

## **SAFEGUARDING CHILDREN POLICY**

Rainbow Corner Nursery Schools Designated Safeguarding Officers are:



Emma Fowles  
(Nursery Manager)



Clare Purdy  
(Deputy Nursery Manager)



Linda Smith  
(Deputy Nursery Manager)

**Strategy** - To work in line with the Local Safeguarding Children Board (LSCB) guidance and The Department for Education procedures, ensuring Safeguarding to all children within our nursery school. We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

The Department of Education defines safeguarding and promoting the welfare of children as:

- \* Protecting children from maltreatment.
- \* Preventing impairment of children's health or development.
- \* Ensuring children are growing up in circumstances consistent with the provision of safe and effective care.

### **Guidance Supporting This Policy-**

The children's Act 1989 and 2004

4 Local Safeguarding Children Board

What to do if you're worried a child is being abused 2015

Working Together to Safeguard Children 2015

Information Sharing 2015

Prevent Duty & Promoting British Values 2015

Statutory Framework for the early years foundation stage 2014

Keeping Children Safe in Education 2015

**Definitions of Abuse** - Abuse includes all forms of physical abuse including sexual abuse and all forms of ill treatment which is not physical.

**Definition of Harm** – Harm includes the impairment of health (physical and mental) or development (intellectual, physical, emotional, social or behavioural).

### **Examples of indicators of the 4 main types of Abuse –**

**Physical** – unexplained bruising; inconsistent with their age and stage of development; facial bruising; hand and finger marks; unexplained fractures.

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**Neglect** – Poor hygiene; dirty/torn/inappropriate clothing; untreated medical problems; poor nourishment; failure to thrive.

**Emotional** – Attention seeking; withdrawn; telling lies; low self esteem.

**Sexual** – Sudden changes in personality; aggression; showing affection in sexual ways inappropriate to their age; difficulty in walking and sitting; itching in genital areas; infection; withdrawn, bruising or bleeding to vagina or/and anal area.

Domestic Violence leads to abuse whether it be emotional or physical, sometimes both, it is important to signpost parents to local support services within the community as well as look for indicators that Domestic violence is taking place. Indicators include: Role play of behaviours witnessed, aggressive behaviours towards other children, withdrawn, emotional, toileting accidents, parents avoidant.

**Our aims** – Protecting children and teaching them how to protect themselves (personal safety). To raise awareness of staff, children, parents and all others present in the setting. All children are given opportunities and experiences everyday such as role-play, creative and language activities enhancing their abilities to develop a sense of self-awareness and self-confidence to express their feelings. We ensure these are safe by risk assessing and by having sufficient experienced and trained staff.

**Confidentiality** – It is the nursery's policy that any information given, or disclosed by a parent or any other professional associated with that child be treated with the utmost confidentiality. However, if the child discloses something of concern he/she will be made aware that it is in their interest that the information will be shared between relevant parties. A record of this is then stored in a locked cupboard in the nursery office.

**Responding and Recording** appropriately to Suspicions of Abuse - The staff are required to be aware of the first signs or symptoms of physical, sexual, emotional abuse and neglect, and how to follow the correct child protection procedures.

**Designated Person** – Emma Folwes (Manager) is responsible for liaising with Child Protection agencies (Local children's service, Local Authority Designated Officer, the police and the Local Safeguarding Children Board), in the managers absence both the deputy managers Clare Purdy and Linda Smith take over this responsibility. They have a job description which sets out all responsibilities. Training is updated every three years; any other members of staff are given opportunities in order to train.

**All staff** employed have an induction which involves all policies and procedures contained in their staff manuals, with high regard to the Safeguarding Children Policy with regards to 'What to do if you if you are worried about a child being abused'. During induction, all staff members attend the basic safeguarding training, complete Prevent Duty training through Channel, and complete Female Genital Mutilation (FGM) training online. Staff are also informed of the 4 Local Safeguarding Children Board Website:

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<http://www.4lscb.org.uk/>

Here staff, parents, students and visitors can find advise and in formation in safeguarding children.

