



# Safeguarding Children and Child Protection POLICY

Circulated to all Directors, Senior Managers & Nursery  
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## **Child Protection**

### **1.2 Safeguarding Children and Child Protection**

(Including managing allegations of abuse against a member of staff)

#### **Policy Statement**

At Hungry Caterpillar Day Nurseries Ltd we work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. WE have high expectations of our people in being able to confidently through Induction, ongoing training how to report, record, Whistle blow and follow Local Authority and National guidelines on meeting their needs and reporting Our Safeguarding Policy is based on the three key commitments.

#### **Statutory Framework for the Early Years Foundation Stage (April 2017)**

With the introduction of the amended Statutory Framework. We understand that 'Child Protection' includes references to new and updated Government advice and guidance. For example, Working Together to Safeguard Children 2015, and the Prevent Duty Guidance 2015. These documents have been published since the EYFS was last updated in 2014.

We fully cooperate with following the Governments response to the PFA (Paediatric First Aid) consultation, all newly qualified entrants must also have a PFA (Paediatric First Aid) certificate before they can be included in the statutory staff: child ratios in our settings. Hungry Caterpillar Day Nurseries Ltd abides by Section 3 and this threads through our various Policies & Procedures that we have in place such as Whistleblowing (Policy 1.7 for further details)

#### **Procedures**

We carry out the following procedures to ensure we meet the three key commitments of our Safeguarding Children Policy.

#### **Key commitment 1**

Hungry Caterpillars is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

## Staff and Volunteers

- Our designated person (the named person at the nursery) who co-ordinates child protection/safeguarding issues is: *(Nursery Managers name to be added here)*
- Our designated officers who oversee this work are, Chris Roblett, Director of Childcare & Operations (Lead Safeguarding Officer) Clare Porter, Senior Nursery Manager (Deputy Safeguarding Officer)
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-date knowledge of safeguarding issues.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Where applications are rejected because of obtaining information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of reference and Disclosure Barring Scheme checks for staff and volunteers do not work unsupervised. They 'shadow' a responsible person.
- We record information about staff qualifications, and the identity checks and vetting process that have been completed including, the EDBS reference number, the date the disclosure was obtained and details of who obtained it.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warning which may affect their suitability to work with children (whether received before or during their employment with us)
- Through Induction and ongoing training staff the Manager/Director goes through the Whistleblowing policy (1.7) to make sure that everyone knows the importance of reporting concerns and we always strive to adopt an open and transparent working environment.
- All staff complete a termly Disclosure Form as part of their termly supervision
- 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 led to dismissal for reasons of a child protection concern.

- We take security steps to ensure that we have control over who comes into setting so that no unauthorised person has unsupervised access to the children.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us, parents sign a consent form and have record holding visual images of their child.

## **Key commitment 2**

Hungry Caterpillar Day Nurseries Ltd is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015)

### **Responding to suspicions of abuse**

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect there can be a significant change in their behaviour, deterioration in their general well-being, their comments which may give cause for concern, or the things they say (direct or indirect disclosure) changes in their appearance, their behaviour or their play, unexplained bruising, marks or signs of possible abuse or neglect and any reason to suspect neglect or abuse outside the setting.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking and Female Genital Mutilation (FGM). While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.

- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person/named person'.
- We refer concerns to the local authority social care team and co-operate fully in any subsequent investigating.
- We refer concerns to do with staff to LADO (Local Authority Designated Officer/team)
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989.

This may include students or school children on work placements, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

- The Company named officer in charge of decision making on E-Safety misuse is Chris Roblett, Director of Childcare & Operations.

#### **Recording suspicions of abuse and disclosures**

- Where a child makes comments to member of staff that give cause for concern (disclosure) or a member of staff observes signs that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
  - Listens to the child offers reassurance and gives assurance that she or he will take action
  - does not question the child
  - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or disclosure; the exact words by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time

- These records are signed and dated and kept in a separate file to the child's records, which is kept securely locked and confidential.
- The member of staff acting as the 'designated person/named person' is informed of the issue at the earliest opportunity.
- The Company Designated Safeguarding Officer keeps a central record/register of all reports, findings and completed safeguarding investigations.

### **Making a referral to the local authority**

- We would follow the guidance on the document '*What to do if you're worried a child is being abused (HMG 2015)*' if we need to make a referral and the guidance set down by the local authority in which the nursery is situated.

### **Informing parents**

- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger.
- We inform parents when we make a record of concerns on their child's file and that we also make a note of any suspicion of abuse warrants referral to the social care team, parents are informed at the same time that the referral will be made except where the guidance obtained from the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

### **Liaison with other agencies**

- We work within the Local Safeguarding Children Board guidelines.
- We have the current version of '*What to do if you're worried a child is being abused*' available for parents and staff and ensure that all staff are familiar with what they need to do if they have concerns
- We have procedures for contacting the social care team regarding child protection issues, including maintaining a list of names, address and

telephone numbers to ensure that it is easy, in any emergency, for the setting and team to work well together.

- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children or where all allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premise or arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

#### **Allegations against staff (known as AAP)**

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We have a clear Whistleblowing policy (1.7) in place for staff, parents & volunteers to follow and feel secure and confident in order to be able to report concerns.
- We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which included:
  - Inappropriate sexual comments or language
  - excessive one-to-one attention beyond the requirements of their usual role and responsibilities or inappropriate sharing of images.
  - As a Company we don't advocate in anyway kissing a child
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.

- We refer any such complaint immediately to the specific Local Authority Designated Officer (LADO) to investigate at the latest within 24hrs of receipt of any allegation
- We also report any such alleged incident to Ofsted, as well as what measures we have taken. This must be done within 14 days. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by LADO in conjunction with the police if required.
- Where the management team and LADO agree it is appropriate in the circumstances, the Director of Childcare & Operations or in his absence another Director will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.

### **Disciplinary Action**

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service (DBS) of and barred from working with these groups.

### **Key Commitment 3**

Hungry Caterpillar Day Nurseries Ltd is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

### **Training**

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that designated persons receive training in accordance with that recommended by the Local Safeguarding Children Board.
- All managers to attend CEOP training when available.



### **Planning**

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

### **Curriculum**

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development and understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

### **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of Local Safeguarding Children Board.

### **Support to families**

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child and liaising at the times with the LADO. We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social worker/lead professional in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any whilst investigation are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility under the guidance with the

Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

### **The Prevent Duty**

The policy embraces and links in with June 2015 The Prevent Duty. The notification and reporting is the same

-for further information on this and its policy please refer to 1.16 *The Prevent Duty*

### **Legal Framework**

#### Primary Legislation

- Statutory framework for the early years foundation stage (April 2017)
- Working Together to Safeguard Children (2015)
- Prevent Duty (2015)
- Small Business, Enterprise and Employment Act (2015)
- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

#### **Secondary legislation**

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance

#### **Further Guidance**

- Working Together to Safeguard Children (HMG 2015)
- What to do if you're worried a child is being abused (HMG 2015)
- Framework for the assessment of children in need and their families (DOH 2000)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2015)

## Policies & Procedures - 1.2

- Safeguarding Children (2010) from the preschool learning alliance

***Please note:*** This policy acts as an umbrella for how we as Hungry Caterpillar Day Nurseries Ltd needs to operate. We fully understand and work in close conjunction with each of our Local Authorities in order to fulfil their Safeguarding operating systems.

Each nursery has their Local Authorities set action/reporting plans in place.