**Our Safeguarding** **Children Policy**

Safeguarding and promoting the welfare of children, for the sake of this policy

is defined as:

• Protecting children from maltreatment

• Preventing the impairment of children’s health or development

• Ensuring that children are growing up in circumstances consistent with

the provision of safe and effective care.

*(Definition taken from the HM Government document ‘Working together to*

*Safeguard children’)*

We support the children within our care, protect them from maltreatment and

have robust procedures in place to prevent the impairment of children’s health

and development. Safeguarding is a much wider subject than the elements

covered within this single safeguarding policy, therefore this document

should be used in conjunction with the other nursery policies and procedures.

Our nursery will work with children, parents, external agencies and the

community to ensure the welfare and safety of children and to give them the

very best start in life. Children have the right to be treated with respect and to

be safe from any abuse in whatever form.

Our aim is to:

• Create an environment to encourage children to develop a positive self-

Image.

• Encourage children to develop a sense of independence and autonomy in a

way that is appropriate to their age and stage of development

• Provide a safe and secure environment for all children

• Always listen to children.

Comfort Angelz Daycare has a clear commitment to protecting children and

promoting welfare. Should anyone believe that this policy is not being upheld, it

is their duty to report the matter to the attention of \*nursery

manager/\*owner/\*registered person at the earliest opportunity.

**The legal framework for this policy is based on '**Safeguarding Vulnerable Groups Act (2006)'

Practitioners have a duty to protect and promote the welfare of children. Due

to the many hours of care we are providing, staff will often be the first people

to sense that there is a problem. They may well be the first people in whom

children confide about abuse. The nursery has a duty to be aware that abuse

does occur in our society.

This statement lays out the procedures that will be followed if we have any

reason to believe that a child in our care is subject to welfare issues including

physical, sexual, emotional abuse or neglect.

Our prime responsibility is the welfare and well-being of all children in our care.

As such we believe we have a duty to the children, parents and staff to act

quickly and responsibly in any instance that may come to our attention. All staff

will work as part of a multi-agency team where needed in the best interests of

the child.

The nursery aims to:

• Ensure that children are never placed at risk while under the care of a

nursery staff.

• Ensure that confidentiality is maintained at all times

• Ensure that all staff are alert to the signs of abuse, understand what is

meant by safeguarding and are aware of the different ways in which

children can be harmed including by other children i.e. bullying,

discriminatory behaviour.

• Ensure that all staff are familiar and updated regularly with safeguarding

issues and procedures.

• Ensure parents are fully aware of safeguarding policies and procedures

when they register with the nursery and are kept informed of all updates

when they occur.

• Keep the child at the centre of all we do

• Regularly review and update this policy with staff and parents where

appropriate.

Children will be supported by offering reassurance, comfort and sensitive

interactions. Activities will be devised according to individual circumstances to

enable children to develop confidence within their peer group.

**Contact telephone numbers**

• Ofsted *[*0300 123 1231*]*

• Local Safeguarding Children’s Board *[*0208 379 2767*]*

• Local Authority social services *[***020 8379 2507***]*

**Types of abuse**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse

or neglect a child by harming them, or by failing to act to prevent harm.

Children may be abused within a family, institution, or community setting by

those known to them or a stranger. This could be an adult or adults, another

child or children.

The signs and indicators listed below may not necessarily indicate that a child

has been abused, but will help us to recognise that something may be wrong,

especially if a child shows a number of these symptoms or any of them to a

marked degree.

**Physical abuse**

Action needs to be taken if staff have reason to believe that there has been a

physical injury to a child, including deliberate poisoning; where there is definite

knowledge, or reasonable suspicion that the injury was inflicted or knowingly not

prevented. These symptoms may include bruising or injuries in an area that is

not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles

and face.

Many children will have cuts and grazes from normal childhood injuries – these

should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing.

Other injuries may include burns or scalds. These are not usual childhood

injuries and should *always* be logged and discussed with the nursery manager.

**Procedure:**

• All signs of marks/injuries to a child, when they come into nursery or

occur during time at the nursery, will be recorded as soon as noticed by a

staff member.

• The incident will be discussed with the parent at the earliest opportunity

• Such discussions will be recorded and the parent will have access to such

records

• If there appear to be any queries regarding the injury, the Local

Safeguarding Children’s Board (LSCB) in the local authority will be

notified.

**Fabricated illness**

This is also a type of physical abuse. This is where a child is presented with an

illness that is fabricated by the adult carer. The carer may seek out

unnecessary medical treatment or investigation. The signs may include a carer

exaggerating a real illness or symptoms, complete fabrication of symptoms or

inducing physical illness e.g. through poisoning, starvation, inappropriate diet.