**Disclosure and Barring Service (DBS) Checks** – All staff, volunteers and student placements have Enhanced Disclosures and all appointments are conditional on successful completion of a probationary period, subject to two references and health checks. Any member of staff awaiting a DBS Check will be supervised by a room leader at all times and their name displayed in their working room, as with any student placement they are unable to take part in any intimate care routines involving the change of nappies and accompany children to the toilets, they will not at any time be left on their own.

**Disqualification by association** – all staff members, volunteers and placements complete a suitability declaration. This is reviewed regularly through on going meetings such as supervision and appraisals and annual updated forms, staff also on signing into the nursery building declare there are no changes to their situation, which may affect their suitability to work with children.

If a member of staff is living in a household with someone who is disqualified, then they too are disqualified from working with children by association. This applies to household members including partner, children including foster children, house share colleagues and lodgers. Ofsted must be notified within 14 days, if a member of staff is found to be disqualified or is found to be living with someone who is disqualified.

On average there are three members of staff in each room, thus preventing any member of staff being left alone with an individual child or small groups of children for long lengths of time.

When a member of staff changes a child's nappy or clothing, they must notify other staff members they are working with to ensure another member of staff is present. If taking children to the toilet, they must make other staff members aware.

A detailed form must be completed by staff members when changing children's clothes. This is shared with the parent and then signed by the parent and staff member, another member of staff needs to be a witness to this.

All staff attend regular supervision meetings with the manager to discuss children's development and well-being and to discuss any safeguarding issues that may arise. The manager ensures that staff members carry out their responsibilities to a professional standard and identify their learning needs in order to support them in fulfilling their roles and responsibilities.

**SAF** –Single assessment framework.

If a family is identified in needing further support from additional services we will invite the parents/carer to complete a SAF. This assessment tool helps identify which professionals and agencies need to be involved to help and support the family.

The parent will be given the option to choose a 'lead professional' this person will be responsible for liaisons with other agencies. A member of staff, usually the manager from the nursery will attend/send a report to any 'Team Around the Child' (TAC)

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meetings set up for the child during the time in which they attend the setting. Before any SAF is undertaken, the manager should contact **MASH** – Multi Agency Safeguarding Hub on 0845 671 0271/023 9268 8793-cafenq@portsmouthcc.gcsx.gov.uk as there may already be a SAF in place. MASH are a team of professionals from social care, education, health and the police, who will respond to any concerns we may have.

If a child in our care is subject to social care intervention and already has a SAF, child protection plan or a child in need plan in place, additional information may be required about the child, additional information may include: A record of the arrival and departure times of the child, a record of who drops off and collects and a record of any attendance patterns. This is discussed with the child's key person and information is shared with the Manager, who will notify the relevant professionals involved.

### **Responding and Recording**

If a child talks to any staff, volunteers or students, or any signs of abuse are noticed, then the following guidelines should be followed: (In blue for differences in recording when indicators seen)

- Listen to and take seriously any information shared that a child may be at risk of harm
  - Clarify the information
  - Note down an in-depth description of marks/ indicators seen on the child and the child's behaviour.
  - Stay calm and reassuring
  - Do not make promises that cannot be kept e.g. confidentiality – tell the child that you will have to tell someone else who will be able to help; explain that only those who 'need to know' will be told
  - Reassure the child that they were not to blame and that they were right to talk to you
  - Keep an open mind
  - Record the conversation and facts verbatim in writing immediately afterwards on the 'Safeguarding Children Record Keeping Form', located in the nursery office.
  - Writing notes during the conversation may put undue pressure on the child
  - Try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
  - Try not to show signs of shock, horror or surprise
  - Do not express feelings or judgments regarding any person alleged to have harmed the child
  - Explain sensitively to the child/staff that they have a responsibility to refer the information to the Designated Safeguarding Officer
  - Report to the Designated Person or Manager who will contact the Local Safeguarding Children's Board Department as necessary as well as inform Ofsted.
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### **Disclosures/Concerns**

