

Asmall Nursery And Out of School Care

Safeguarding Children and Child Protection

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

Safeguarding and Welfare Requirements:

Providers must take all necessary steps to keep children safe and well. The requirements in this section explain what early years providers must do to

1. Safeguard children,
2. Ensure the adults who have contact with children are suitable
3. Promote good health
4. Support and understand behaviour
5. Maintain records, policies and procedures

This policy is reviewed annually to ensure it remains in line with statutory guidance. Its effectiveness is monitored through staff, supervisions, latest information and feedback to ensure appropriate knowledge and awareness is in place.

Policy Statement:

Asmall Nursery understands the contribution we can make to protect children from harm and to support and promote the welfare of all children at our setting. Children learn best when they are healthy, safe, secure and when their individual needs are met and they have positive relationships with the people caring for them. This policy applies to all pupils, staff, parents, volunteers, placement students and visitors. This policy will give clear direction about expectations and our legal and moral responsibility to safeguard and promote the welfare of all children at our setting. We complete annual Safeguarding training as a staff team and the DSL's receive training when it is due for renewal which is every two years. Following safeguarding training the DSL's must provide support, advice and guidance all practitioners and members of staff in the setting. It is the managers/DSL's responsibility to ensure that practitioners and all staff in the setting have a confident, clear understanding of safeguarding. Where there are concerns and it is felt that practitioners need to undertake further training or refresher training to maintain basic skills and keep up to date with changes to safeguarding procedures then this will be arranged.

ALL practitioners are responsible for the Safeguarding of children. The DSL members of the team are Linzy Stockton and Kirsty Williams and the back up DSL's are Victoria Overton, Melissa Howard and Kate Roxburgh. There is always a DSL in the setting at all times. The DSL are responsible for liaison with local statutory children's services agencies, and with the local safeguarding partners however, all practitioners must be alert to any issues of concern in the child's life at home or elsewhere.

Asmall Nursery is committed to safeguarding and promoting the physical, mental and emotional welfare of every child. We implement a whole setting preventative approach to managing safeguarding concerns, ensuring that the wellbeing of pupils is at the forefront of all action taken. We recognise that no single professional can have a full picture of a child's needs and circumstances and the practitioners are skillful in documenting and alerting the DSL of any new safeguarding concerns. If children and families are to receive the right help at the right time (Early help), everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. We will work with children, parents and the community to ensure the right and safety of children and to give them the very best start in life and protect them from harm and abuse.

Forms of child abuse and neglect:

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect a child from harm. The following are some signs often associated with particular types of child abuse and neglect. These types of abuse are more often found in combination than alone.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, including penetrative or non-penetrative acts, or non-contact activities such as showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a failure to:
 - provide adequate food, clothing and shelter
 - protect a child from physical and emotional harm
 - ensure adequate supervision
 - allow access to medical treatment

Fabricated or induced illness (FII)

This abuse is when a parent fabricates the symptoms of, or deliberately induces, illness in a child. The parent may seek out unnecessary medical treatment or investigation. They may exaggerate a real illness and symptoms, or deliberately induce an illness through poisoning with medication or other substances, or they may interfere with medical treatments. 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.

Procedures:

Our designated senior officer who co-ordinates child protection issues are Linzy Stockton and Kirsty Williams. Our back up designated people are Melissa Howard and Victoria Overton and Kate Roxburgh. In the very unlikely event that both the DSLs and Deputy DSLs are absent, and to ensure immediate action can be taken, contact the Local Safeguarding Partnership (LSP).

1. All staff are trained to understand our safeguarding policies and procedure and it is our responsibility to provide help and support to meet the needs of children as soon as problems emerge
2. All staff **MUST** read and understand 'Working together to safeguard children' and 'Keeping children safe in education'. These are given out during the annual safeguarding training and staff must sign to say they have read these documents and understand them.
3. Any person working directly with the children are required to be DBS checked. The management team follow strict Safer Recruitment procedures. They must have the relevant qualifications and we will take appropriate steps to verify qualifications. We require two suitable references and photographic Identification along with proof of address. Only when these have been verified a position at Asmall Nursery will be offered -Volunteers do not work unsupervised.
4. We record information about staff qualifications, identity checks, application packs, interview questions and vetting processes. These are then stored safely in a locked cupboard in the Nursery office.
5. Staff are informed they are expected to disclose any convictions, cautions, court orders etc. This is very important.
6. All visitors to the setting must sign in at the main entrance and show their identification before they are allowed into the setting.
7. Personal mobile phones and other electronic devices with imaging and sharing capabilities **MUST** be stored in the Nursery office – no mobile phones/devices must be around the children. Staff must use the staff room or Nursery office to make phone calls. Practitioners do use devices to take photographs of the children and these **MUST** only be Nursery devices and **NEVER** personal devices.

When inside the setting parents must not use their mobile phone. If a parent is seen to use their mobile phone then they will be asked to put this away till outside away from the setting.

