

Prepcare Nursery

Safeguarding Children Policy

We aim to provide clear direction to staff and others about expected codes of practice in dealing with child protection issues. The procedures within this policy are there to ensure that child protection concerns and referrals are handled sensitively, professionally and in a way that supports the needs of the child. All adults working with children have a responsibility to protect children in their care. It is our role to keep our eyes and ears open, to report any suspicious or evidence of abuse to the Designated Lead Practitioner for safeguarding/child protection in our setting, and are excellent adult role models. Our Designated Lead Practitioners for safeguarding /child protection (Mrs Penny Shevyn and Mrs Monica Sangha) are trained up to level 2 in child protection, Safeguarding and also in EHAF (Early Help Assessment Framework) Training (See website). Through this training, they have an understanding of how this process operates and will follow the procedures should any concerns about a child arise. These procedures can be found at <http://www.shropshire.gov.uk/early-help/>-. Staff are also aware of meetings and these are put into place as and when necessary.

The role of the Safeguarding Officer is written as a separate Job Description and is signed and understood by the relevant practitioners.

According to regulations ALL staff is subject to a satisfactory enhanced DBS check, before commencing employment. In addition to this, all staff submits an up to date CV, attend an interview and supply the names of two referees. [NB Identifying and investigating actual child abuse is the responsibility of the child protection Agencies.] We also consult the Stay Safe Service web site: www.safeguardingshropshireschildren.org.uk which is updated every six months. Any new information is shared with all staff. "We are alert to issues for concern in the child's life at home or elsewhere.

The term 'child abuse' is used to describe a range of ways in which people (usually adults) harm children. This 'harm' can be in the form of one or a combination of the following:

- Physical
- Neglect
- Emotional
- Sexual

Procedure

Responding to disclosure

If a child spontaneously talks of experiences which give rise to concern, carers should

- Stay calm
- Listen to the child and reassure them
- Allow the child to continue at his/her own pace
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer
- Do not promise to keep secrets and reassure the child that they have done the right thing in telling you
- Explain the information might have to be shared with others in order to help them
- Write down everything as it was said as soon as possible after the event, leaving no spaces what so ever between words to prevent the report being altered
- Pass on this information as soon as possible to the Designated Lead Practitioner for safeguarding/child protection

Training

All staff will receive training to at least a Basic Awareness Training Level 1 Child Protection which will be reviewed every 3 years. Staff are also encouraged to undertake Safeguarding Training.

Making a referral " If a child is at risk of immediate harm, we will contact the police"

- Penny Shevyn, Manager or in her absence, Monica Sangha Deputy Manager, will phone the Shropshire Council's 'Concerns line' and ask to speak to the Initial Contact Team without delay, using the correct number for the time of day, make a note of the person's name you spoke to.
- Follow up in writing within 48 hours (see over for address)
- We will refer to the Shropshire Council Child Protection website which gives a list of specific information that they require when a referral is made.

- If we are unsure that a concern meets the threshold for child protection, we will call Shropshire Council's Concern Line and request a consultation with an Early Help Advisor (EHA) Parental permission is needed to gain support through the Early Help Process.

Stranger Danger

- All members of the Nursery are expected to be vigilant at all times and report any stranger to the Senior Management Team who will take appropriate actions (contact the police if necessary).
- We actively promote within the Nursery ideas for children to keep themselves safe. These include being visited by outside agencies such as police/community support officers and discussions at circle time about matters such as road safety and what to do if they were lost.

Professional Abuse

Any allegation of abuse made against a member of staff, would be referred to the management team, Penny Shevyn, or Monica Sangha, who would then inform the initial contact team and Ofsted. Any allegation made against a member of the management team would be referred directly to head office (by the unaccused party) who would inform the LADO(Local Area Designated Officer) Initial Contact Team and OFSTED within 14 days. Any member of staff with an allegation made against them would be automatically suspended, whilst an investigation is carried out.

Child Protection Issues

All staff have a DBS check prior to them commencing employment. This is via Capita online.

Staff must be aware of the child protection guidelines and not put themselves in a vulnerable position. Records of any child protection issues are kept confidential.

All staff are made aware of the designated Safeguarding Officers - Mrs Penny Shevyn and Mrs Monica Sangha - In their absence, A senior member of staff will make contact with them, wherever necessary.

Parents must provide Prepcare Day Nursery with full details regarding all address/es the child resides at and the full address/es of both parents. Parents agree to provide this information prior to their child starting at the nursery. Parents must inform Prepcare of any changes to their or the child's contact details, including emergency contacts.

Outside Agencies and Contact Numbers

Shropshire Family Information Service 01743 254400

Information and advice on all services for children, young people and their families. ShropshireFIS@shropshire.gov.uk

EHAF (CAF) Enquiry Line 01743 281210

To find out if there has been an assessment recorded for a child or young person.

Early Help Implementation enquiries 01743 250039

For information and guidance relating to Early Help processes including resources & tools. Please do not call this number if you want to talk about a specific child. Case consultation is available from the Early Help Advisors (See below)

Shropshire Council Customer Service Centre

Concerns Line 0345 678 9021

For Either: A Consultation with an Early Help Advisor who is a Senior Social Worker

And/Or:

To make a child protection referral to the Initial Contact Team.

Social Care: - Out of hours duty team 0345 678 9040

For child and adult protection referrals out of hours

Local Authority Designated Officer (LADO) 0345 678 9021

For allegations of abuse made against staff members

Signed: - _____

Updated: December 2013