**Safeguarding / Child Protection Policy**

This nursery aims to provide a safe and healthy environment for children. If there is any cause for concern regarding any of the children who attend this setting, we will report this to Kirklees Children’s Service **Duty and Advice Team** **01484 414960** (24 hours for professionals) Members of the public report to 01484 456848. If you are a child and want to report abuse call 01484 456 848 or 0800 1111 if you have an immediate concern for a child’s safety called 999

The Designated Safeguarding Leeds (DSL) in this setting are as follows:

* Named person: Tori
* Second person: Claire
* Third person: Laura

Tori, Claire and Laura have attended various child abuse and neglect courses and keep up to date with child protection issues through continual professional development and regularly checking Kirklees Safeguarding Children Partners (KSCP) for updates. It is also the Designated Safeguarding Lead (DSL) responsibility to ensure that all other members of staff are kept updated with relevant training in child protection and paediatric first aid.

**Child abuse is any action by another person – adult or child – “*that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse”.*  NSPCC: 2019**

There are typically 12 types of abuse, which are:

* Domestic abuse
* Physical abuse
* Emotional abuse
* Sexual abuse
* Neglect
* Online abuse
* Child sexual exploitation
* Female genital mutilation (FGM)
* Bullying and Cyberbullying
* Child trafficking
* Grooming
* Harmful sexual behaviour
* Prevent Duty is also considered part of our wider Safeguarding Policy. We have reviewed and revised this policy and updated it to include a reference to the Prevent Duty and how we identify children at risk of radicalisation. This also includes how children at risk would be referred to the correct authority. We have a separate Prevent Duty Policy
* Our procedure for protecting children at risk of radicalisation is: to risk assess each child, be vigilant for signs that they may be more at risk than others, and look out for changes. If we have any concerns then we will refer to our **Prevent Duty Policy** and seek advice from our local Children’s Social Care **Duty & Advice Team.**

The setting is aware of the possible signs of abuse and neglect and know which steps to take if there is any cause for concern. The staff all know their roles and responsibilities and what procedure to follow if they have concerns. This information is located on the information board with step-by-step guidance. There is also a poster with this information on in each room of the nursery for the staff to see.

If the setting has any concerns regarding a child’s welfare other professionals may be contacted for advice and support. The setting will always keep in line with the General Data Protection Regulation, 2018. We will discuss any concerns with the parents/carers providing this does not increase the risk to the child. If this does, the setting will refer straight to Kirklees Children’s Social Care Duty & Advice by telephone and follow up in writing, OFSTED will also be informed within 14 days at the latest.

**Signs and symptoms of possible abuse and neglect:**

* **Significant changes in behaviour**
* **Unexpected bruising or marks on the body**
* **Any comments made which gives cause for concern**
* **Deterioration in general wellbeing which causes concern.**
* **Any reason to suspect neglect or abuse outside the setting (FGM, radicalisation)**
* **Inappropriate behaviour displayed by other members of staff, or any other person working with the children.**

The setting will implement procedures without delay to minimise any risk to the child. **Kirklees Duty & Assessment** team will be called and followed up with a letter within 48 hours. A factual record will be kept with the details of the concern, parents will be asked for an explanation providing it would not put the child at risk. This record will be stored in accordance with the GDPR. The setting will also contact OFSTED without delay, but at the latest within 14 days.

If a child tells any member of staff that they or another child is being abused, the staff are trained to do the following:

* Show that they have heard what the child is saying and that they take their allegations seriously.
* Encourage the child to talk, however not prompt them or ask any leading questions. The child will not be interrupted when recalling significant events and would be made to repeat their account.
* Explain what actions must be taken in a way that is appropriate to the age and understanding of the child. Not making any promises that we will not tell anyone else.
* Write down what has been said using exact words where possible.
* Make a note of the date, time, place and people who were present at the discussion
* Report concerns immediately (must be reported within 48 hours at the latest)

Parents must notify the setting of any concerns they have regarding their child and/or any accidents, incidents or injuries affecting the child. If the child has any pre-existing injuries, then these will be recorded by asking parents/carers for details of how the child came to have these injuries / marks. Parents will then be asked to sign a pre-existing accident form. If a non-mobile baby comes in with bruising or injuries then this may need to be reported to **Kirklees Duty & Advice**.

