Child Protection/Safeguarding Children Policies and procedures

The Children’s Act 1989 states that ‘The welfare of the child is paramount’ and the Early Years Foundation Stage says that “the registered person must comply with local child protection procedures approved by the Local Safeguarding Children’s Board to ensure that all adults working and looking after children in the care provision are able to put the procedures into practice”. The term ‘safeguarding’ refers to the following protecting children from maltreatment, preventing impairment of children’s health and development and ensuring that children are growing in a safe and effective provision.

**The legal framework for this policy is based on:**
- The Children’s Act 1989 (rights of the children)
- Child care Act 2006
- Early Years Foundation Stage (EYFS) (2017)
- Inspecting Safeguarding In Early Years Education and Skills Setting (August 2016)
- The Prevent Duty (June 2015)
- Revised Duty Guidelines (16th July 2015)
- Working Together to Safeguarding Children 2015 and 2017
- Birmingham Safeguarding Children Board
- Right Help, Right Time- Version 3 Jan 2018

**What to do if you are worried about a child?**

**Introduction**

We support the children within our care, protecting them from maltreatment and we have robust policies and 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 policy, therefore this document should be used in conjunction with the other nursery policies and procedures. The nursery is committed to working with Parents/Carers external agencies and the community in an open, honest, and trusting and professional manner.

We follow Birmingham City Council safeguarding board as our guidance tool Right help, Right time to assess and support individual child needs or child in need with without parental consent as appropriate or as complex/significant needs.

Our nursery 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 the *nursery manager/*owner/*registered person at the earliest opportunity. Parents are informed about our policy and are given opportunity to read through each ones. After understanding the policy they must sign to show they agree with our policies and procedures.
We had made it clear to all parents, visitors, student or any person whom will visit the setting that we operate a ‘No mobile service’ this is in line to safeguard young children and protect children’s confidentiality, any calls will be made outside the building. **Staff have been informed that if they do not know a person at the door, then they are not to open the door and must call a member from the management. They will then ask for identification.**

**Policies & Procedures**
At Golden Stars we have many policies and procedures in place this is to make staff, visitors, parents etc. aware of what is acceptable and the process where by a safeguarding procedure is to be followed. The manager and owner review the policies every 6 months or when necessary to update to make sure the policies are effective and robust. Staffs are reminded of procedures to follow if they are concerned about a child as there is a named safeguarding lead person available at the setting whom they can approach. We have a key worker system at the nursery so children can form a secure attachment with their key worker especially babies whom are every young will benefit from the secure attachments around them.

**Physical Abuse**
Physical abuse may involve hitting, throwing, poisoning, and burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be caused when a parent or carer fabricates or deliberately induces ill heath in a child.

**Emotional Abuse**
Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development, domestic violence and abuse. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in safer as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction, serious bullying causing children to be scared and frightened.

**Sexual Abuse/ Child Sexual Exploitation- Working Together to Safeguard Children 2015 (Updated Feb 2017)**
Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in production of pornographic material or watching sexual activities child sexual exploitation, or encouraging children to behave in sexually inappropriate ways.

Child sexual exploitation is also a form of sexual abuse and it may involve physical contact including assault by penetration (rape or oral sex or non-penetrative acts such as kissing, rubbing, touching outside clothing and masturbation. forcing children to look at sexual activities or images and grooming a child in preparation for abuse (including via internet) is also sexual exploitation.

The definition of sexual exploitation is as follows:
Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

In Golden Stars Nursery, precautions and actions are taken in order to safeguard children and all our staff are DBS checked and trained in spotting signs of sexual abuse and exploitation. All staff DBS are in the update service, meaning us as employers are able to regularly update and check on staff certificate and see if they have been convicted for anything or not. Sexual abuse or exploitation can take place via internet so in order to protect children from that, we ensure children are supervised at all times when they’re on the computer and the computer is only on for educational and learning purpose. Social media and dangerous websites are blocked and therefore are inaccessible. The computer is protected with antivirus, to further enhance safeguarding, when there are visitors or other professionals in the building, contact with children is avoided when necessary and they are always supervised. Cameras and voice recorders are in place to increase safety. When in doubt of sexual abuse or exploitation, actions are taken to ensure safety of children. The setting Designated Safeguarding Lead (DSL) works together with children’s key workers to ensure children safety in all areas. All staff have attended child protection training in which they have developed skills such as potential indicators of child sexual exploitation, children that are susceptible and what to do when a child has disclosed this to you.

