

Safeguarding and promoting the welfare of children, for the sake of this policy is defined as:

- Protecting children from maltreatment
- Preventing the 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.

(Definition taken from the HM Government document 'Working together to safeguard children 2015').

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single child protection policy, therefore this document should be used in conjunction with the other nursery policies and procedures.

Statement of Intent

The Teddy Bears Inn Day Nursery will endeavour to work closely with children, parents outside agencies and community to continually provide a positive safe & secure environment, and to build strong relationships with children's home life in order to aid the safety of that child away from the Nursery.

The Teddy Bears Inn Day Nursery's prime responsibility is the welfare and well being of all the children in our care, because of this we believe it is our duty to the children, parents, carers and staff to act quickly and responsibly in any instance that may come to our attention.

This statement lays out the procedures that will be taken if we have any reason to believe that a child in our care is subject to either emotional, physical or sexual abuse or neglect.

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need

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- Share information with other agencies as appropriate.

The legal framework for this policy is based on:

Safeguarding Vulnerable Groups Act 2006

The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014

Working together to safeguard children, 2015

Childcare Act 2006

Children Act 2004

Counter Terrorism and Security Act 2015

What To Do If You're Worried a Child Is Being Abused 2015

Practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff will often be the first people to sense that there is a problem. They may well be the first people in whom children confide about abuse. The nursery has a duty to be aware that abuse does occur in our society.

This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to welfare issues including physical, sexual, emotional abuse or neglect.

Our prime responsibility is the welfare and well-being of all children in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. All staff will work as part of a multi-agency team where needed in the best interests of the child.

The nursery aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained to understand the safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Ensure that all staff feel confident and supported to act in the best interest of the child share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures
- Ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Make any referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Safeguarding Children Board
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Ensure that children are never placed at risk while in the charge of nursery staff

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- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children, or living or working on the nursery premises including reporting such allegations to Ofsted/police and other relevant authorities (see allegations against members of staff)
- Ensure parents are fully aware of Safeguarding/child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Michelle Williams will regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Safeguarding Children Board.

Children will be supported by offering reassurance, comfort and sensitive interactions. Activities will be devised according to individual circumstances to enable children to develop confidence within their peer group.

Contact telephone numbers

Local authority children's social care team **[01733863744]**
Local authority Designated Officer (LADO) **[01733 864038]**
Local Safeguarding Children Board (LSCB) **[01733863744]**

If any of the above numbers fail to work, please ring Peterborough city council on- 01733 747474 and they will direct you to the right department.

Ofsted 0300 123 1231

Non-emergency police **101**

Government helpline for extremism concerns **020 7340 7264**

Types of abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them, or by failing to act to prevent harm. Children may be abused within a family, institution, or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Physical abuse

Action needs to be taken if staff have a reason to believe that there has been a physical injury to a child, including deliberate poisoning; where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

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Principal: Michelle Williams

Many children will have cuts and grazes from normal childhood injuries – these should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager

Procedure:

- All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member
- The incident will be discussed with the parent at the earliest opportunity
- Such discussions will be recorded and the parent will have access to such records
- If there appear to be any queries regarding the injury, the Local Safeguarding Children's Board (LSCB) in the local authority will be notified.

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Procedure:

- All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member
- The incident will be discussed with the parent at the earliest opportunity, where felt appropriate
- Such discussions will be recorded and the parent will have access to such records
- If there are queries regarding the injury, the local authority children's social care team will be notified in line with procedures set out by the Local Safeguarding Children Board (LSCB).

Female genital mutilation

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. For those nurseries caring for older children in their out of school facility this may be an area of abuse you could come across. Symptoms may include bleeding, painful areas, and acute urinary retention, urinary infection, wound infection, septicaemia, and incontinence, vaginal and pelvic infections with depression and

post-traumatic stress disorder as physiological concerns. If you have concerns about a child in this area, you should contact children's social care team in the same way as other types of physical abuse.

Sexual abuse

Action needs to be taken under this heading if the staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour or language.