To further ensure children’s safety the setting has an effective system in place to ensurepractitioners are suitable to work with children **(please see Allegations Against Provider Policy & Safer Recruitment Policy)** – this policy covers allegations made against members of staff, the vetting process, DBS update system, qualifications and training. All staff receive a copy of the safeguarding and whistleblowing polices as well as: Intimate care, mobile phone policy and The Prevent Duty so they fully understand their duty regarding these.

**Allegation against a member of staff**

If a child protection complaint is made against any member of staff at this setting, then this is taken extremely seriously. The complaint will be reported to the owner (Claire Hamilton) or the manager (Tori Smith) who will immediately contact Kirklees Local Authority Designated Officer **(LADO)** to discuss the allegation and action to be taken (01484 221126). Ofsted will also be contacted.

A referral to the **LADO** must be made within 24 hours if there is information about a person indicating they have:

• 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.

Any allegation can require potentially three different enquiries: a police investigation; a child protection enquiry; and a disciplinary enquiry. The **LADO** will ensure that enquiries are managed appropriately and that information is shared between the police, social care and the employer. The **LADO** will discuss with the employer how the person who the allegation is about will be supported and managed whilst enquiries are being undertaken and how children will be kept safe whilst enquiries are ongoing. If it is evidenced that someone is unsafe to work with children the **LADO** will ensure the required actions have been taken including, when necessary, referring to the Independent Safeguarding Authority.

**For LADO advice, information and referrals** – we will complete the LADO Referral Form and return to LADO.cases@Kirklees.gov.uk and the designated officer will be in contact within 24 hours. The LADO can also be **contacted on 01484 221126**

Professionals should also refer to the West Yorkshire Consortium Safeguarding Children Procedures at http://www.proceduresonline.com/westyorkscb/chapters/p\_alleg\_staff.html

The manager/owner may seek advice from other professionals however they will comply with the GDPR and keep all identities confidential.

• Claire Hamilton / Tori Smith will complete a complaints form.

• Claire Hamilton / Tori Smith will not discuss the allegation with the member of staff concerned, unless advised to do so by the LADO/ Children’s Social Services.

• All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.

• If the LADO/or the police decide to carry out an investigation, it may be possible that we will be advised to suspend the member of staff, whilst enquiries are carried out.

• We will not carry out an investigation ourselves unless LADO/Children’s Social Care or the Police decide it is not appropriate for them to do so. We understand that Ofsted may wish to undertake further investigations.

**How we would take precautions of allegations of abuse been made against us:**

As child care providers, we may be vulnerable to allegations of abuse being made against us. We take precautions to protect ourselves from happening by:

* We ensure everyone in the setting has a valid DBS and are on the update system.
* We ensure any visitor does not have unsupervised access to any of the children. All visits will be recorded in a visitor’s book, noting the name, date, time and reason for visit.
* We record all accidents/incidents in the accident book and informing parents/carers, giving them a copy.
* We note down any noticeable marks on children when they arrive and ensure parents/carers give details of how this has happened and sign our pre-existing accident book.
* We ensure that all staff undertake regular child protection training.
* We ensure that all staff understand and have read our policies and procedures, adhere to these and have access to a copy which is located in reception and online ([www.themeadowschildcare.co.uk](http://www.themeadowschildcare.co.uk)) We keep all policies up to date.
* We will not use personal mobile devices during nursery contracted hours all devices are switched off and kept in a locked room, except for on dinner breaks (away from the children) and in emergencies with permission.
* We only use designated nursery cameras for photos and filming for evidence of the children’s learning and development **(see mobile phone policy).**
* We complete thorough risk assessments and make sure these are carried out on all toys/equipment and areas where children have access to or could potentially gain access to. These risk assessments are reviewed at least once a year, or if new equipment or the layout of the room changes. We also carry out daily risk assessment for example when checking the outside play area **(see accident and incident policy).**

We will ensure all staff have had appropriate checks carried out before they are left alone with children, these are:

* DBS check
* Reference check
* Employment history checked (any gaps investigated)
* Qualifications checked
* Interview process
* ID checks
* An induction process: including whistle blowing, prevent duty, child protection, health and safety.

We will ensure all staff have a thorough induction so they understand their role and responsibilities and have completed child protection training and are familiar and understand all the setting’s policies and procedures. We regularly carry out staff observations, staff supervisions and staff appraisals where staff are given training and the chance to speak openly about any concerns or problems they are having. Staff are encouraged to continue their professional development to provide a high standard of care **(see Safer Recruitment Policy).**