility to safeguard children and are members of the Board.

Wigan Safeguarding Children Board will ensure that its agencies work together to “co-ordinate the assessment, planning, interventions and review of children and young people with a set of complex needs and compromised parenting or caring in order to ensure they are safe and their welfare is promoted”.

The key aim of Wigan Safeguarding Children Board is to ensure that all children and young people are kept safe in our community.

Wigan’s Safeguarding Children Board oversees the work of the traditional child protection system along with other safety issues, such as road safety and child protection in schools. The Board therefore oversees a wide range of matters related to keeping children safe.

The Local and National Guidance is discussed with staff at the point of induction and are always accessible on site. Regular opportunities are given in staff meetings to revisit and offer on-going support. Staff working at Newton Westpark Nursery have a duty of care towards the children attending. This duty brings with it the responsibility to ensure that all efforts are made to safeguard children suspected of actual harm. Children attending the nursery have a right to feel safe, therefore staff, parents and carers have a responsibility to act on any concerns they may have regarding a child’s welfare and well-being.

#### **The Legal framework for this policy:**

- Working Together to Safeguard Children 2015
- Early Years Foundation Stage Statutory Framework 2017

Wigan Safeguarding Children’s board definitions of need are defined below. Staff use the supporting information to ensure appropriate support can be offered to the family to address their needs and to support the welfare of children.

#### **Definitions:**

**Safeguarding** - Doing everything possible to minimise the risk of harm to children by putting plans and procedures in place to protect them.

**Child protection** - Taking timely and appropriate action when we are made aware that a child has been harmed or may be being harmed.

#### **Early Help (previously CAF) framework:**

At nursery we are committed to proactively respond to any concerns around a child’s welfare and will respond at the earliest opportunity. We will use systems such as the Early Help framework to ensure both single agency and multi- agency approach can be facilitated to support the families and children’s needs. We commit to the concept of the lead professional role and we will undertake this role if appropriate. We will encourage the professionals involved with the family to focus on the child’s (or children’s) whole range of needs - including their education, learning, health care in the wider context of their family, community and culture. We will focus on possible solutions with the families and focus on what the child (or children) does well, not just on any difficulties and problems they may have. We will encourage professionals from different services if needed to work together to support the family and their child (or children). The Early Help process is in place for practitioners to identify a child’s or young person’s needs early, assess those needs holistically, deliver coordinated services and review progress.

#### **Early Help will be offered to families when:**

- A practitioner is worried about how well a child or young person is progressing (e.g. concerns about their health, development, welfare, behaviour, progress in learning or any other aspect of their well-being).
- A child or young person, or their parent/ carer raises a concern with a practitioner.

- A multi-agency early help meeting will be arranged for the family if a child's or young person's needs are unclear, or broader than the practitioner's service can address.

The process is entirely voluntary and informed consent is mandatory, so we understand that families do not have to engage and if they do, they can choose what information they want to share. Children and families will not be stigmatised by the Early Help indeed they can ask for Early Help to be initiated. We understand that the Early Help process is not a 'referral' process but a 'request for services'. The health, safety and welfare of all our children are of paramount importance to all the adults who work within our nursery. Our children have the right to protection, regardless of age, gender, race, culture background or disability. They have a right to be safe within our nursery too. This policy is in line with the LSCB (Local Safeguarding Children's Boards) local guidance and procedures.

### **Definitions of abuse:**

**(Taken from 'Working Together to Safeguard Children 2015' Appendix A Glossary page 92-93)**

#### **Abuse**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

#### **Physical Abuse**

A form of abuse which 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 or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### **Emotional Abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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 maltreatment of a child, though it may occur alone.

