

# Child Protection & Safeguarding Children

## Statutory framework

A Unique Child

3.1 Inclusive Practice

Positive Relationships

3.2 Keeping safe

3.27 Parents as partners

Enabling Environments

3.20 Supporting every child

3.28 The Learning Environment

Learning and Development  
development

1.3 Personal, social and emotional

Safeguarding procedures

- Every child has the right to be protected
- It is everyone's responsibility to protect children

It is the responsibility of all staff employed by Footsteps Day Nursery & Pre-School to apply the Safeguarding Partnerships / Early Years and Childcare Service guidance. Safeguarding Partnerships is a statutory body charged with ensuring the effectiveness of local arrangements and services to safeguard children. We work online with the working together to safeguard children act March 2015.

This involves recognising, recording and reporting signs of child abuse and/or neglect. If we come across any sign of FGM (female genital mutilation) we will report through First Response. We are aware of peer on peer abuse and recognise potential for safeguarding issues and will record within our safeguarding policy.

Details of any child arriving at the nursery with an injury must be recorded in the Incident Book by the parents. If the child's carer is not satisfied with the explanation as to how the injury occurred the parent will be informed that the matter will be taken further. In some cases, if a child is at immediate/further risk of harm parents would not be the first point of contact.

If a member of staff is concerned regarding the possible abuse of a child all relevant information will be recorded. This should include:

- Date, time and place
- Physical signs such as bruising
- Verbal disclosures and comments made by the child
- Uncharacteristic changes in the child



- Inappropriate sexualised conduct of sexual knowledge for the child's age and understanding
- Emotional effects, such as loss of concentration
- Comments made by the parent/guardian after discussions of the concerns

If a child requires urgent medical attention arrangements will be made to take the child to hospital in line with our 'Accident Policy'. A member of staff who suspects a child is being abused can go to a designated officer in the nursery or contact First response themselves.

The manager, Kathy Reynolds, is the Designated Person for Safeguarding children. In addition to Zoe Brett and Area Manager Kelly Carter.

All staff have regular training. Staff are booked on to safeguarding courses as part of their induction with refreshers annually and all staff complete training every 3 years or as required. Designated officers update their certificates every 2 years in line with requirements. Staff at footsteps will have a DBS check when working in our setting in addition to a Disqualification check.

If a member of staff becomes concerned for a child outside of normal office hours they should contact First Response.

#### Allegations involving staff

- A parent or a child makes a complaint against a member of staff the designated officer must be informed.
- Any member of staff who has reason to suspect a child may have been abused by another member of staff either at nursery or elsewhere must immediately inform the designated officer.
- A record of the concerns must be made on a staff allegation form including a note of anyone who witnessed the allegation.
- Designated Officer will notify the Local Authority Designated Officer (LADO) within 24 hours and follow any advice given.
- We will also notify Ofsted on: 0300 1231231 asap but within 14 days.
- If the allegation constitutes a serious criminal offence, it will be necessary to contact the Child Protection and Sexual Crime Unit before informing the member of staff.
- Following advice from LADO we will carry out an investigation. It may be necessary to suspend the staff member but where possible give them other duties.



## **Contact Numbers:**

First Response: 0300 123 4043

First Response out of hours : 08009997677

Local Authority Designated Officer: 01992 555420

Ofsted: 03001231231

Child Protection and Sexual crime unit (police) 01992 588757

If we are concerned about the suitability of any staff member, to work with children. Or a member of staff resigns during allegations of child protection we will make a referral to the Disclosure and Barring service (DBS). 01325 953 795.

### **PREVENT**

We are alert and aware of any child's change in behaviour about radicalisation and to challenge any extremist views. We have regard for the PREVENT duty guidance for England and Wales updated April 2019. A copy is available in the nursery for reference. Staff are supported to try and identify children at risk of being drawn into terrorism. We work to our British values and operate these throughout our preschool, a democracy, individual liberty, rule of law and mutual respect and tolerance. Should we be concerned about a child we will follow out safeguarding procedures and contact First response.