NEGLECT

Neglect is the persistent failure to meet a child’s basic physical, emotional or psychological needs, a child being neglected could impact the child’s health or development; a child may be neglected when a baby is born parents failing to provide adequate food, clothing and shelter. Neglect may also occur during pregnancy as a result of maternal substance misuse ill health or learning difficulties or a cluster of such issues affecting the child where there may is domestic abuse/ violence towards a carer this is when the needs of the child could be neglected.

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 may be a problem. They may well be the first people in whom children confide in about abuse or the first to spot changes in a child’s behaviour which may indicate abuse. The nursery has a duty to be aware that abuse does occur in our society. We take abuse very serious and therefore all members of staff are trained in safeguarding and protecting children. They are aware of their next steps whether the abuse is happening at home or in setting.

Disqualification By association

The providers of the Nursery have a duty to make sure each staff member they hire is suitable to work with children and is not disqualified from working in the child care sector. Member of your house hold partners, children, foster children, house share colleagues or lodgers works or lives in the same house hold and has been disqualified then you too are disqualified from working with children by association as you are associating with them by them living in the same house hold. Every morning when staff sign in, they are agreeing that there has been no changes on their DBS and they are safe to work with the children. If staff have any questions regarding this, then please inform the manager as soon as possible as failure to do this can result in immediate termination of your contract and further actions.

Radicalisation/extremist behaviour
At Golden Stars Nursery we make sure children and staffs understand what safe and acceptable behaviour is within the context of extremism and radicalisation this is also in relation to the care and education which includes children’s health and safety and well-being including children’s online safety. Staff have attended workshop to raise awareness of prevent (WRAP) training.

CR8 & CR10 successful safeguarding arrangements
We have reviewed our CR8 and CR10 forms we have made sure staff have an understanding of how to record on these forms and what information is required in order to complete these forms with accuracy staff have been told about including dates times and initials of the carer and child to maintain confidentiality. Staffs have been informed of the purpose of recording on these forms in order to monitor attendance long term sickness and the number of accidents or existing injuries taking place at home. Staffs have also been informed that the CR8 does not have to be shared with the parents this could be kept confidential for the nursery records staffs are also aware that in some cases we may have to refer the child to the MASH team and this is when the information sharing would best benefit the child. Staffs are aware any safeguarding concerns or child protection concerns will be shared immediately with the relevant authority; this is when the child is at serious risk or harm this should be reported to the local authority depending on where the child lives. Staffs have an understanding when concerns arise such as sexual exploitation, radicalising these must be treated seriously referrals should be made as soon as. Staffs are always trained to be alert when parents pick and drop their child notice any marks, etc. when a CR8 form may be recorded to track the number of incidents from the home. CR8 and CR10 are confidential files thus kept locked safely away from visitors, parents and other staff.

Personal and professional
At Golden Stars Nursery school we are professional at all times with our parents and visitors, however we understand we can come into contact with parents/carers socially/ outside normal working hours staff have been informed at induction, meetings and trainings, about confidentiality and child protection to protect the child’s welfare and safety and to maintain professionalism and to maintain confidentiality at all times. Also social networking and exchanging numbers is not permitted with the nursery policy, we have also made staff aware of the non-acceptance of gifts from parents. Staffs have also been informed about the nurseries policy of not being permitted to look after any child from the nursery care after working hours or weekends this is in line with the settings safeguarding and child protection policy.

Jewellery policy
At Golden Stars for health and safety reasons we request staff not to wear any jewellery on work premises for further details see my personal processions policy.
Use of mobile phones & camera's
At Golden Stars Nursery we have a mobile phone and camera policy that staff/students on entering the building are required to put mobile phones in a designated box in the office and sign in/out their phone including date, time. Any visitors who enter the building must sign in as part of the child protection procedure and children’s safety, visitors will be made aware of the none use of mobile phones in the building as part of nursery policy and procedures.