Records should include:

- Name of child
- Age of child
- Time and Date of observation / abuse indications noticed
- Objective, in-depth description of the child's behaviour/appearance/marks without interpretation where possible.
- Where possible record the exact words spoken by the child
- Date and name of the person recording
- Name of witness if present
- Signature of manager
- All records are placed in a file and kept in a locked cupboard in the office.

If there are any concerns that suggest a child may be subject to sexual exploitation or forced marriage the manager will report to the Local Safeguarding Children Board immediately and inform Ofsted that they have done so.

If there are any concerns that suggest a child has been subject to Female Genital Mutilation (FGM), all concerns will be recorded and reported to the police and Children's Social Care immediately and again Ofsted will be informed of this as soon as possible. Staff during their induction process will have online training on FGM, they will be made aware through this training of the NSPCC FGM Helpline: 08000 383 550, and email address: [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk). Using these contact details Staff are able to receive advice and guidance as well as report any concerns they may have. Please find in the main Policy folder traditional and local terms for FGM.

For other records/ reports, if the child is thought to be in immediate risk of serious harm, then the Police will be contacted, as well as the Local Safeguarding Children Board and Ofsted will be informed no later than 14 days later, but preferably as soon as possible.

Concerns will be taken to the child protection officer who follows the necessary procedures. If immediate action is not thought to be necessary to protect the child, further observations will continue to monitor the child's behaviour.

We will follow the guidance set out in the publication 'What to do if you are worried a child is being abused'.

If further action is required the child protection officer will continue with the Referral process and contact MASH – Multi Agency Safeguarding Hub in order to discuss the events which have taken place for an initial assessment, and will make a referral to Children's Services if directed to do so; following up in writing within 48 hours. The manager and social worker acknowledge receipt of referral and decide on the next course of action within one working day.

An initial assessment may then be required.

Concerns about the child's immediate safety are discussed and if the need for emergency action is required.

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### **Informing parents**

The parents will be contacted immediately if a suspicion of abuse is recorded; parents are informed at the same time as the report is made, except where guidance of the Multi Agency Safeguarding Hub does not allow this. This will usually be the case where the parent is likely to be the abuser. In this case the investigating officer, will inform the parents.

**Privacy** – A child's privacy must be respected at all times.

**Pre –existing injuries**— Any injuries, bruises etc noticed on a child upon arrival at nursery or subsequently discovered, but not thought to be caused during their time at nursery are questioned and a record kept on an existing injuries sheet with the date, location and parent's signature, where possible the child's explanation of the cause of the incident should also be recorded. If a parent was unable to explain an injury, the manager will be notified and decided whether to take immediate action or whether to monitor any subsequent patterns, should they emerge. Please see our existing injuries, accident and incident record keeping policy.

### **Bruising on young children and babies:**

Rainbow Corner Nursery School practitioners need to monitor children's injuries, especially if they cannot be explained. Rainbow Corner Nursery School (following the Local Safeguarding Children Board procedures), has to inform both the Local Children Safeguarding Board and Children's Social Care immediately if suspicious bruising on a child is noticed.

### **When should you be concerned?**

There are some patterns of bruising that may mean physical abuse has taken place.

