

Little Munchkins
little things matter



Pre-School and Nursery

Safeguarding & Child Protection Policy

Approved by: Nick Gregory, Owner

Signed:

Date: 1st September 2023

Review Date: 1st September 2024

Safeguarding Policy & Procedure

Intent

Little Munchkins work with children, parents and the community to ensure the safety of children and also to give them the very best start in life. Safety of Child/ren's is every child's rights and this Policy is fundamental to promoting the British Values within our educational curriculum through the aims.

Our aims are to

- Create an environment which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background
- Help children to establish and sustain satisfying relationships within their families, with peers, and other adults
- Encourage children to develop a sense of autonomy and independence
- Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches
- Work with parents to build their understanding of and commitment to the welfare of all our children.

The legal framework for this work is:

- Working together to Safeguard Children 2013
- The Rehabilitation of Offenders Act 1974
- The Children Act 1989
- Human Rights Act 1998
- Data Protection Act 1998
- The Protection of Children Act 1999
- The Education Act 2002
- Childcare Act 2006
- Sexual Offences Act 2003
- Criminal Justice and Court Services Act 2000
- Human Rights Act 1999
- Race Relations Act 2000

Guidance

- What to do if you are worried a Child is being Abused (2004)
- The framework for Assessment of children in Need and Their Families (2000)
- Working Together to Safeguard Children (2006)
- The Common Assessment Framework (2005)
- Safeguarding Children and Safer Recruitment in Education (2007)

Methods

Liaison with other bodies

- We work within Local Safeguard Children Board guidelines.
- Seek advice and guidance from LADO (Local Authority Designated Officer) Barbara Piddington 01962 876364
- We have a copy of Local Safeguard Children Board Guidelines available for staff and parents to see.
- We inform the registration authority (Ofsted) of any notifiable incident or accident and any changes in our arrangements, which affect the wellbeing of children.
- We have procedures for contacting the local authority on safeguarding issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the nursery and children's services to work well together.
- Records of the local NSPCC contacts are also kept.

- If a report is to be made to the authorities, we act within the Local Safeguarding Children Board guidance in deciding whether we must inform the child's parents at the same time.

Staffing and volunteering

- Our named person who co-ordinates safeguarding issues is the Manager and Nick Gregory, the owner.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- All staff will be required to complete an Advanced Safeguarding certificated course, and new staff within their first six months.
- Our nursery / provision will hold one staff meeting every year covering any up-dates to safeguarding required within Child Care.
- 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 abide by Ofsted requirements in respect of references and police checks for staff and volunteers (DBS), to ensure that no disqualified person or unfit person works at the nursery or has access to the children.
- Students and Volunteers do not work unsupervised.
- We abide by the Protection of Children Act 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 a safeguarding nature.
- We have procedures for recording the details of visitors to the nursery.
- We take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children.
- We have a strict **NO MOBILE PHONES or CAMERA** rule which limits staff use of mobile telephones to the staff room only (with the exception of Nick Gregory, the Owner, who holds the company mobile phone which the landline diverts to), only the use of the nursery camera / Tablets is permitted for photo evidence. Photos are downloaded into individual children's files and only used in learning journals or wall displays within the nursery. Disciplinary action will be taken if mobiles are used in any area of the nursery other than the staff room.
- We also ask that parents adhere to our **NO MOBILE PHONES/ CAMERA** policy; staff will ask parents to not use their phone within the nursery or garden to safeguard the children.

Allegations being made against a member of staff

- When an allegation is made against a member of staff or volunteer it is always taken seriously. The safeguarding officer – the Manager or Owner, Nick Gregory to investigate any concerns raised by other staff, parents, volunteers or students.
- All allegation are reported to LADO Local authority Designated Officer (Barbara Piddington 01962 876364). Considered more serious cases will be immediately referred to children's social care and Police. Refer to attached advisory sheet for timeline and contact numbers.

- The member of staff would be suspended without pay duration of the investigation, however refunded if the allegation against them is not sound. Following guidelines set out within our Disciplinary Procedures under Gross Misconduct.
- If the outcome of the investigation is that the children are at risk or are potentially at risk the member of staff would be dismissed under our guidelines of Gross Misconduct in the Disciplinary Procedures.
- The nursery would work closely with the other agencies to resolve the case as soon as possible.

Disciplinary Action

- Where a member of staff or a volunteer is dismissed from the nursery or is internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that their name may be included on the List for the Protection of Children and Vulnerable Adults. We will hand over copies of any documentation / report on our investigation to Police, Ofsted and local Authority for criminal action to be taken.

Training

- We seek out training opportunities for all adults involved in the nursery to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect, so they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the nursery
- In-house safe-guarding training is provided regularly to ensure the importance of protecting children in the nursery is recognised and to ensure knowledge is up to date.

Planning

- The layout of rooms allow for constant supervision. Also staff are expected to place themselves in areas where they can see as many children as possible

Curriculum

- We introduce key elements of safeguarding into the curriculum, so that children can develop understanding of why and how to keep safe.
- We create within the nursery a culture of value and respect for the individual, promoting British Values within our environment and through our educational activities.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

Complaints

- We ensure that all parents know how to complain about staff or volunteer action within the nursery, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board when investigating any complaint that a member of staff or volunteer has abused a child.
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives any cause for concern, the nursery investigates.
- We allow investigations to be carried out with sensitivity. All staff in the nursery will take care not to influence the outcome either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of "failure to thrive" or neglect, we make appropriate referrals.
- If a parent is suspected of substance abuse at drop off or pick up, the nursery will investigate thoroughly according to our child protection policies and make the appropriate referrals to the relevant agencies where deemed necessary.

Disclosures

- Where a child makes a disclosure to a member of staff, that member of staff offers reassurance to the child; listens to the child and gives reassurance that she or he will take action. The member of staff does not question the child or promise to keep any secrets.
- When recording suspicions of abuse and disclosures, the staff should make a record of; the child's full name; the child's date of birth; the date and time of the observation or the 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; and the names of any other person present at the time. These records are signed and dated and kept in a separate confidential file. All members of staff know the procedures for recording and reporting.

Informing Parents

- Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where guidance of the Local Safeguard Children Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers from the Local authority will inform parents or give nursery Management advice.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board. Please refer to our CONFIDENTIALITY POLICY

Support to families

- The nursery will take every step in its power to build up trusting and supportive relationships among families, staff and volunteers in the group.
- The nursery will continue to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.

- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Local Safeguarding Children Board.
- Within the provision the care and safety of the child is paramount and we do all in our power to support and work with the child's family.

This policy was adopted by Little Munchkins on 01/09/2023

Signed on behalf of Little Munchkins:

Nick Gregory, Owner

Next review date: 01/09/2024