CCTV
At Golden Stars Nursery we have CCTV cameras in each room, this is to protect staff and children’s safety and welfare, and the cameras are monitored and reviewed by management. We have also introduced voice recording to enhance the safeguarding and welfare of children as well as children.
New cameras have been placed to show a wider view of the nursery play rooms which is put to enhance the safeguarding of children and staff.
Voice recording have been put in every room for safeguarding children as well as staff. This is for the safety of children and staff so if there has been a complaint or an issue of safeguarding, we have voice recordings which we can hear from before the time this incident took place. (we have got ICO)

Intercom has been put on every room for easier communication across all rooms. There is a intercom in every play room, garden and the office so if there is any question or if a member of staff needs help then they’re able to call without leaving the room and being out of ratio.

Complaints/Concerns.
Parents must notify the nursery of any concerns they have about their child and any accidents, incidents or injuries affecting the child, we will then record this and ask parents to sign and take a copy, any other complaint made by service users will be recorded and dealt with outlined in our complaints policy.

The safety of children is very important in our care and we will assess to protect your child from hurting themselves. However sometimes accidents do happen and we have written the following procedure on how we will deal with such a situation or any accident or incidents. For details see the accidents and incidents policy.

Any child under the age of 18 we will not be able to keep information relating to your child confidential, but will need to share it with the MASH team on 3031888 or out of hours service on 6754806 Depending on the concern we may have to involve the police. See detailed procedures outlined in the confidentiality policy.

All staff, students and volunteers are given written and verbal information on child protection procedures in the form of Nursery policy, the statutory guidance in “working together to safeguard children (2013)”.

Open Door Policy
Nursery staff will also have regular supervision sessions with their line manager where any concerns they may have regarding a child or their suitability to their job role/or training needs will be discussed. We also understand that some situations may occur where staff cannot wait to their supervision date therefor we operate an open door policy where staff can come and discuss anything at any time.

Fire Procedures
The children will regularly practice the evacuation procedure with us so they will not be worried in the event of the situation being real. Practices will be carried out regularly to ensure the correct procedures are being carried out. (See the Emergency Evacuation Procedure).

**Late pick up’s**
At Golden Stars Nursery School every child has an individual contract which is an agreement between the nursery and the parents which involves information such as payments, start/finish times of agreed hours if children are not picked up by 45 minutes after many times of contacting the child’s parents we will contact the child’s next of kin or authorised contact person if this procedure fails we will then follow our next step to contact the out of hours MASH team.

- All general enquiries for the children Young People and Families Directorate contact CASS 01213033521

Children’s Advice and Support Service (CASS) and The Multi Safeguarding (MASH) Hub are committed to responding appropriately and proportionately to your concerns with regard to the needs of the child and family

Early Help Asssessment has replaced FCAF. You should email your completed form to either:

- secure.cass@birmingham.gcsx.gov.uk (secure email), or
- cass@birmingham.gov.uk

If a referral is to be made to the MASH or LADO team by the DSL the DSL should be supported in making such a referral by the Manager. A written record must be made of everything, including the concern/observations and the Parents/Carers’ response (where appropriate), records of the contact with the child protection agency or any other agencies involved and the action which was taken. (BCC @LANCATER CIRCUS OFFICE)

**Staff Recruitment**
We recruit in accordance with our nursery policy to ensure that the procedures are carried out effectively and learners are carefully selected and vetted according to statutory requirements this is to prevent unsuitable people from being recruited and or having the chance to harm children or place other learners at risk at Golden Stars we have recruitment procedures as followsthe vacancy is first advertised stating the job roles/descriptions which are set out clearly and that these are agreed by the manager. When candidates apply we will look at the qualifications and with the short listing application forms will be send out an application form and details to contact the nursery, interview letters are then sent out to the short listed candidates inviting them to come for an interview, after and objective assessment of the candidate and the ability to meet the specification of the job the candidate will be offered employment including terms and conditions. The candidate will not start until their DBS is not cleared as part of the recruitment process. At Golden Stars Nursery we ask staff to complete a health questionnaire this is in order to make sure the staff is fit to work with young children and we are aware of any needs and requirements.