This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge, and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing; the procedure stated later in this document under 'recording abuse suspicions' will be followed.

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the nursery manager
- The matter will be referred to LSCB in the local authority.
- A sensitive and confidential discussion will be held with the parents/carers of any other children party to inappropriate play.

Emotional abuse

Action should be taken under this heading if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may

also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Procedure:

- The concern should be discussed with the Manager/Deputy
- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- A Common Assessment Framework (CAF) may need to be completed
- If there appear to be any queries regarding the circumstances, the matter will be referred to the LSCB in the local authority.

Neglect

Action should be taken under this heading if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation and failure to seek medical treatment when required on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Procedure:

- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- A CAF may need to be completed
- If there appear to be any queries regarding the circumstances the LSCB in the local authority will be notified.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour

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- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries.

Aims

We will aim to:-

- Provide an environment in which children can develop a positive self image, regardless of race, language, creed, culture or home background.
- To help children develop positive relationships with parents, carers, other adults and their peers.
- To encourage children to develop a sense of autonomy and self confidence.
- To give children a sense of routine.
- To enable children to have the self confidence and the vocabulary to resist inappropriate approaches and to report them to a trusted adult.
- To work extremely closely with parents and carers in order to increase their understanding of and commitment to the welfare of all the children and also to improve their understanding in our commitment to the safety & welfare of the children.

Liaison With Other Bodies

- The Teddy Bears Inn Day Nursery works within the Peterborough safeguarding children board Guidelines and a copy of these guidelines is displayed for staff, parents and carers to see.
- We will notify Ofsted by telephone call in the first instance and then followed by an official letter within 48hrs of any incident or accident and any changes in our arrangements which affect the wellbeing of the children.
- We have formulated and maintain procedures for contacting the local authorities on child protection issues which are laid out clearly in this document.
- If a report is to be made to the authorities, we act within the Peterborough safeguarding children board guidance in deciding whether we must inform the child's parents at the same time.

Staffing and Volunteering

It is the policy of the nursery to provide a secure and safe environment for all children. The nursery will therefore not allow an adult to be left alone with a child who has not received their enhanced Disclosure and Barring Service (DBS)/CRB clearance.

All staff will attend child protection training/local safeguarding and receive initial basic child protection training/safeguarding during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery.

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We have a named person within the nursery that takes lead responsibility for safeguarding and co-ordinates child protection and welfare issues. The nursery DSCO undertakes specific training and receives regular updates to developments within this field.

At The Teddy Bears Inn Day Nursery The Designated Safeguarding Co-ordinator (DSCO) is:

Who is supported by both senior managers:

- We provide adequate and appropriate staffing resources to meet the needs of children
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We recheck the suitability of all adults working or volunteering with children, including anything in their private life or medical background that may affect their suitability to care for the children at regular opportunities
- We abide by Ofsted requirements in respect of references and suitability checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children
- We ensure we receive at least two written references for a new member of staff who commences employment with us
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised and do not look at children's documents
- We abide by the Safeguarding Vulnerable Groups Act (2006) 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
- We have procedures for recording the details of visitors to the nursery and 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
- All visitors/contractors will be accompanied whilst on the premises, especially when in the areas the children use

- All staff have access to a whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- All staff will receive regular supervision meetings where opportunities will be made available to discuss child protection training and any needs for further support
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be placed into action to ensure the safety of the child and the adult.

Disciplinary Action

Any instant of a member of staff being dismissed in respect to misconduct relating to a child, we will notify Ofsted, the Peterborough safeguarding children board Committee and the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

Training

Here at The Teddy Bears Inn Day Nursery we aim to ensure that all staff receive individual training on child protection issues including how to recognise the signs and symptoms of possible physical abuse, sexual abuse, emotional abuse and neglect so that they are fully aware of our local authority guidelines for making referrals. We ensure that all staff understand how to report and record their concerns within the Nursery. Updates shall be provided by either outhouse training or detailed in-house training.

