



## Safeguarding children and child protection

### Policy statement

- We promote children's right to be *strong, resilient and listened to* by creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
- We promote children's right to be *strong, resilient and listened to* by encouraging children to develop a sense of autonomy and independence.
- We promote children's right to be *strong, resilient and listened to* by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- We help children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- We work with parents to build their understanding of, and commitment to, the principles of safeguarding all our children.
- We work to protect children from maltreatment and to prevent impairment of children's health, mental health and development.
- We work to ensure children grow up in circumstances consistent with the provision of safe and effective care.
- We work with all parties to enable ALL children to have the best outcomes this includes children that may have special educational needs, disabilities, or medical conditions

### **What it means to promote children's rights and entitlements to be '*strong, resilient and listened to*'.**

To be strong means to be:

- secure in their foremost attachment relationships where they are loved and cared for, by at least one person who is able to offer consistent, positive and unconditional regard and who can be relied on;
- safe and valued as individuals in their families and in relationships beyond the family, such as day care or school;
- self assured and form a positive sense of themselves – including all aspects of their identity and heritage;

- included equally and belong in early years' settings and in community life;
- confident in abilities and proud of their achievements;
- progressing optimally in all aspects of their development and learning;
- to be part of a peer group in which to learn to negotiate, develop social skills and identity as global citizens, respecting the rights of others in a diverse world; and
- to participate and be able to represent themselves in aspects of service delivery that affects them as well as aspects of key decisions that affect their lives.

To be resilient means to:

- be sure of their self-worth and dignity;
- be able to be assertive and state their needs effectively;
- be able to overcome difficulties and problems;
- be positive in their outlook on life;
- be able to cope with challenge and change;
- have a sense of justice towards self and others;
- to develop a sense of responsibility towards self and others; and
- to be able to represent themselves and others in key decision making processes.

To be listened to means:

- adults who are close to children recognise their need and right to express and communicate their thoughts, feelings and ideas;
- adults who are close to children are able to tune in to their verbal, sign and body language in order to understand and interpret what is being expressed and communicated;
- adults who are close to children are able to respond appropriately and, when required, act upon their understanding of what children express and communicate; and
- adults respect children's rights and facilitate children's participation and representation in imaginative and child centred ways in all aspects of core services.

**Sallywags will 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 carry out the following procedures to ensure we meet the three key commitments of Scallywags Safeguarding Children Policy.**

***Key commitment 1***

*Scallywags 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**

**MELBOURNE SITE:**

Our designated person who co-ordinates child protection issues are: Mary Attwater, Sarah Butler and Louise Smith

Our designated officers who oversees this work are: Mary Attwater, Sarah Butler, Louise Smith, Kaye Whyatt, Grace Simnett and Demi Pass

**CHELLASTON SITE:**

Our designated person who co-ordinates child protection issues are: Mary Attwater, Sarah Butler, Linzey Gretton, Rachel Seamer

Our designated officers who oversees this work is: Mary Attwater, Sarah Butler, Louise Smith, Linzey Gretton, Rachel Seamer, Heather Ramsey-Elson, Tara Davies and Nickyla Collins

- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service 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.
- We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised for long periods of time.
- We abide by the Protection of Vulnerable Groups Act 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 child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

## **Key commitment 2**

*The Nursery 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 which may particularly include:**

- Significant changes in children's behaviour
- Deterioration in children's general well being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments which cause for concern. – homophobic behaviour, racism, sexism, discrimination, radicalisation and extremism to name a few
- Any reasons to suspect neglect or abuse outside the setting for example in the child's home and/or
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
- Peer on peer abuse
- Abuse on children with additional needs (SEN or have a disability) where they may be barriers e.g. communication, lack of knowledge about abuse and their right to protection, limited trusted adults, may not have access to a private and safe place to name a few. For more information, please see – NSPCC 2014 We have a right to be safe.

We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect and can be caused by anyone from, family, peers, friends etc.... It is important to be aware that all children will show different sign and in some children, especially children with additional needs it is often very difficult to spot the signs due to the barriers that they have.

When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

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 setting leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file.

We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation.

NB In some cases this may mean the police or another agency identified by the Local Safeguarding Partners (LSP).

We take care not to influence the outcome either through the way we speak to children or by asking questions of children epically when investigating peer to peer.

We use the detailed procedures and reporting format contained in the Pre-school Learning Alliance's publication 'Child Protection Record for use in Early Years Settings' when making a referral to children's social care or other appropriate agencies.

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

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives 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 the disclosure;
  - the exact words spoken by the child as far as possible;
  - the 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.

These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

### **Making a referral to the local authority social care team**

The Derby and Derbyshire Safeguarding Children's Partnership contains detailed procedures for making a referral to the local social care team / safeguarding team, as well as a template form for recording concerns and making a referral. For further information see:

- Disputes Resolutions and Escalation Policy
- Threshold document: providing effective multi-agency support

We keep a copy of this document and follow the detailed guidelines given.

All members of staff are familiar with Scallywags Child Protection Record and follow the procedures for recording and reporting. Challenge

### **Children in Need Plan / Child Protection Plan**

A child in need plan is put in place where there is no danger to the child BUT they have been identified as needing extra support. This can be because of Disability of child or adult, or just struggling to cope. Child protection is where there is thought to be a Danger to the child.