This may also be presented through false allegations of abuse or encouraging

the child to appear disabled or ill to obtain unnecessary treatment or specialist

support.

**Sexual abuse**

Action needs be taken under this heading if the staff member has witnessed

occasion(s) where a child indicated sexual activity through words, play, drawing,

had an excessive pre-occupation with sexual matters, or had an inappropriate

knowledge of adult sexual behaviour or language. This may include acting out

sexual activity on dolls/toys or in the role play area with their peers, drawing

pictures that are inappropriate for a child, talking about sexual activities or using

sexual language or words. The child may become worried when their clothes are

removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge, and bruises

between the legs or signs of a sexually transmitted disease (STD).

Emotional symptoms could include a distinct change in a child’s behaviour.

They may be withdrawn or overly extroverted and outgoing. They may

withdraw away from a particular adult and become distressed if they reach

out for them, but they may also be particularly clingy to a potential abuser so

all symptoms and signs should be looked at together and assessed as a

whole.

If a child starts to talk openly to an adult about abuse they may be experiencing; the

Procedure stated later in this document under ‘recording abuse suspicions’ will be followed.

**Procedure:**

• The adult should reassure the child and listen without interrupting if the child wishes to talk

• The observed instances will be detailed in a confidential report within 24 hours of the incident.

• The observed instances will be reported to the nursery manager.

• The matter will be referred to ESCB in the local authority.

**Emotional abuse**

Action should be taken under this heading if the staff member has reason to

believe that there is a severe, adverse effect on the behaviour and emotional

development of a child, caused by persistent or severe ill treatment or

rejection.

This may include extremes of discipline where a child is shouted at or put down on

a consistent basis, lack of emotional attachment by a parent, or it may include

parents or carers placing inappropriate age or developmental expectations upon

them. Emotional abuse may also be imposed through the child witnessing domestic

abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse.

This may include shying away from an adult who is abusing them, becoming

withdrawn, aggressive or clingy in order to receive their love and attention.

This type of abuse is harder to identify as the child is not likely to show any

physical signs.

**Procedure:**

• The concern should be discussed with the manager and registered person who will decide the appropriate action to take.

• Such discussions will be recorded and the parent will have access to such records

* A Common Assessment Framework (CAF) may need to be completed *(England only)*

• If there appear to be any queries regarding the circumstances, the matter will be referred to the ESCB in the local authority/Enfield intake Assessment team.

**Neglect**

Action should be taken under this heading if the staff member has reason to

believe that there has been persistent or severe neglect of a child (for

example, by exposure to any kind of danger, including cold and starvation and

failure to seek medical treatment when required on behalf of the child), which

results in serious impairment of the child's health or development, including

failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt,

wearing clothes that are too small (especially shoes that may restrict the child’s

growth or hurt them), arriving at nursery in the same nappy they went home in

or a child having an illness that is not being addressed by the parent. A child

may also be persistently hungry if a parent is withholding food or not providing

enough for a child’s needs.

Neglect may also be shown through emotional signs, e.g. a child may not be

receiving the attention they need at home and may crave love and support at

nursery. They may be clingy and emotional. In addition, neglect may occur

through pregnancy as a result of maternal substance abuse.

**Procedure:**

• The concern will be discussed with the parent accordingly at management discretion.

• Such discussions will be recorded and the parent will have access to such records.

• Enfield intake & Assessment Team may need to be completed *(England only).*

• If there appear to be any queries regarding the circumstances the matter will be referred to Enfield safeguarding children's board/ Enfield intake and Assessment Team.

**Indicators of child abuse**

• Failure to thrive and meet developmental milestones

• Fearful or withdrawn tendencies

• Aggressive behaviour

• Unexplained injuries to a child or conflicting reports from parents or

staff

• Repeated injuries

• Unaddressed illnesses or injuries.

**Recording suspicions of abuse and disclosures**

Staff should make an objective record (supported by the nursery manager or

Family Support of any observation or disclosure

and include:

• Child's name

• Child's address

• Age of the child and date of birth

• Date and time of the observation or the disclosure

• Exact words spoken by the child

• Exact position and type of injuries or marks seen

• Exact observation of an incident including any other witnesses

• 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.

• Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the

Manager/Family Support/supervisor, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important **not** to

promise the child complete confidentiality. This promise cannot be kept. It is

vital that the child is allowed to talk openly and disclosure is not forced or

words put into the child’s mouth. As soon as possible after the disclosure it is

vital details are logged down accurately.

It may be thought necessary that through discussion with all concerned the

matter needs to be raised with the Enfield Safeguarding Children's Board and

Ofsted /or a CAF needs to be initiated (England only).Staff involved may be asked to

supply details of any information/concerns they have with regard to a child.