#### **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

#### **Female Genital Mutilation :**

With effect from 3 May 2015, the Female Genital Mutilation Act 2003 was amended by the Serious Crime Act 2015. The law is extended so that:

- A non-UK national who is 'habitually resident' in the UK and commits such an offence abroad can now face a maximum penalty of 14 years imprisonment. It is also an offence to

assist a non-UK resident to carry out FGM overseas on a girl who is habitually, rather than only permanently, resident in the UK. This follows a number of cases where victims were unable to get justice as FGM was committed by those not permanently residing in the UK;

- A new offence is created of failing to protect a girl from the risk of FGM. Anyone convicted can face imprisonment for up to seven years and/or an unlimited fine;
- Anonymity for victims of FGM. Anyone identifying a victim can be subject to an unlimited fine.

Our Nursery Designated Safeguarding Lead will maintain up to date knowledge of and work in line with the Greater Manchester Safeguarding Partnership Protocol to Female Genital Mutilation [http://greatermanchesterscb.proceduresonline.com/chapters/p\\_fgm.html#local\\_terms](http://greatermanchesterscb.proceduresonline.com/chapters/p_fgm.html#local_terms)

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM.

What is FGM?

It involves procedures that intentionally alter/injure the female genital organs for non-medical reasons.

#### **4 types of procedure:**

Type 1 Clitoridectomy – partial/total removal of clitoris

Type 2 Excision – partial/total removal of clitoris and labia minora

Type 3 Infibulation entrance to vagina is narrowed by repositioning the inner/outer labia

Type 4 all other procedures that may include: pricking, piercing, incising, cauterising and scraping the genital area.

#### **Why is it carried out?**

Belief that:

- FGM brings status/respect to the girl – social acceptance for marriage
- Preserves a girl's virginity
- Part of being a woman / rite of passage
- Upholds family honour
- Cleanses and purifies the girl
- Gives a sense of belonging to the community
- Fulfils a religious requirement
- Perpetuates a custom/tradition
- Helps girls be clean / hygienic
- Is cosmetically desirable
- Mistakenly believed to make childbirth easier

#### **Child Sexual Exploitation**

Child sexual exploitation is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (A) in exchange for something the child needs or wants and/or (B) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact: it can also occur through the use of technology.

- children who appear with unexplained gifts or new possessions
- children who associate with other young people involved in exploitation
- children who have older boyfriends or girlfriends
- children who suffer from sexually transmitted infections or become pregnant
- children who suffer from changes in emotional well-being
- children who misuse drugs and alcohol
- children who go missing for periods of time or regularly come home late
- children who regularly miss school or education or don't take part in education

#### **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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### **Indicators of Abuse**

- Failure to thrive and meet developmental milestones.
- Fearful or withdrawn tendencies.
- Aggressive behaviour.
- Unexplained injuries to a child or conflicting reports from parents / carers.
- Repeated injuries.
- Unaddressed illnesses or injuries.

#### **Liaison with other bodies:**

- We work with the Wigan Safeguarding Children Board guidelines.
- We have a copy of this policy and procedure displayed on our safeguarding display board and all staff members are familiar with what to do if they have concerns.
- We have procedures for contacting social services, in an emergency, and will phone the central number for advice. This ensures that the nursery and social services can work together.
- We will notify the registration authority (OFSTED) of any serious incident or accident and any changes in our arrangements which may affect the well-being of the children in our care.
- If a referral is to be made to social services, we act within the Wigan's Safeguarding Children Board guidance in deciding whether we must inform the child's parents at the same time.
- We attend all meetings and provide a report (where practically possible).

#### **Staffing, Volunteers and Safe Working Practices:**

Newton Westpark Nursery ensures that the staff looking after children are suitable to fulfil the requirements of their roles, and create an environment where children feel safe and secure. We have effective systems in place to ensure that practitioners and any other person who is likely to have regular contact with children are suitable and ensure that all efforts are made to safeguard children from suspected or actual harm. Adults that have no CRB/DBS certificate or relevant childcare qualifications will **never** be left alone with a child. Children will have regular circle time and discussions on appropriate behaviour. All staff are aware of where to access the response phone number. It is clearly displayed on notice boards within the nursery.

- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service (DBS).
- Where applications are rejected because of this information that has been disclosed, applicants have the right to know and challenge incorrect information.
- Any gaps in the candidate's previous employment history will be questioned at the interview process.
- We abide by OFSTED requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Children Act ISA requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern. Any concerns are reported to the Local Authority and OFSTED notified: 03001231231.
- We have procedures for recording details of visitors to the nursery.

- We take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children.
- Staff, students and volunteers are aware that all documents containing children's personal details, photos and images are to be kept on site at all times.
- Dealing with a disclosure from a child, and a Safeguarding case in general, is likely to be a stressful experience. The member of staff should, therefore, consider seeking support for him/herself and discuss this with the DSO.
- We share information from the children's centre with families to promote well being.
- Daily and yearly risk assessments ensure safety and robust systems are in place to ensure healthy and safe practices throughout the setting. (see policy).
- Medication forms note last dosage given and permission is always sought from parents prior and after administration noting last dosage given.
- Parental responsibility is captured on entry.
- First aid training is accessed by staff and there is always a staff member that has been trained on site.
- The first aid box is accessible in the room.
- Regular fire evacuation drills take place, contacts and a designated phone is taken out and records kept.
- Smoke alarms are checked regularly and public liability insurance is displayed.

#### **Site Security**

Please see 'Arrivals and Departure' policy.

#### **Uncollected and Missing Child:**

Please see relevant policy for this procedure.

#### **All staff, volunteers and student's responsibilities:**

- All staff are responsible in safeguarding children and should deal with some situations instantly, e.g. If you witness someone using physical contact towards a child and you feel uncomfortable about it, and know it is not within one of our policies then you should address this with them by informing them that this is not within in our policy on how to handle this situation before reporting the incident to the Safeguarding Lead.
- Take responsibility for your own actions and behaviour.
- Act in the child's best interest.
- Avoid conduct which could lead to questioning your intention.
- Take advice from appropriate persons.
- Discuss misunderstandings with senior management team.
- Identify and report areas of risk / vulnerability including the following:
  - Significant changes in behaviour of staff or children
  - 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 reason to suspect neglect or abuse outside the setting
  - Inappropriate behaviour displayed by other members of staff, or any other person working with children.
- To give regard to the Governments statutory guidance, 'Working together to safeguard children'.
- Remove self from situations where there may be significant risk.
- Report concerns regarding yourself.
- Report concerns regarding your colleagues.
- Listen to what children tell you and act on non-verbal signals.
- **Always** take action to follow up concerns.

#### **Responding to suspicion of abuse:**

- We acknowledge that child abuse can take different forms - physical, emotional, and sexual as well as neglect.

- When children are suffering physical, emotional or sexual abuse or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- When such evidence is apparent, a staff member has to make the decision whether to record their concerns on either a, **Safeguarding Log: Concerns about a child** or a **Concerns about a child's Welfare** sheet and discuss what to do with the Nursery Manager (The Safeguarding Officer). The difference between the 2 forms are: concerns about a child log's are for when the concern will be discussed with the special assessment team. The concerns about a child's welfare logs are for concerns that can be managed through discussions with parents and early help. All evidence should be factual. This information is then stored in a separate safeguarding file for easy access for the Designated Safeguarding Officer.
- Staff in the setting takes care not to influence the outcomes either through the way they speak to children or by asking questions of the children.

### **Nursery Procedure: Recording suspicions of abuse and disclosures**

These procedures have been developed in line with Wigan Safeguarding Children's Board guidance and procedures:

Staff should make an objective record (supported by the Nursery Manager/ **Designated Safeguarding Officer**) of any observation or disclosure and include:

- Child's name.
- Child's address.
- Age of the child and date of birth.
- Date and time of the observation or the disclosure.
- Exact words spoken by the child.
- Exact position and type of injuries or marks seen.
- Exact observation of an incident including any other witnesses.
- Name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.
- Any discussion held with parent/ carer (where deemed appropriate).

