

Child Protection (Safeguarding Policy)

At Sweet Peas Day Care & Teaching Nurseries we recognise that all children need to feel safe and secure to have the full ability to develop and flourish. Safeguarding children and families in our care is of paramount importance to us and at the forefront of our daily working interactions. All team members employed by Sweet Peas Day Care and Teaching Nurseries will receive annual Safeguarding training.

Visitors to the setting

Visitors will only be granted access to the setting should the purpose of their visit be recognised by a member of the administrative team or Senior Management. All visitors will sign in, wear a visitor badge and be accompanied for the duration of their visit by members of the team.

Team members are not permitted to allow any unrecognised visitors entry to either the nursery or into any of the rooms. All visitors will follow the rules of conduct and be asked to return their visitor badge and accurately record the time they leave the setting on their exit.

Volunteers and students working within the setting

All volunteers and students wishing to undertake work placement with us will have an informal interview and read each of our policies and procedures before beginning placement. All volunteers and students over the age of 16 will have a current DBS (within one year) that will be seen by a member of management before the placement begins. Volunteers or students will not be counted within our children to team ratios, nor will they contribute to any personal care routines or be left alone with children.

Team vetting and recruitment checks

All employee positions are subject to a full DBS check, completion of a Disqualification by Association Declaration Form, references from their most recent employer and their most relevant position to the post they have applied for. The DBS check will be renewed annually therefore we strongly recommend that team members register for the update service and they have up to 30 days to register on the update service from the date their certificate is issued, this will then keep their DBS current and up to date. All our team members are

to complete the Disqualification Declaration Form annually and have a duty to notify the Nursery Manager of anything that may affect their suitability as a Child Care Practitioner at the time this is known. This includes changes to any of the answers given on their most recently completed Disqualification by Association Declaration Form.

Allegations against employees

The safety of every child within our setting is of paramount importance and we have a duty to take any allegation made about any member of our team seriously.

If a concern is raised or an allegation made regarding a member of our team, it must be reported immediately to the Designated Lead Practitioner for Safeguarding. If for any reason, the named DLP for that day is unreachable, the Provider and the most Senior member of the team will suspend the team member and ask them to leave the premises. Team members are reminded that this is to be kept confidential and only shared with those who need to know. Team members must not make any comments either publicly or in private about a parent or team member's supposed or witnessed behaviour.

In usual circumstances when the DLP has been contacted they will determine whether it is necessary for the person whom the allegation is against needs to be suspended and removed from the premises while the matter is investigated.

The Designated Lead Practitioner for Safeguarding will inform the Provider of the decision and then they may wish to contact the LADDO for further advice on the matter. The nursery will support and treat with respect the member of our team who is suspended. Suspension is not an indication of guilt. No disciplinary action will be taken until the outcome of the investigation is concluded.

If a serious safeguarding allegation against a member of our team is raised, we will adhere to the following procedure.

- Immediate action will be taken if any allegation is formed against any member of our team.
- The member of our team will be escorted by the Nursery Manager/ Provider off the premises and advised that they are suspended pending an investigation.

- The member of team concerned will be suspended with full pay, pending a full enquiry.
- In the event of a Provider being the accused, the Nursery Manager will contact Ofsted and the LADO for further advice and instructions.
- In the event of the Nursery Manager being the accused, the Director and/or the Deputy Manager would take full responsibility of the Nursery.
- The DLPS/Manager will promptly contact Ofsted, Local Authority Designated Officer (LADO) (within 24 hours) and Local Safeguarding Children Board (LSCB) (for the area where the setting is situated), providing details of the allegation, any further information and any action taken at that point. They will also record the name of the person and the advice obtained.
- Relevant people should be contacted, the police, Local Authority Designated Officer Ted O'Sullivan 0113 253 4968 or Caroline Hargreaves, carolyn.hargreaves@leeds.gov.uk and Ofsted on 0300 123 1231 within 24 hours. Logs of these calls would be documented. Effort should be made to contact all these services/bodies immediately. The parents/carers of the child/children concerned will be informed initially and informed as to the outcome of any investigation.
- The external agencies (LADO, Ofsted,) will investigate and the nursery will co-operate and provide assistance where necessary. The nursery will carry out thorough investigations, where able to do so and conduct risk assessments which will be well documented and stored securely, maintaining confidentiality.
- The nursery will co-operate fully with the process of any Local Children's Social Care and/or Police investigations. However, if the Police, Social Services or Local Authority indicate that they do not feel that there is any need to investigate further but the setting feels there is a strong case against the individual based on witness statements or CCTV evidence, we will thank the authorities for their advice and investigate any breaches to our own policies and procedures.