The nursery expects all members of staff to co-operate with the ESCB and Ofsted

In any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about a parent’s

or staff’s supposed or actual behaviour. (Refer to confidentiality policy)

**Staffing and volunteering**

It is the policy of the nursery to provide a secure and safe environment for all

children. The nursery will therefore not allow an adult to be left alone with a

child who has not received their enhanced DBS disclosure clearance.

All staff will attend safeguarding training within their first six months of

employment and receive initial basic training during their induction period. This

will include the procedures for spotting signs and behaviours of abuse and

abusers, recording and reporting concerns and creating a safe and secure

environment for the children in the nursery.

We have a named person within the nursery that co-ordinates safeguarding

and welfare issues. The nursery family support worker will undertake specific training and access regular updates to developments within this field.

The Designated Safeguarding Co-ordinator (DSCO) at the Comfort Angelz Daycare is: Christine Vant and Beverley Debra and family support worker is Beverley Debra.

• We provide adequate and appropriate staffing resources to meet the

needs of children

• 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.

• All DBS disclosures checks will be updated on a regular basis to

ensure the suitability of the adults caring for the children.

• We abide by Ofsted or requirements in respect of references

and suitability checks for staff and volunteers, to ensure that no

disqualified person or unfit person works at the nursery or has access to

the children.

• We ensure we receive at least two written references BEFORE a new

member of staff commences employment with us.

• All students will have enhanced DBS disclosures conducted on them

before their placement starts.

• Volunteers, including students, do not work unsupervised.

• We abide by the Safeguarding Vulnerable Groups Act (2006)

requirements in respect of any person who is dismissed from our

employment, or resigns in circumstances that would otherwise have lead

to dismissal for reasons of safeguarding concern.

• We have procedures for recording the details of visitors to the nursery

and 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.

• All contractors/external workers will be DBS checked and the

Manager will request this before allowing them access to the nursery. All

Visitors/contractors will still be accompanied whilst on the premises,

especially when in the areas the children use.

• All staff have access to a whistle blowing policy which will enable them to

share any concerns that may arise about their colleagues in an

appropriate manner.

• All staff will receive regular supervision meetings where opportunities will

be made available to discuss safeguarding training and any needs for

further support.

• The deployment of staff within the nursery allows for constant

supervision and support. Where children need to spend time away from

the rest of the group, the door will be left ajar or other safeguards will

be placed into action to ensure the safety of the child and the adult.

**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 the guidance of the Local Safeguarding Children's Board does not allow this. This will usually be the case

where the parent or family member is the likely abuser, or where a child may be

endangered by this disclosure. In these cases the investigating officers will

inform parents.

**Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and

shared only with those who need to know. Any information is shared under the

guidance of the Enfield safeguarding children's board.

**Support to families**

• The nursery takes every step in its power to build up trusting and

supportive relations among families, staff and volunteers within the

nursery

• The nursery continues to welcome the child and the family whilst

enquiries are being made in relation to abuse in the home situation.

Parents and families will be treated with respect in a non-judgmental

manner whilst any external investigations are carried out in the best

interests of the child

• 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's Board with the

provision that the care and safety of the child is paramount. We will do

all in our power to support and work with the child's family.

**Employees or volunteers of the nursery**

If an allegation is made against a member of staff or volunteer, we will follow

the HM Government guidance in *‘Working together to safeguard children’.*

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the owner.

The Local Authority Designated Officer (LADO), Ofsted and the

ESCB will then be informed immediately in order for this to be investigated by

the appropriate bodies promptly:

• LADO will be informed immediately for advice and guidance

• A full investigation will be carried out by the appropriate professionals

(LADO, Ofsted or (ESCB) to determine how this will be handled

• The nursery will follow all instructions from the LADO, Ofsted,

LSCB and asks all staff members to do the same and co-operate where

required

• Support will be provided to all those involved in an allegation throughout

the external investigation in line with LADO support and advice

• The nursery reserves the right to suspend any member of staff during an

investigation

• All enquiries/external investigations/interviews will be documented and

kept in a locked file

• Unfounded allegations will result in all rights being re-instated

• Founded allegations will be passed on to the relevant organisation (police)

and will result in the termination of employment. Ofsted, will be notified immediately of this decision. The nursery is also required to notify the

independent Safeguarding Authority (ISA) to ensure their

records are updated.

• All records will be kept until the person reaches normal retirement age or

for 10 years if that is longer. This will ensure accurate information is

available for references and future DBS checks and avoid any

unnecessary re-investigation

• The nursery retains the right to dismiss any member of staff in

connection with founded allegations following an inquiry.

Any member of staff affected by an allegation by their colleagues and/or parents of children attending the nursery will be supported to attend counselling sessions out of the nursery i.e. GP.