### **Female Genital Mutilation (FGM)**

We will follow the procedures for dealing with cases of FGM as set by Safeguarding Partnership/Early Years & Childcare service guidance. We will always seek advice before making a referral to First Response, however in cases where the removal of a child from this country for FGM is imminent we will contact the Police directly. From a Child Protection perspective, a child for whom FGM is planned is at risk of significant harm through physical and emotional abuse, it may also be considered as sexual abuse.

Typical identifiers / triggers are:

- Family comes from a community known to practice FGM
- Family / child talks about a long holiday
- Family / child may have asked to be excused PE / swimming on return
- Family / child may confide that she is going to a 'special ceremony' when on holiday
- Female child is known to have a mother that has been subject to FGM
- Female child is known to have a sister that has already undergone FGM
- Family are socially isolated or less well integrated into UK society
- Family withdraws female child from PSHE / SRE – to keep child less informed about their body.



## **Bullying**

Bullying is a specific form of abuse which may be prevalent in early year setting and is defined as deliberately hurtful behaviour, usually repeated over a period of time where it is difficult for the victims to defend themselves; this may also be seen as child on child abuse as noted above. The extent of bullying can include emotional and / or physical harm to such a degree that it constitutes significant harm, as set out in the definitions above, due to the extent to which it affects the health or development of the child subject to the bullying behaviour.

## **Whistleblowing Policy**

If any staff member has concerns about another staff member regarding their conduct at work or anything, they feel inappropriate they can come confidentially to their head of room or the manager regarding any issues. Should they have concerns regarding the manager they can speak to Kelly Carter. Should they have any concerns about the Area Manager they can talk to Denis Mair All concerns are strictly confidential to other members of the team and will be protected to the best of our ability to do so.

Any concern can also be reported to LADO or OFSTED should they wish to instead.

## **Mobile Phone Policy**

All staff must leave any mobile phone device in the office. No mobile phones are allowed within the nursery environment where children are present. Staff can use their phones in lunch and break times and if emergency occurs, they can give the nursery landline. Visitors must not use their mobile phones when looking around the nursery. Breakfast/Afterschool Club have a mobile phone, so they can be contacted. The handset does not have a camera.

## **Camera Policy**

The preschool has its own Camera on our own kindle device which is kept on the premises. We have our own files kept on the preschool kindle with the photographs on it and as children leave, they will be deleted. No staff or parents are to be taking photographs on a personal camera or mobile phone.

## **E-Policy**

Staff are prohibited to mention details of Footsteps on any online social networking site. This includes any Parents/Child names or any aspect relating to the preschool. Students and parents are also asked not to mention details of the preschool on any networking site and this is considered gross misconduct which result in disciplinary action.

We have a private Facebook page, should you NOT wish your child to be photographed and published on this page we ask that you inform us in writing. From signing our policies and procedures you give permission for your child to be present in photographs which may be put on to the social media Facebook page. No account can use any photographs from this page and publicly shared on to their own public page. We ask for any permissions via our GDPR forms to be signed.

We also have a public Facebook page where permissions are always sort before any photographs are publicly used for marketing purposes.



### **Electronic Learning Journeys**

Our online system 'Tapestry' tracks and shares a child's progress with their parents. The benefits include improved levels of engagement with parents, reduction in paperwork and careful tracking of the children's progress. Careful consideration has been given to safeguarding and data security. To that end we have ensured that:

Tapestry's information is kept on secure dedicated servers based in the UK. Access to this information is via a unique user ID and password. Parents can only see their child's information and have NO access to other children's. Parents are given a letter fully explaining Tapestry on their child's first day, together with their unique password.

### **Staff Recruitment**

All staff are DBS and disqualification checked, numbers and dates are displayed in the office.

We ask them to inform the manager of any convictions, reprimands and warnings which may affect their suitability to work with children. Staff must declare within their supervisions whether their personal situations haven't changed and Ofsted will be informed within 14 days should a staff member declare this.