These records should be signed by the person reporting this, the Manager/ DSO or Deputy Manager, dated and kept in a separate safeguarding file.

If a child starts to talk to an adult about potential abuse, we will:

- Not promise the child complete confidentiality. This promise cannot be kept.
- Allow time for the child to talk openly; you must **not** force the disclosure or put words into the child's mouth. After the disclosure it is vital details are logged down accurately (see above).
- Staff **must not** make comment either publicly or in private about a parent's supposed or actual behaviour.
- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely.
- Reassure the child but not make any promises which we might not be able to keep.
- Reassure him or her that what has happened is not his or her fault.
- Stress that it was the right thing to tell us.
- Listen, rather than ask direct questions.

### **Concerns about a Child's Welfare**

Where there is a concern about a child's welfare, e.g. Dirty clothes, unwashed, full nappy on admission and distinctive smells on children's clothing staff will be expected to fill out a concerns about a child's welfare record and this will be filed and monitored by the safeguarding officer.

Discussion will be held with parent/carers, support will be available if required and if there are still no improvements the matter will be raised with the Special Assessment Team.

All staff will have the opportunity to attend safeguarding training. All staff will also receive initial basic training during their induction period. This will include the procedures for recording and reporting.

#### **Referral to Specialist Assessment Team:**

We understand that it is good practice to seek the consent of parents / carers before making a referral unless to do so would increase the risk of immediate harm to the child.

Any disclosure or suspicion of abuse as defined above will be referred to the Specialist Assessment Team via phone call initially. If consent is refused we will discuss this with the Duty Officer at the point of referral. We will give regard to the advice given and keep documents of the time, name of the person discussions took place with and a log of the conversation. This will be kept confidentially in the child's safeguarding file.

All child protection referrals will be discussed with the Duty Officer, at the time the concerns come to light. The referral form will then be completed subsequently and sent to the Duty Officer within 48 hours of the verbal referral having been made. The exceptions to seeking consent will be any referral where Sexual Abuse or Fabricated and Induced Illness is suspected, in this instance there should be no discussion with family prior to referral to Duty Officer.

Dealing with a disclosure from a child, and a Safeguarding case in general, is likely to be a stressful experience. We will provide support to the member of staff.

#### **The Prevent Duty & Promoting British Values**

From 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. At Newton Westpark Nursery we take Safeguarding very seriously, therefore to ensure that we adhere to and achieve the Prevent Duty we will;

- Provide appropriate training for staff as soon as possible. Part of this training will enable staff to identify children who may be at risk of radicalisation.
- We will build the children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views (for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world).
- We will assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.
- We will ensure that our staff understands the risks so that they can respond in an appropriate and proportionate way.
- We will be aware of the online risk of radicalisation through the use of social media and the internet. As with managing other safeguarding risks, our staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or seek to hide their views). The Key Person approach means we already know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly.
- We will not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. The key person approach means that we already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly.
- We will work in partnership with our LSCB for guidance and support.
- We will build up an effective engagement with parents/carers and families. (This is important as they are in a key position to spot signs of radicalisation).
- We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms.

- We will ensure that our DSO's will undertake Prevent awareness training (as a minimum) so that they can offer advice and support to other members of staff.
- We will ensure that any resources used in the nursery are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively

#### **Allegations against a member of staff:**

- We ensure that all parents know how to complain about staff or volunteers actions within the nursery which may include an allegation of abuse.
- We follow the guidance of the Wigan Safeguarding Children's Board/ LADO when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the factual details of any such alleged incident onto a safeguarding concerns log.
- We refer any such complaint immediately to our Safeguarding Officer who then contacts the LADO – Local Authority Designated Officer. Our named contact persons are Diane Kitcher and Louise Baldwin. We will cooperate entirely with any investigation carried out by social services in conjunction with the police and we seek advice from the Local Authority with regards to suspending a member of staff.
- Our policy is to take advice from the Wigan Safeguarding Children Board/ LADO on whether to suspend the member of staff. If this is the case, then the member of staff will be suspended on full pay for the duration of the investigation: this is not an indication of admission that the alleged incident has taken place, but it is to protect the staff as well as children and families throughout the process.
- We will follow the Child Protection Plan set by the social services department in relation to the nursery designated role and tasks in supporting the child and the family subsequent to any investigation
- Confidential records kept on a child are shared with the child's parents, or those who have parental responsibility for the child, in accordance with the procedure and only if appropriate under the guidance of Wigan Safeguarding Children Board.
- OFSTED must be informed if the allegation or concern relates to a member of staff or volunteer in any setting registered by OFSTED Tel: 03001231231.

#### **Whistleblowing and Malpractice**

Whistleblowing is raising a concern about malpractice within an organisation.

Where there is a concern about a member of staff's practise, e.g. raising voices towards a child, not following policies and procedures and using negative words towards the child, this should be recorded on a concerns about staff's practise log sheet and given to the safeguarding officer/ manager where they will be able to access the situation and take further action as required.

It is important to Newton Westpark Nursery that any misconduct or wrongdoing by any member of staff within the nursery is reported and dealt with accordingly. We encourage all individuals to raise any concerns that they may have about conduct of others in the setting. Here at Newton Westpark Nursery we recognise that effective and honest communication is essential if malpractice is to be effectively dealt with.

We have a **Concerns about Practise** log that is used for staff to log any practice they have witnessed and are unhappy with that is not as strong as the, **Safeguarding Log: Allegations against an Adult**, e.g. having inappropriate conversations around the children, raising their voice at a child and handling a child more roughly than you would expect within a nursery setting.

#### **Whistleblowing and Abuse**

We treat any allegation of abuse seriously in line with Wigan's safeguarding Children's Board guidelines.

- All staff are aware of preventing and eliminating wrongdoing within the nursery and are watchful for illegal, inappropriate or unethical conduct. They are aware it is their responsibility to report anything of that nature immediately to a member of the management team.
- Staff understand that any matter raised under this procedure will be investigated thoroughly, promptly and confidentially. The outcome of the investigation will be reported back to member of staff.
- No one will be victimised for raising the matter under this procedure and continued employment and opportunities for future promotion or training will not be affected because of raising a concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure Newton Westpark Nursery disciplinary procedure will be used, in addition to any appropriate external measures/ agencies.
- If a malicious, vexatious or false allegation is made then this will be considered to be a disciplinary offence and disciplinary action will be taken.
- Any instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concerns, even by member of the management team you should not agree to remain silent. In this event you should report the matter directly to Susan Lister (Nursery Manager) or our Deputy Manager in the absence of Susan Lister and / or Ms Birchall (Nursery Director).

If a staff member witnesses any of the behaviour below they should immediately report this on a **Safeguarding Log: Allegations against an Adult** log and share this information with the safeguarding officer immediately:

- A staff member/ student/ volunteer has behaved in a way that has harmed a child.
- A staff member/ student/ volunteer has possibly committed a criminal offence against or related to a child.
- A staff member/ student/ volunteer has behaved in a way that indicates s/he is unsuitable to work with children (including inappropriate language or behaviour).
- Discrimination of any kind has been witnessed.

#### **Ongoing Suitability of staff:**

During the Staff Induction Process, team members are informed it is their responsibility to make managers aware of changes to circumstances. To support this as part of the Nursery Appraisal/ Support Process, staff are asked to complete a 'Suitability Check Form' to inform management if there are any changes to circumstances that could affect their suitability to work with children, e.g have they had any convictions relating to children, is there any involvement with their own family from the safeguarding team.

#### **Disciplinary Action:**

Where a member of staff or volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify OFSTED and the Children's Safeguarding Unit/ LADO are a part of this process, so that their name may be included on the list for the Protection of Children and Vulnerable Adults.

