



Safeguarding Children Policy

The Grove Nursery,
All Saints Church Hall,
Weybourne Way,
New Haw, Addlestone,
Surrey, KT15 3DH



Safeguarding Children Policy

We intend to create in our Nursery an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We aim to ensure the suitability of adults working with the children and ensure procedures and policies are up to date and all staff, students and volunteers adhere to these. In order to accomplish this:

- It will be made clear to applicants for posts within the Nursery that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All applicants for work within the Nursery, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one referee who may be contacted. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the Nursery is confident that the applicant can be safely entrusted with children. All employees must have an enhanced disclosure completed and be registered with the Disclosure and Barring Service which will be checked on an annual basis by the manager **Allison Brown**. All staff are required to disclose any information which may affect their suitability to work with children at regular staff appraisals.

Seek and supply training

- We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse. All new staff are required to attend Working together to safe guard children within six months of commencing their employment and then to update their knowledge by re-attending this course every three years.

Prevent abuse by means of good practice

- Adults will not be left alone with individual children or with small groups for a long period of time.
- Children will be encouraged to develop a sense of independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- The layout of the halls will permit constant supervision of all children.
- Staff are prohibited to have mobile phones about their person whilst caring for our children.
- Personal cameras are strictly forbidden in the nursery and the cameras used are for the sole purpose of documenting and recording either group or individual activities.

Respond appropriately to suspicions of abuse.

- Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child: dated observations, describing

objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder.

- The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.
- Changes in children's behaviour or appearance will be investigated.
- Parents will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties, then advice will be sort from the Social Care Contact Centre by calling 0300 200 1006. If told that a referral is required, the information we have given will be regarded as a referral and responded to as such.
- Referral will be made to the Social Contact Centre 0300 200 1006 Monday to Friday 8am to 6pm. Referral outside of offices hours will be made directly to the emergency duty team on 01483 571898. If a child is at immediate risk of significant harm then the police will be contacted.
- All referrals must be confirmed within 48hours of them being made, using the multi-agency form and when appropriate include a body map. The latest version of this form will be downloaded at www.surreycc.gov.uk/safeguarding.
- All referrals will contain the following information.

Details of the concern and allegation.

Name, date of birth and address of the child.

Details of the setting, including the details of the manager on site.

Any additional information regarding the child, for example ethnicity and details of other agencies involved.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the Nursery Manager, CPLO (Child Protection Liaison Officer), Room Leader, SENCO and Keyworker

- The Child Protection Liaison Officer for the setting is **Allison Brown**. The deputy CPLO is **Julie DeDoncker**.

Allegations made against a member of staff or volunteer

- If a volunteer or member of staff is accused of any form of child abuse, s/he will be interviewed immediately by the Nursery Manager. The person accused may choose to attend the interview accompanied by a friend or colleague. Any allegation against a member of staff the Surrey County Council Local Authority Designated Officer (LADO) will be informed by telephoning 01372 833321.
- The person against whom the allegation is made will be informed of the allegation and will immediately be suspended while an investigation is made.
- Ofsted will be informed within 14 days of the allegations being made of any serious harm or abuse by any persons working or looking after children on the premises (whether the allegation relates to harm or abuse committed on the premises or elsewhere)

- If the nursery dismisses or removes any member of member of staff/volunteer from working with children because they have harmed a child then the manager has a duty to inform the Disclosure and Barring Service (DBS). Similarly if the staff member resigns during the investigation the manager will once again inform the DBS.

Support families

- The Nursery will take every step in its power to build up trusting and supportive relationships between families and staff.
- Where abuse at home is suspected, the Nursery will continue to welcome the child and family while investigations proceed if appropriate.
- Confidential records kept on a child will be shared with parents, if deemed appropriate by the Manager.
- With the proviso that the care and safety of the child must always be paramount, the Nursery will do all in its power to support and work with the child's family if appropriate.

If we have concerns about a child we will share these concerns with the parent/carer. However if sharing these concerns puts the child at risk of significant or further harm, we will seek advice from the Duty Manager at SCC Contact Centre.

Signed Allison Brown
Date 10.08.2013
Review September 2014