**SAFEGUARDING POLICY**

In line with L.S.C.P (LOCAL SAFEGUARDING CHILDRENS PARTNERSHIP) Nottingham City Safeguarding Children Partnership (NCSCP) and Nottinghamshire Safeguarding Children Partnership (NSCP).

Safeguarding and promoting children and young people’s welfare is defined as:

* protecting children from maltreatment
* preventing impairment of children’s health or development
* ensuring that children are growing up in circumstances consistent with the provision of safe and effective care,
* taking action to enable all children to have the best outcomes.

The statutory guidance defines child protection as part of safeguarding and promoting welfare. Child protection is the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Child protection takes priority over confidentiality and relationship with the family.

Safeguarding is everyone’s responsibility who works with children- including teachers, general practitioners, nurses, health visitors, early years practitioners, youth workers, police, etc. Effective safeguarding arrangements in every local area should be underpinned by these key principles:

* A child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children
* Safeguarding is everyone’s responsibility: for services to be effective each practitioner and organisation should play their full part

Elizabeth Hudson, Rachel Allsopp and Sarah Allsopp are the Designated Safeguarding Leads (DSL). The DSL’s are senior members of staff who co-odinate the settings safeguarding and protection arrangements by providing advice and support to other staff on child welfare and protection matters, to take part in strategy meetings and inter-agency meetings-and/or to support other staff to do so-and to contribute to the assessment of children. They will liaise with Local authorities and work with other agencies in line with Working Together to Safeguard children (2018).

The nurseries work within the regulations set out by the 1989 Children’s Act and will implement the fundamental principles of the Act. Every child has a right to protection from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent (s), legal guardian (s), or any other person who has the care of the child.

Abuse can be identified as the following:

* Emotional Abuse
* Physical Abuse
* Neglect
* Sexual Abuse

Staff are made aware of the definitions of these types of abuse and how to react to any by means of reading through the ‘What to do if you’re worried a child is being abused’ (located in the safeguarding folder-office) and who to talk to if they have suspicions of abuse on inductions. We seek out training opportunities for all staff involved in the nursery to ensure that they are able to recognise the symptoms of any sort of abuse, and act appropriately and efficiently if a case was to occur.

All physical existing injuries that are seen by a member of staff or disclosed by a parent/carer are documented down on an incident form to explain how the injury occurred outside the setting. All existing incident forms are reviewed by management regularly to see if any patterns occur.

If a child verbally discloses any form of abuse this will be carefully recorded using the child’s exact words and signed by a witness if possible. If any practitioner has any concerns about a child’s welfare then they will pass these concerns over to the DSL’s to seek advice. If Elizabeth or Rachel are not available to contact then please seek advice from Sarah Allsopp senior on duty.

Any information such as observations and body maps will also be passed over in case they are needed for any investigation. The nursery will then inform social care according to the 2015 government non-statutory guidance “what to do if you’re worried a child is being abused-advice for practitioners” (Department for Education, 2015). SAFEGUARDING folder which identifies appropriate pathways.

For urgent safeguarding concerns please make a referral by telephone to 01158764800 and submit a Multi Agency Request Form (MARF) within 24 hours. Send the MARF to Nottingham city council Children’s services by secure email:

[Candf.direct@nottinghamcity.gcsx.gov.uk](mailto:Candf.direct@nottinghamcity.gcsx.gov.uk)

For advice on safeguarding concerns you can contact Children and Families Direct 01158764800.

If staff are not satisfied with the outcome of any internal procedure then they are fully aware of their duty to the child to take concerns directly to:

Social care: 023 92 839111

The nursery will share information regarding child protection with other professionals only if it is important to the child’s welfare. The nursery will take every step in its power to build up a trusting and supportive relationship between families and staff in the group. The nursery will inform parents of all investigations unless sharing the information puts the child at risk of serious harm. If abuse at home is suspected the nursery will continue to welcome the child and family while any necessary investigations proceed. The care and safety of the child is paramount and the nursery will do all that they can to support and work with the family.

On registration to the nursery, parents/ carers are requested to detail any involvement from other professionals. If however parents/ carers do not state this information the DSL’s are able to contact children and families direct for the city or the Multi Agency Safeguarding Hub (M.A.S.H) for the county to request information regarding any agencies working with the family. If the parent/carer does provide information regarding other professionals working with them, then the nursery will strive to work co-operatively with them. Tiny Robins day nursery will work closely with appropriate professionals and provide information relevant to keeping the child safe. Information requested may include attendance patterns, arrival times and existing incident documents. All this information is recorded for every child to safeguard effectively.