These plans are needed as children have additional needs at some point and require extra help from services such as education, health, Specialist Services and others. The intervention may only be required for a short period of time but may also be needed long term. Underpinning the

delivery of services to vulnerable children/ young people and their families are principles designed to ensure that the family receive a fair, effective and appropriate response:

The child's/ young person's needs must come first;

- Any planning or intervention is underpinned by an assessment (Family CAF, Single Assessment);
- The family should always be present at a Child in Need meeting;
- Practice must be excellent and consistent;
- Policies and procedures are correctly followed;
- Families are offered an equitable service;
- The welfare of the child/ young person is everyone's responsibility;
- All organisations must work together in partnership.

Children in Need of support and protection are the responsibility of all Scallywags staff under the Children Act 1989 and Children Act

Definition of Child in Need - A child should be taken to be in need if:

- He/she is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him/her of services by a Local Authority.
  - His/her health or development is likely to be significantly impaired, or further impaired without the provision for him/her of such services.
  - He/she is disabled.
- (Section 17(10), Children Act 1989)

In essence, Children in Need have the universal needs of all children and more complex additional needs than those requiring a Family Common Assessment Framework (Family CAF) but they do not require child protection measures at this time.

Outcomes are likely to be poor for those children/young people who have complex additional needs which have a significant negative impact on their health, development or wellbeing.

Stresses which may lead to a child/ young person being 'in need' can include parental domestic abuse, mental ill-health, substance misuse, learning disability, childhood trauma, homelessness, anti-social behaviour - often in combination. The child/ young person may be neglected, on the fringes of offending, have attachment, relationship or behaviour difficulties, have experienced multiple losses and/or be carrying inappropriate caring responsibilities.

The 1989 Children Act further states that 'development' means physical, intellectual, emotional, social or behavioural development and 'health' means physical and mental health.

If it is thought a child is in need or a child needs protection Scallywag would refer to the following for further information and advice:

## **Derby and Derbyshire Safeguarding Partners**

The Council House,  
Corporation Street,  
Derby,  
DE1 2FS  
[ddscp@derby.gov.uk](mailto:ddscp@derby.gov.uk) / 01332 642351

**Safeguarding champion lead for support** – Rachel Gilbert (Orchard Day Nursery) 01332 728545

**Derbyshire** - Call Derbyshire on 01629 533190

**Derby City** – Children’s Social Care and First Contact Team 01332 641172

### ***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 partners does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

### ***Liaison with other agencies***

- We work within the Local Safeguarding partners guidelines.
- We have a copy of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services 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.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- If a referral is to be made to the local authority social care department, we act within the area’s Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.
- Any child in need plan or child protection plan will be followed alongside other agencies.

## **Derby and Derbyshire Safeguarding Children Partners**

The Council House,  
Corporation Street,  
Derby,  
DE1 2FS  
[ddscp@derby.gov.uk](mailto:ddscp@derby.gov.uk) / 01332 642351

**Derbyshire County** Local authority Social Care team number: 08456 058058

**Derby City** Local authority Social Care team number: 01332 293111 / 01332 786968

### ***Allegations against staff***

- We ensure that all parents know how to complain (policy 1.10) about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding partners 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 local authority's social care department to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson 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 a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

### ***Key commitment 3***

*Sallywags 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 all staff know the procedures for reporting and recording their concerns in the setting.

## ***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 of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, 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 the Local Safeguarding partners.

## ***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, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- 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 care worker in relation to the settings 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 for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding partners.

**Mobile Phones:** We are a clear mobile Phone free zone for all staff and visitors. Staff are only permitted to use their Mobiles within the separate staff room and not inside room or play areas where the children are. The nursery has 2 mobile phones one for the use of trips and one in the office for contact with parents. All visitors and parents are asked to refrain from using their phones whilst on the nursery premises.

**Cameras:** the only cameras to be used on site are those which belong to the nursery. Staff may use these cameras to take photos of the children for display and to record children's achievement in their development records. The manager / deputy will be in charge of printing all photos and destroying digital images. Staff / visitors are not permitted to use any other camera equipment during the nursery day. All parents will be asked to sign an agreement that they permit their child's photograph to be taken during the nursery day and they agree / disagree that their child's photo may also be used for display and advertising photographs.

**The Prevent Duty:**

At Scallywags we have due regard for the need to prevent people from being drawn into terrorism and to promote fundamental British values. We have due regard for the 'Prevent Duty Guidance for England and Wales 2015' and the 'Prevent Duty June 2015'. If any member of staff suspects that children or their families are vulnerable to radicalisation and extremism this should be reported to management immediately, who will follow the normal safeguarding procedure initially and if required will contact the local authority, police on 101 for support and advice and or The Department for Education helpline on 020 7340 7264. Management will also ensure that the children / adults know we are available to support them.

**Internet safety:**

Staff are aware of the risks posed by technology including the internet to bully, groom, radicalise or abuse children or learners. We have strategies in place such as parental controls and all staff follow the advice given by the government (Advice on child internet safety 1.0). We have fire wall protection and machine security settings are on high. Computers and i-pads are also password protected and any old children's photos are destroyed. The advice ensures children are kept safe and it supports them to also develop their own understanding of the risks posed and how to keep themselves safe. Staff oversee the safe use of technology when children are in their care and action is taken immediately if staff have any concerns (For further information please see E-Safety policy 1.9c)