- The Designated Lead Practitioner for Safeguarding or the Provider (if appropriate) will conduct a full investigation. In the instance of Police involvement, the Police will conduct the investigation.
- Should the allegations lead to disciplinary proceedings, our usual disciplinary proceedings as outlined in our Employee Handbook will commence.
- During the investigation support will be given to the team member, as and where appropriate.
- If the allegations are unfounded, the individual will be reinstated into the nursery setting.
- If the individual is dismissed, the Designated Lead Practitioner for Safeguarding will complete a Disclosure and Barring Referral form.

If an allegation regarding misconduct or poor practice is raised against a team member then a thorough investigation will be conducted and the appropriate action, as per the disciplinary guidelines in our Employee Handbook, will be followed.

Harm Test

The harm test is when someone has not actually harmed but poses a risk of harm or they **may**:

- Harm a child
- Cause a child to be harmed
- Put a child at risk of harm
- Attempt to harm a child
- Incite another to harm a child

Codes to the nursery doors

Team members are not permitted to share the codes to any nursery doors with anyone working outside of Sweet Peas Day Care & Teaching Nurseries, nor any students or visitors to the setting. Doing so will be regarded as a breach to our Safeguarding policy and investigations will commence in line with our disciplinarys. New team members will be given the codes to the doors during their induction. Registered families will be given access to the codes for external doors and Baby Suite if applicable. Families attending Toddler Suite and Explorer Suite will not have the codes to these suites but will use the door bell system.

Registers

It is a legal requirement to keep accurate registers of attendance for each child that attends Sweet Peas. Team members welcoming children to the setting have a responsibility to ensure their arrival time is recorded in the appropriate section of the paper register at the earliest opportunity, to ensure an accurate number of children is recorded in our care at all times.

Each suite in nursery must have an accurate number of children present displayed on the whiteboard for all the team members to see. All Practitioners must familiarise themselves with this number on a regular basis.

In the event of a fire or evacuation, the paper register must be taken for reference.

The Prevent Duty

In June 2015 The Department for Education issued non-statutory guidance regarding in the Counter-Terrorism and Security Act 2015 to ensure we have due regard to the need to prevent people from being drawn into terrorism. This was revised in July 2015 where it further emphasises that all Early Years Providers must ensure they adhere to the Early Years Foundation Stage Framework paragraph 3.4 *“providers must be alert to any safeguarding and child protection issues in the child’s life at home or elsewhere”*. As Early Years providers, it is the duty of all team members working at Sweet Peas Day Care & Teaching Nurseries to take action to protect children from harm and should be alert to harmful behaviour by other adults in the child’s life. This will be done in an age appropriate way, through ensuring children learn right from wrong, mix and share with other children and value other’s views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes, taking into account the Fundamental

British Values as an established part of our daily working practices. Guidance on both the Fundamental British Values and The Prevent Duty can be found in the team break room. If at any point a team member is concerned about a child or family with regards to this they have a duty to report this to the DLP. As with all concerns, the DLP will decide the appropriate action to take which could be for the key person to speak with family informally, the DLP to speak with the family formally and or speak with either the Prevent Duty Officer/LADO and/or the Police on the same day the concern arises. There is a Prevent Co-Ordinator for Leeds who is contactable on: 0113 3789723.