**Attendance tracking:**

As a part of safeguarding we track children’s attendance to the setting for patterns of absence, lack of information from parents and children’s ill health. If a child has not arrived for their session within two hours of the start time we contact parent/carer to see if they are attending the session or reason for absence. This is to allow time for lateness and all information given will be documented on the Baby days app and logged on the communication board e.g. called mum at 10:32am child x has sickness bug. If the parent/carer informs us before/during the session that they will not be attending we will also put this on the baby days register and reason (illness, holiday, absence unknown. If we cannot get into contact with parents/carer within the two-hour designated time the manager will be informed who will follow up the same day with email/alternative contact details. If still no contact is made after their next absent session the process will be repeated then contact to outside agencies such as child’s GP practice or health visitor.

If the child has previous safeguarding concerns and they are absent without contact from parent/carer inform management immediately. Who will assess if further contact needs to be made to social care.

Once a month registers will be monitored by management- if The Manager feels that there are safeguarding concerns, she will liaise with the DSL’s to seek the appropriate pathway to follow. Possible referral to children and families direct and/or Nottingham safeguarding team- Karen Shead. Logging a concern about a Child’s safety and welfare form will be completed and kept on file in the child protection folder. This information may be shared with outside agencies if it felt that the child may be in immediate danger.

**Support to staff:**

Management recognise that any staff members who happen to be involved in any child protection issues may find it upsetting or distressing. Management will offer support accordingly during regular supervisions.

**Confidentiality:**

Confidentiality is very important for the children, parents/ carers and staff. The staff will never discuss a child with another parent/carer. All members of staff are bound by confidentiality; however, it must be understood that if at any time it is in the interest of the child then the nursery must break confidentiality and take appropriate action. If such action is necessary the nursery manager will authorise this or share information with staff on a “need to know” basis.

If at any time a parent wishes to speak to a member of staff about a sensitive issue, staff will be pleased to allocate time. All members of staff are expected to remain professional at all times. Children’s personal progress files are stored in each room which is accessible only to staff and each child’s parent/carer on request only and under supervision of a member of staff. When writing reports or documents member of staff will ensure appropriate language is used.

**Physical Contact**

There may be times that staff must use physical contact or minimal force to protect a child or other persons from harm. Physical contact or minimal force will only be used if the child or adult is in immediate danger or causing danger to others. On these occasions an incident report will be completed and signed by witness if possible. If a child has had to be subjected to any physical contact or minimal force then the child’s parents/carer will be contacted immediately and requested to sign the incident form on collection of the child. Staff have completed physical handling of children course on the correct procedure for safely handling children that may be displaying challenging behaviour.

**Conduct/ Whistleblowing**

At Tiny Robin’s day nursery, we expect the highest standard of conduct from all employees, and will treat any concern that an employee may have about illegal or improper conduct seriously. Employees will be expected through agreed procedures and without fear of recrimination, to bring to the attention of the manager any serious impropriety or breach of procedure.

If a member of staff is not happy to approach the manager then they can always contact the Director Elizabeth Hudson.

Early years team Nottingham: 0115 915 55 55 Ofsted: 0300 123 1231

**The Prevent Duty**

Prevent is about safeguarding people and communities from the threat of terrorism. Prevent is part of CONTEST, the Governments counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

In order for Tiny Robin’s day nursery to fulfil the Prevent Duty it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from radicalisation is part of our safeguarding duty. We build children’s resilience to radicalisation by promoting fundamental British Values (See British Values policy).

We understand that there is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff are alert to changes in children’s behaviour which could indicate that they may need of help or protection.

Attentional training- management and room leaders have all completed an E-learning course which is a programme provided by Channel. It focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. This E-learning course includes information on how Channel links to the Government’s counter-terrorism strategy (CONTEST) through the Prevent Strategy. It also provides guidelines on how to identify people who may be vulnerable to radicalisation and how to refer them to the Channel programme.

Further advice can be found:

* DFE- The Prevent Duty (A copy can be found in the safeguarding folder-office)
* HM Government-Revised Prevent Duty Guidance for England and Wales

**Lockdown Procedure**

Tiny Robins recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the nursery, its staff, children, visitors or property. Where possible the nursery will act to ensure the safety of all in the setting if any of the below arises:

* In the event that an unauthorised person considered dangerous is on the nursery grounds.
* In instances of domestic breakdown where estranged parties are attempting to abduct children.
* In instances where staff, student, volunteers from within the setting become a threat to the wellbeing of others.
* In emergency situations where there is potential risk from poisonous spills or fumes.

A lockdown will be initiated by the recognisable signal of 3 whistle blows. In the event the whistle is not available staff should shout lockdown 3 times.

Lockdown procedures will be practiced from time to time so staff and children are aware of the protocol.