- Abusive bruises often occur on soft parts of the body – such as the abdomen, back and buttocks.
- The head is by far the commonest site of bruising in child abuse. Other common sites include the ear and the neck.
- As a result of defending themselves, abused children may have bruising on the forearm, upper arm, back of the leg, hands or feet.
- Clusters of bruises are a common feature in abused children. These are often on the upper arm, outside of the thigh, or on the body.
- Bruises which have petechiae (dots of blood under the skin) around them are found more commonly in children who have been abused than in those injured accidentally.
- Abusive bruises can often carry the imprint of the implement used or the hand.
- Non-accidental head injury or fractures can occur without bruising.
- Severe bruising to the scalp, with swelling around the eyes and no skull fracture, may occur if the child has been “scalped” – ie, had their hair pulled violently

### **Cameras / Mobile Phones**

Our 'Camera, mobile phone and recording devices policy', forbids the use of personal cameras, mobile phone and recording devices by staff, students, volunteers, parents/carers and visitors whilst on duty or in the presence of our nursery children.

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The staff will turn off their mobile phones before entering the nursery, sign their phones in and then place it in their designated pocket, in the nursery office, staff are then able to collect their devices at the end of the working day.

### **Medicines**

All prescribed medicine brought into the nursery must be contained within its original box with the child's name clearly labelled on it, with clear instructions of how to administer and when. Any un-prescribed medicines such as Calpol, Teething gel or creams must again have the child's name clearly labelled and instructions of how to administer inside the original packaging. Calpol will only be administered if a child has a temperature of 38 or above. Any medications given throughout the day will be signed in by the parent, signed by the staff who administers the medication (every time), signed by the witness to the administrations and the parents will then also sign on collection. Please have a look at our Medications Policy.

**Allegation of Abuse made against a member of staff or volunteer** - If a member of staff is accused of an allegation of child abuse, s/he will not be left unsupervised until the manager has contacted the Local Authority Designated Officer (Denise Lingham) for advice. If a serious allegation is made against a member of staff, it may be necessary to suspend them while an investigation takes place.

Investigations will be in line with Local Children's Services guidelines and the Local Safeguarding Children Board (LSCB). The Local Authority Designated Officer (LADO) Gill Burtwell, 02392 841 261/ 023 9288 2500 [gill.burtwell@portsmouthcc.gcsx.gov.uk](mailto:gill.burtwell@portsmouthcc.gcsx.gov.uk) is to be alerted to all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed a child.
- Possibly committed a criminal offence against children, or related to a child.
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Confidential records will be kept of all the allegations and of all subsequent proceedings. Ofsted will be notified within 14 days of any allegations of serious harm or abuse by any person, working or looking after children on the nursery premises.

**Duty of Care** – We will make a referral to the Disclosure and Barring Service (DBS) where a member of staff is dismissed (or would have been, had the person not left the nursery voluntarily first) because they have harmed or put a child at risk of harm.

Our '**Whistle Blowing**' policy advises and encourages staff to feel confident in raising serious concerns at the earliest opportunity.

**Prevent Duty and Promoting British Values** – all early years childcare providers are subject 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 is known as the Prevent

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Duty and Promoting British Values. Here at Rainbow Corner Nursery School we take safeguarding very seriously, therefore to ensure that we adhere to and achieve the prevent duty and promoting British values please See The Prevent Duty & Promoting British Values Policy.

**Contacts/Liaisons with other Professionals**

MASH – Multi Agency Safeguarding Hub  
Civic Offices  
Guildhall Square  
Portsmouth  
PO1 2BG  
**0845 671 0271**  
**023 9268 8793**

The National Business Unit  
Ofsted  
Piccadilly Gate  
Manchester  
M1 2WD  
**0300 123 1231**

**Social Care:**

Emergency out-of-hours – **0300 555 1373**

**Local Authority Designated Officer (LADO):**

Gill Burtwell – **02392 841 261/ 02392 882 500**

**Police** (Non-emergency) – **0845 045 4545**

**4 Local Safeguarding Children Board:**

Portsmouth - 02392 688646  
Hampshire - 01962 876230  
Isle of White - 01983 814545  
Southampton - 02380 833803  
Email: <http://www.4lscb.org.uk/>

**NSPCC Female Genital Mutilation:**

Tel: 08000 283 550  
Email: [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)

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