Planning

The layout and arrangements within the provision allow for constant supervision to all areas. The nursery is monitored by CCTV equipment which is kept in the office so that further supervision can be made. This is recorded on weekly basis on overwrite. CCTV recordings might be kept for longer if deemed necessary; this will be stored on the nursery computer.

Curriculum

The Teddy Bears Inn Day Nursery introduces key elements of child protection into our foundation stage curriculum, so that children can develop understanding of why and how to keep safe.

Within the nursery we create a culture of value and respect for each individual and ensure that it is carried out on a way that is appropriate for the ages and various stages of the children.

Complaints

Parents are given the opportunity to view and take a copy of the nurseries policies and procedures when they join the nursery. If a parent should have a complaint against a member of staff within the nursery or a volunteer which could include an allegation of abuse the Policy titled PWP0039 Allegations against members of Staff explains the actions that the parent should follow to report this complaint.

The Teddy Bears Inn Day Nursery follows the Peterborough safeguarding children board Committee when investigating any complaint that a member of staff has abused a child. If for any reason a staff member feels the designated safeguarding co-coordinator, managers or owners have caused harm to a child or has failed to act in an appropriate way to an allegation of possible abuse the staff member can either go straight to the safeguarding board on 01733 746028 or approach the next most senior member of staff to guide them through.

Disclosures & Recording and Reporting

The Teddy Bears Inn Day Nursery acknowledges that abuse of children can take different forms – physical, emotional, sexual and neglect. Staff are made aware that various booklets and guidance notes are situated in the nursery giving information about recognising these signs. These booklets and guidelines are not comprehensive or definitive but give indication of situations that should alert staff for possible concern.

Where a child makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the child
- listens to the child
- gives reassurance that she will take action

The member of staff takes care not to influence the outcome either through the way they speak to the child or ask questions of the child.

Once a suspicion has been raised or a disclosure has been made to a member of staff then that member of staff should record the following details in the child's confidential file:

- The child's name
- The child's address
- The age of the child
- The date and time of the observation or disclosure
- An objective record of the observation or disclosure
- The exact words spoken by the child
- The name of the person to whom the concern was reported, with date and time

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- The names of any other persons present at the time
- Any discussions held with the parents if deemed appropriate

These details should be signed & dated by the member of staff taking the record and then passed onto a senior member of staff who should discuss with the member of staff the details of the incident and then sign & date the report and file within the child's confidential file. The senior member of staff should then inform one of the proprietors that an observation or disclosure has been made.

Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals. Any staff member noticing these signs should report this to senior management.

Only senior management shall make advice requests and referrals to the authorities or parents on child protection issues.

Informing Parents

Parents are normally the first point of contact. If a suspicion of abuse is reported, parents are informed at the same time as the report is made, except where the guidance of the local Peterborough safeguarding children board Committee does not allow this. This will be the case where the parent is the likely abuser. In these cases the investigating officers will inform the parents.

Confidentiality

All suspicions and investigations are kept confidential and shared with only those who need to know. Any information is shared under the guidance of the Peterborough safeguarding children board Committee. Staff should be made aware that confidentiality also implies to other members of staff within the nursery and that any breach of confidentiality will result in gross misconduct and the companies' disciplinary procedures will suit.

Support to Families

The nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the group.

We will continue to welcome the child and family into the nursery while investigations are being made in relation to abuse in the home situation. Confidential records that are kept on a child are shared with the child's parents and those with parental responsibility for the child only if appropriate under the guidance of the local Area Protection Committee.

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. However the Child's welfare will be at the forefront of any actions of the nursery.

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Social Networking, Cameras and Mobile Phones

At the Teddy Bears Inn Day Nursery we are very aware of the safeguarding and confidentiality issues which can arise from the use of social network sites, mobile phones personal cameras for this reason we ask all members of staff to abide by the Social Networking, Cameras and Mobile Phone policy pwp044 and follow the guidance on the use of photographs in the setting.

Failure to do so will result in the activation of the nurseries disciplinary procedures.