Staff will follow the **CLOSE** procedure

**C**lose all windows and doors

**L**ock up

**O**ut of sight and minimise movement

**S**tay silent and avoid drawing any attention

**E**ndure. Be aware that you may be in lockdown for some time.

The following steps will be followed in an emergency lockdown situation;

1. On hearing the lockdown signal the manager or deputy will call 999 for assistance
2. Room leaders will lock all doors and windows in each room and the hallway (including the front door) and collect the room Ipads.
3. Staff to guide all children to the cygnets/ baby room at the back of the property and keep them calm. If anyone is outside, call them in. Close the curtains to all windows and doors.
4. Manager/Deputy to collect mobile phone
5. Immediate headcount should be taken
6. Supervise, ensuring everyone is out of sight and are sitting quietly.
7. Nobody should be permitted out of the safe area during a lockdown procedure.
8. Remain in lockdown until the all clear has been given by the police.

**Promoting the Fundamental British values**

The DfE have reinforced the need “to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.”

The Government set out its definition of British values in the 2011 Prevent Strategy. At Tiny Robin’s day nursery these values are reinforced regularly and in the following ways:

**Democracy:**

Making decisions together. As part of the focus on self-confidence and self-awareness as cited in Personal, Social and Emotional Development:

The staff will encourage children to see their role in the bigger picture, encouraging children to know their views count, value each other’s views and values and talk about their feelings, for example when they do or do not need help. When appropriate demonstrate democracy in action, for example, children sharing views on what the theme of their role play area could be with a show of hands.

Staff will support the decisions that children make and provide activities that involve turn-taking, sharing and collaboration. Children should be given opportunities to develop enquiring minds in an atmosphere where questions are valued.

**Rule of law:**

Understanding rules matter as cited in Personal Social and Emotional development as part of the focus on managing feelings and behaviour:

Staff will ensure that children understand their own and others’ behaviour and its consequences, and learn to distinguish right from wrong. Staff will collaborate with children to create the rules and the codes of behaviour, for example, to agree the rules about tidying up and ensure that all children understand rules apply to everyone.

**Individual liberty:**

Freedom for all as part of the focus on self-confidence & self-awareness and people & communities as cited in Personal Social and Emotional development and Understanding the World:

Children should develop a positive sense of themselves. Staff provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities, for example through allowing children to take risks on an obstacle course, mixing colours, talking about their experiences and learning.

Staff will encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions, for example in a small group discuss what they feel about transferring into Reception Class.

**Mutual respect and tolerance:**

Treat others as you want to be treated. As part of the focus on people & communities, managing feelings & behaviour and making relationships as cited in Personal Social and Emotional development and Understanding the World:

Staff should create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued and children are engaged with the wider community.

Children should acquire a tolerance and appreciation of and respect for their own and other cultures; know about similarities and differences between themselves and others and among families, faiths, communities, cultures and traditions and share and discuss practices, celebrations and experiences.

Staff encourage and explain the importance of tolerant behaviours such as sharing and respecting other’s opinions.

Staff promote diverse attitudes and challenge stereotypes, for example, sharing stories that reflect and value the diversity of children’s experiences and providing resources and activities that challenge gender, cultural and racial stereotyping.

**Child Going Missing**

This has never happened but complacency is a hazard we must avoid at all costs. The welfare of the children in our care is paramount. Children may go missing and EVERY member of staff has equal responsibility in ensuring the safety of the children and knowing where they are. Security and the child’s safety are the utmost importance at the nursery. In the event that a child is reported missing the following actions will be followed:

* Staff will remain calm! One member of staff will watch over the rest of the children in a safe place with minimal disruption, whilst others search the immediate and surrounding areas. The most senior member of staff will assign others to cover all possible areas.
* All ‘hideaways’ will be explored such as toilets, sleeping areas, shelves of toys and under tables.
* If after a thorough search it proves unsuccessful in establishing the whereabouts of the child, the emergency services and the parents/carer will be contacted.
* The parents will be informed every ten minutes of progress.
* On arrival of the emergency services and the child’s parents/ carer the manager will be responsible for informing them of all information in respect to the missing child and what action has been taken.
* Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again. This will then be put into a report by the manager and sent to Ofsted.

Prevent systems in place to minimise the risk of children going missing:

* Front door has a magnetic lock and door release button
* Secure windows
* Vigilant staff
* Children counted on regular intervals
* Staff are required to register children’s arrivals and departures
* Key people of new children always take extra care to be aware of their whereabouts and ensure they know of the boundaries of where they can and cannot go.
* Parents are advised of our security procedures and will be given opportunity to discuss any concerns, particularly if their child has an adventurous nature.
* Parents are made aware of the need for supervision of children at all times especially of their responsibility to ensure their child’s arrival or departure is noted by a member of staff (hand over)
* Children are always counted before going out to play and again when they are lining up to come back indoors. A member of staff will always be at the end of the line to ensure no children are left outside.