The manager has the responsibility to check each staff members update service each month using the disclosure barring service and to then record this for evidence. We carry out our individual checks on the candidate regardless if they have a DBS from another company. Our Nursery policy is when a visitor, student, volunteer is on site they are supervised at all times and students, volunteers will not carry out any care Routines until the DBS are cleared , if staff brings their own children in nursery for care, they will be not working in same room with their children.
**Whistleblowing policy**

**What to do if you have an allegation or serious concerns against a person in a Position of Trust/member of staff.**

**Do not** attempt to complete your own investigation contact the relevant Early Years Consultant on duty: 675 4996 or 675 1943

Adhere to your settings safeguarding policy regarding concerns around a person in a Position of Trust. You will then receive a position of trust LADO referral form with guidance notes to complete by the Early Years Consultant on duty. Inform the person that an allegation has been made against them.

**DO NOT** inform the person the nature of the allegation made. Inform Ofsted – 0300 123 123.

If the allegation is made out of office hours contact the Emergency Duty Team Children’s Social Care 675 4806. The member of staff may be suspended without prejudice.

All staff must use positive language with children and one another so children can continue to develop their learning and develop in a positive environment.

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**Support to families**

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to any abuse being investigated. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Every child’s records are kept confidential however we can share this information with the child’s parents or individuals who have parental responsibility towards the child. We will work alongside parent to enhance parents/carers partnership effectively.

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**Risk Assessments**

We carry out risk assessments on a daily basis both indoors and outdoors including the upstairs opening and closing checks, however when we take children on outings a risk assessment is carried out prior to visit to enable safety and welfare for both staff and children. (See the outings policy)

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**Premises**

The premises are safe for young children to explore and develop in each day, all cleaning procedures are maintained in each room and risk assessments are carried out each day, any amendments are made at the time.

Children have access to all areas of the nursery and any out of bound areas have high level locks e.g. cleaning cupboard. Children will be supervised at all times and in every room there will be a member of staff.

Staff must fill out a outing record every time they take children out for a walk or to the local shops. This helps keep count of whether they are in ratio, the amount of staff and children have gone out and whether they have taken the first aid box and mobile in case of an emergency.

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**The Prevent Duty**

This guidance was produced by the department for education which came into effect on 1st July 2015 this guidance was intended for England and Wales in relation to the security Act 2015 to prevent people from being extremism@education.gsi.gov.uk as a support guidance. Staff have been informed what nature of referrals are to be made to the channel programme this programme provides support for young vulnerable children whom are being drawn into terrorism for knowledge and understanding staff can visit the detailed channel programme which is available as an online general awareness training module. Please see our The Prevent Duty policy separately.
The care of your child is our responsibility and we will always try to ensure their safety that they remain with us and are safe. However if your child gets ‘lost’ this is the procedure that will be followed in the unlikely event of this happening, for more detailed (see the Lost child Policy.)

**Medicine**

We are happy to give your child non-prescribed medication, such as cough mixture, Cal pol, teething gel etc. but a parental permission form must be signed by both parent and the manager, for more details (see the Medication policy). **We are also happy to give prescribed medicine by the doctor to your child and we will ask for written permission before we administer this to your child. Prescribed medicine containing asprin can be given to your child, however if this is not prescribed and contains asprin, we will not give it to your child.**

**TV Time ICT/Media**

Watching TV programmes, DVDs and videos is normally restricted to a short session after lunch to provide the children with a quiet time to rest as this supports their confidence to use technology, for more details (see the Media Policy).

We advise all parents to enjoy a setting in period with their child at the very start as some children do take longer than others to settle. We will work with you to support your child through this settling in period and make it as easy as possible. It is important that you and your child are comfortable and happy with the setting’s routine, policies & procedures for more detailed (see the settling in policy)

**Password System**

Children will only be released from the nursery to the parent/carer or to someone named and authorised by the parents and also named in the child’s contract and authorised by the parents. A password might be used to confirm identity if the person collecting the child is not previously known to staff at golden stars this is to maintain the child’s safety the password is changed each time to maintain a good flow of the system.

In the event of an emergency, we can operate a password system where you can send someone not authorised to collect your child but who is able to give the password, their own name and ID. Please discuss this with the nursery owner/manager before someone comes to collect the child with the password, for more details (see the Dropping Off and Collection Policy)

**Please do not hesitate to obtain a copy of this policy.**

Salma Kalooji
Golden Stars Nursery
22nd March 2018
Reviewed again on: March 2019 (Maybe as appropriate)