Indicators to look for with regards to The Prevent Duty include but are not limited to:

- Children or families suddenly changing their dietary requirements, dress code or learning a new language.
- Comments made by children or adults regarding race, religion or gender equality.
- Prolonged, unexplained absences.

Recognising and reporting of concerns

All our team members will be supported to have the knowledge to recognise possible signs of abuse and have the confidence and guidance to report these appropriately. These must be reported to the Designated Lead Practitioner immediately. As of January 2018, all team members will be issued with a Safeguarding Handbook with useful advice during their induction process.

If a child makes a disclosure, it is imperative that you;

- Listen to the child, ensure they are comforted if necessary.
- Do not make any pre-judgements or pass comment on anything that you have been told or shown.
- If there is the need to ask any questions, these will be open questions.
- Be careful not to use the following statements, or similar wording, when speaking with the child – “Everything will be okay,” “It won’t

happen again," "I won't tell anybody that you have told me." This could upset the child further or cause them to lose confidence in you as it would be impossible to keep these promises.

- Speak with your Designated Lead Practitioner for Safeguarding for that day immediately. If she is unavailable you should try to contact them via a telephone call.
- Record your concerns, word for word as the child spoke them, on a Cause For Concern form. It is vital that this is done at the time of speaking with your Designated Lead Practitioner. You must not discuss this again with any other person unless your DLP asks you to do so. Doing so, would be a breach of confidentiality and could result in the beginning of disciplinary procedures.
- The Designated Lead Practitioner will then take the appropriate action. A discussion will be held with the child's parents/carers on the day the concern arises, unless it is deemed it would put the child in further danger. Should this be the case the DLP will contact the LADO and/or the Police. The DLP will seek advice from the LADO where necessary regarding making referrals to the Local Authority Social Care Team and will consult the guideline from the Leeds Local Safeguarding Children Board throughout.
- Where a referral is made, it will be the decision of the Social Care Team as to at which point parents/carers are informed and if this is to be done by themselves or by the Sweet Peas DLP.
- The above procedure must also be followed if a Practitioner observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or possible signs of any of the four types of abuse.
- All concerns reported and logged on a Cause for Concern forms will followed up by the Designated Lead Practitioner, or the Deputy Designated Lead Practitioner, within 24 hours.



These records should be signed by the person reporting this and the Manager/Designated Lead Practitioner for Safeguarding, dated and kept in a separate confidential file.

It is important that confidentiality is maintained and that information is only shared with those that 'need to know'. Team members must not make any comments either publicly or in private about a parent or team member's supposed or witnessed behaviour. The member of our team should only discuss this with the Designated Lead Practitioner for Safeguarding. From this point the information will continue to only be shared on a 'need to know' basis. This may include Local Safeguarding Children Board, Local Authority Children's Social Care Team, LADO, the police and the parents/carers, if this is deemed appropriate.

Where the concern is about suspected harm or risk of harm to a child, the referral should be made to the local authority for the area where the child lives. Where the concern is an allegation about a member of our team in a setting, or another type of safeguarding issue affecting children and young people in a setting, the matter should be referred to the local authority in which the setting is located.

The Designated Safeguarding Person will follow the referral procedures set out by the Local Safeguarding Children Board if it is believed that a child is suffering or is at risk of suffering significant harm. When seeking advice, the Safeguarding Officer will note the name of the individual they speak to, record exactly what advice is given and the date and time.

The child (subject to their age and understanding) and the parents/carers will be told that a referral is being made, unless to do so would increase the risk to the child.

Physical contact with children in the setting INCLUDE EMOTIONAL ENVIRONMENT

We believe in creating a loving, safe and secure environment for our children to ensure they have the ability to flourish and reach their full potential. There will be occasions where children need physical comfort when they are tired, upset or worried. This will always be done in sight of other team members as the open layout of our rooms allows for both team and children to be safeguarded at all times. Team members will not ask for a cuddle and it is always inappropriate for team members to instigate any further physical contact such as kissing. Where a child initiates a kiss team members will, where possible, turn their heads to ensure it is not on the lips.