**Dropping off:**

Children will not be allowed into the nursery before the beginning of their booked session as this will impact on our staff to child ratios. We ask parents of children ages 2,3 and 4 accessing the funded sessions to arrive promptly at the start of their designated session. Parents/carers must take their child to their allocated room. They should pass their child over to a member of staff or their key person so that the child can settle in. When leaving the nursery at the end of a session a member of staff must be present to hand over and to ensure safety of the nursery at all times.

**Picking up:**

In the case that parents have separated, the nursery should be advised as to who will be picking the child up. Parents should be reminded that both Mother’s and Father’s have equal parental responsibility unless otherwise stated and therefore neither can be refused the collection of their child unless stated by law in a legally binding document. The nursery will always make the welfare of the children the main priority and in situations management will seek advice from children’s social care and the police.

The nursery states that adults must collect children from the setting, if they require somebody under the age of eighteen to collect your child, you MUST discuss this with management in person prior to the collection. Management will use their discretion as to whether the welfare of the child may be put at risk.

**Late pick-ups:**

At the end of each session children must be collected on time. In the event of an unavoidable delay, we ask that parents telephone the nursery to let us know that they are going to be late and the length of their delay. We operate a late pick up charge scheme: a charge of £5 for the first 5 minutes, with an additional of £5 for every 5 minutes thereafter. This charge helps to cover the additional staffing costs incurred. The nursery has an obligation to stay with any uncollected child at the end of the day, until that child is collected. If the child is not collected on time, our legally required staff to child ratio will be infringed as two members of staff must remain at the nursery until the last child has been collected. A record on the register will be kept of all the children who are picked up late. This will note the date and time at which the child was collected.

**Somebody else picking up child;**

If for any reason the parents of the child are not collecting him/her from nursery we must be informed in person or by telephone of the name of the nominated person picking up. The nursery also requires the nominated person to provide a ‘password’ to ensure correct identity of the nominated person and if possible a photograph for extra security.

**Uncollected children:**

If any child is not collected within a reasonable time Social Services will be contacted in order to protect the child.

List of useful documents:

* Information sharing: Advice for practitioners providing Safeguarding services to Children, Young people, Parents and carers (2015)

-Seven Golden rules for sharing information

* What to do if you’re worried a child is being abused-advice for practitioners (2015)

**Allegation of staff member**

In the event of an allegation being made against a staff member the member of staff will be immediately suspended whilst investigations are carried out. In order to protect all those involved the member of staff will be strongly advised not to contact any staff, children or families connected to the nurseries during the investigation. The member of staff will have DBS disclosures at an advanced level. All persons waiting for their DBS will be supervised at all times by senior members of staff and will not become involved with toileting or nappy changing duties.

In the event that an allegation is made against a member of staff the Local Authority designated officer (LADO) will be contacted.

An allegation may relate to a person who works with children who has:

* Behaved in a way that has harmed a child, or may have harmed a child
* Possibly committed a criminal offence against or related to a child; or
* Behaved towards a child or children in a way that indicates they may pose a risk of harm to children

The LADO will advise as to the appropriate procedures to follow during this time.

**In Nottingham City, the LADO role is undertaken by the following people:**

**Richard Powell** Managing allegations in all settings (LADO) 0115 8764747

Rich.powell@nottinghamcity.gov.uk

**Karen Shead** (0-19) Safeguarding Co-ordinator 0115 8764725

karen.shead@nottinghamcity.gov.uk

**Melissa Hopewell** LADO Business support 0115 8764776

Melissa.hopewell@nottinghamcity.gov.uk

**LADO email account : lado@nottinghamcity.gov.uk9-**

The information collated from the investigation and the outcome will be provided to Ofsted as soon as possible as reasonably practicable, but at least within 14 days.

**OFSTED** to be informed 0300 123 1231

All staff will have safer working practises, professional boundaries, physical contact and lone working explained fully on induction to Nursery.

**Mental health and support**

If you feel that you would like someone to speak to regarding your own or someone elses mental health if it is becoming a concern please speak out. We are here to offer someone to listen, alternatively here is a list of useful numbers and websites:

Samaritans08457909090 [www.samaritans.org](http://www.samaritans.org)

Mental health crisis team for young people 01159691300 [www.nottinghamshirehealthcare.nhs.uk/camhs-crisis-team](http://www.nottinghamshirehealthcare.nhs.uk/camhs-crisis-team)

Family lives 08088002222 [www.familylives.org.uk](http://www.familylives.org.uk)

Childline 08001111 [www.childline.org.uk](http://www.childline.org.uk) or [www.nspcc.org.uk](http://www.nspcc.org.uk)