#### **Training Methods:**

We seek out training opportunities for all adults involved in the nursery to ensure they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the guidelines for making a referral. We use Wigan Safeguarding Children Board to provide Safeguarding Training.

#### **Planning:**

The layout and deployment of staff throughout the nursery allows for supervision of children at all times. Under no circumstances is a child to be left alone with volunteers or adults without up to date DBS checks in a one to one situation without being visible and within hearing distance to other team members.

**Learning and Development:**

We introduce key elements of child protection into our programme to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop understanding of why and how to keep safe.

**Confidentiality:**

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Wigan Safeguarding Children Board. Anyone can ring and ask for advice on: 01942 828 300

**Support to Families:**

The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group. The setting makes clear to parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the safeguarding board. The nursery continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse. We will follow the Safeguarding Protection Plan set by the Wigan Safeguarding Children Board in relation to the nursery designated role and tasks in supporting the child and the family, subsequent to any investigation. Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the Wigan Safeguarding Children Board.

**Mobile Phones and Networking Sites:**

- Staff Mobile phones are to be turned off or on silent during your working hours and kept in your locker
- Mobile phones can only be used on a designated break and this must be away from the children (within the staff room or office).
- The nursery rooms are a 'No Mobile Phone Area'. Therefore, under no circumstances are parents/ carers, staff members or visitors permitted to using or having mobile phones out within these areas.
- Mobile phones should be stored safely in staff lockers at all times during the hours of your working day.
- During outings, staff will use mobile phones belonging to the nursery wherever possible. No photographs should be taken of the children on any phones that are personal to staff.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery.
- Staff must not allow parents to view their page on social networking sites (therefore are not to accept/ request parents as friends unless they have known the parent previous to the child attending nursery).
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

**Nursery Camera/iPad:**

The camera and iPad provided by nursery are to take photos of children to show progression and development throughout the time spent within nursery. During the induction we ask parents for permission to take photos of their children, these will be used for their child's development files, displays, our nursery website, family directory service and to personalise their child's pegs and water bottles etc. To ensure photos are kept safe and protected for safeguarding purposes we carry out the following:

- 1) Camera's/iPad are to be kept on the premises at all times (unless on a nursery outing).
- 2) Photo's are saved onto a secure 'hard drive' on a weekly basis and then each camera/ memory card is to be cleared of all photos.
- 3) Each evening the person in charge will lock the cameras away in a lockable cupboard.

4) Once children have left the setting the photos on the computer system will be deleted shortly after.

Under no circumstances will any photos, images or personal details of the children be taken off the nursery site. This is a safeguarding matter and will be dealt with through the disciplinary procedure.

**Useful contacts/ Supporting Legislation/ Guidance:**

Children in Need/ Specialist Assessment Team: 01942 486034

Out of Hours Contact: 01942828300

OFSTED: 0300 123 1231

<http://www.wiganlscb.com/>

Gateway Referral Team

DATA PROTECTION ACT 1988

[www.isa.gov.uk/referral](http://www.isa.gov.uk/referral)

Early Years Foundation Stage Statutory Framework 2014

Safeguarding Vulnerable Groups Act 2006

Children Act 2004 Every Child Matters

Working Together to Safeguard Children 2015

What to do if you are concerned a child is being abused 2015

[www.homeoffice.gov.uk/crime/vetting-barring-scheme/](http://www.homeoffice.gov.uk/crime/vetting-barring-scheme/)

Guidance for Safer working practice for adults who work with children and young people

DfES documents: 'Circular 10/95 – Protecting Children from Abuse: The Role of the Education Service'

'Safeguarding Children and Safer Recruitment in Education' (2006)

**If you have any concerns about a child or member of staff please speak to our Designated Safeguarding Officer Susan Lister – Nursery Manager. In the absence of Susan Lister speak to our Deputy safeguarding Lead Kerry Atkins.**

Management Signature: .....

Date: .....