Legislation available

We keep a copy of 'What to do if you're worried a child is being abused' (HMG 2006), Working Together to Safeguarding Children, The Prevent Duty, The Early Years Foundation Stage.

Team behaviour and expectations

To meet and maintain our responsibilities towards children, all team members must adhere to the following standards of good practice:

- Treat all children with respect.
- Set a good example by conducting ourselves appropriately and being a positive role model.
- Involve children in decision-making which affects them and equip children with the skills they need to keep themselves safe (taking age and development of children into account).
- Encourage positive and safe behaviour among children.
- Always listen to children.
- Be alert to changes in a child's behaviour.
- Recognise that some behaviour is age appropriate and it is our responsibility to safely and appropriately guide children through this.
- Ask the child's permission before doing anything for them which is of a physical nature, such as assisting with dressing or administering first aid (where age appropriate).
- When not age appropriate, Practitioners will still ask permission and talk through their actions paying close attention to what the child's body language tells them.
- Children will be taken to the designated nappy change or toilet area before their nappy, pull up or pants are checked for need of changing.

Designated Lead Practitioner for Safeguarding

We have a named person within the nursery who takes lead responsibility for safeguarding and co-ordinates child protection and welfare issues, known as

the Designated Lead Practitioner for Safeguarding (DLPS). The Designated Lead Practitioner for Safeguarding (DLPS) at the nursery is Chloe Hopkins.

The nursery DLPS liaises with the Local Safeguarding Children Board (LSCB) and the local authority children's social care team; undertakes child protection training every 2 years and ensures their skills and knowledge are up to date at least annually, which shows them how to identify, understand and respond appropriately to signs of possible abuse and neglect; and receives regular updates to developments within this field. They also:

- Provide advice, support and guidance to other team members on an ongoing basis and on any specific safeguarding issue. They must be available for team members to discuss concerns with at all times during operating hours, or an appropriately trained deputy Safeguarding Co-ordinator available instead.
- Share information about child protection and good practice with parents/carers, team members and volunteers.
- Keep written records of all concerns when noted and reported by team members or when disclosed by a child, ensuring that such records are stored securely and reported onward in accordance with this policy guidance, but kept separately from the child's general file.
- Refer cases of suspected neglect and/or abuse to children's social care, LSCB or police in accordance with this guidance and local procedure.

Support for those involved in a child protection issue

Child neglect and abuse is devastating for the child and can also result in distress and anxiety for team members who become involved.

We will support the children and their families and team members by:

- Taking all suspicions and disclosures seriously.
- Responding sympathetically to any request from a member of our team for time out to deal with distress or anxiety.
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies.
- Storing records securely.

- Offering details of helplines, counselling or other avenues of external support.
- Following the procedures laid down in our whistle blowing, complaints and disciplinary procedures.
- Co-operating fully with relevant statutory agencies.

Liaising with parents/carers

Where a safeguarding issue arises, parents/carers are normally the first point of contact. If a suspicion of abuse is recorded, parents/carers are informed at the same time as the report is made, except where the guidance of the LSCB/ local authority children's social care team/police do not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents/carers.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents/carers and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interests of the child.

Confidential records kept on a child are shared with the child's parents/carers or those who have parental responsibility for the child, only if appropriate, in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

If an allegation regarding misconduct or poor practice is raised against a team member then a thorough investigation will be conducted and the appropriate action, as per the disciplinary guidelines in our Employee Handbook, will be followed.

Whistle blowing

Please refer to our "Whistle Blowing Policy", and consider it within the context of the safeguarding children policy.

Safeguarding covers broader issues than those covered in this policy. The policies contained throughout this document should be read in line with safeguarding and promoting the welfare of the children of the nursery. Specifically regard should be made in relation to the mobile phone and



camera policy, intimate care and nappy changing policy, preventing extremism and radicalisation policy.