Safeguarding and promoting the welfare of children, in relation to this policy, is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online (Out of school club)
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Promoting the upbringing of children with their birth parents, or otherwise family network through a kinship care arrangement, wherever possible and where this is in the best interests of the children
- Acting to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

Recruitment of new staff:

There will be times when the recruitment of new staff members is needed. We are vigorous with our vetting procedure to ensure the right candidate is employed. During the initial advertisement of the vacancy we will provide a copy of the job description, person specification and an application form that must be completed and returned to the setting. The application pack will then be checked and the job history to ensure that the applicant didn't have any long absences from work or lots of jobs and if they have then this will be discussed at the interview to find out the reasons for this. Within the application pack we ask that the applicant provides two references. At this point before interview Kirsty or Linzy will send off for these references with a short letter to explain how the applicant has been shortlisted subject to suitable references and we ask that these can be completed and sent back to the setting. The applicant will never obtain their own reference. One must be from current employer; training provider or education setting and must be completed by a senior person- where this is not possible it must be from most recent. We will not accept references from family members. Any information on the reference which is unclear or insufficient then the manager will contact to clarify. References must be factual and not opinion based. Once these are acceptable then we will arrange for the candidate to attend an interview. This will take place with Kirsty, Linzy (Nursery managers) and Jim (the nominated person for Asmall Nursery and a member of the Management Committee). All members of the interviewing panel have completed 'Safer Recruitment' training. If the applicant is successful then they will be required to bring in two forms of photographic ID and proof of address. A DBS will then be applied for. When this has come back cleared then then a start date will be agreed.

A full induction will be carried out with the successful applicant and this will include gaining a thorough understanding of all the policies, procedures and if training needs such as first aid or safeguarding.

Responding to suspicions of abuse:

The provision will respond promptly and appropriately to all incidents or concerns of abuse that may occur. The provisions child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

When children are suffering abuse, this may be demonstrated through:

- changes in behaviour
- determination in general well-being
- comments which give cause for concern
- changes in appearance
- unexplained bruising, marks.

Where we believe that a child in our care or that is known to us may be affected by these factors we follow procedures below for reporting child protection concerns. Where evidence is apparent a member of staff will make a dated record of the details on CPOMS of the concern and discuss with DSL immediately. We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation.

We take care not to influence the outcome.

Recording suspicions of abuse and disclosures:

Where a child makes a comment to a member of staff that gives cause for concern that member of staff will:

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1. Listens to the child in a calm manner to ensure the child feels comfortable to open up
2. Reassures the child and offers support where needed,
3. Does not ask closed questions (Can ask things like where did this happen? How did you feel? Etc Why, When, How, Where questions)
4. Reports straight away when the child has finished disclosing.
5. Records everything on CPOMS that will form a record of the observation or disclosure that includes.
 - Date and time
 - Exact words spoken by the child in as much detail as possible
 - The name of the person whom the concern was reported with the date and time and names of anyone present.

These records should be dated and a record will be held on CPOMS.

The DSL is informed of the issue as soon as possible.

Asmall Nursery promotes:

- **Always listening to children**
- **Positive images of children**
- **Children developing independence and autonomy as appropriate for their age and stage of development**
- **Safe and secure environments for children**
- **Tolerance and acceptance of different beliefs, cultures and communities**
- **British values**
- **Providing intervention and help for children and families in need.**

We have a duty to act quickly and responsibly in any instance that may come to our attention. If in any doubt about what constitutes a safeguarding concern, refer to the Designated Safeguarding Lead (DSL). If there is a concern, never do nothing, always do something, including sharing information with any relevant agencies. Safeguarding is everybody's responsibility.

Informing parents of any allegations made:

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 Authority children's social care team, police or LADO does not allow this to happen. 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. Concerns are discussed with parents to gain their view of event, unless we feel this may put the child in greater danger. The conversation that was had with parents will also be added to CPOMS. We inform the parents when we make a record of concerns in their children file and that we also make a note of any discussion we have with them regarding a concern.

Support to families:

The nursery takes every step in its power to build up trusting and supportive relationships among families, staff, students and volunteers within the nursery.

The nursery will continue to welcome a child and their 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 interest of the child.

Managing child absences:

We understand the importance of 'checking- in' with children and their families who are absent from the setting. When a child first starts our setting, we explain to parents that if their child will be off due to sickness or holiday then they MUST let Nursery know. They can do this by putting a note on Family, messaging or emailing or even via telephone. If parents have not informed Nursery that their child will be absent by 9.15am then the room leaders of each room will contact the family to ensure that they are all safe. If parents are unable to be contacted then we will try to contact the emergency contacts. If we are unable to make contact the nursery manager will perform a welfare check by visiting their home address. This is never done alone and an additional adult must attend this visit. If during this visit contact is still not made and our calls have not been returned will would inform the police.

Allegations against staff:

We ensure all parents know how to complain about the behaviour or actions of staff or volunteers within the setting.

We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children which include:

- Inappropriate sexual concerns
- Excessive one to one attention beyond the requirements of their usual role and responsibilities or inappropriate sharing of images.

We follow the guidance of the Local safeguarding Children Board when responding to a complaint that against a member of staff. We respond to any disclosure made by children or staff that abuse by a member of staff or volunteer within the setting.

We refer any such complaint to the Local Authority Designated Office (LADO) to investigate:

Tim Booth- 01772 536694.

There is also the opportunity to refer online on

https://my.apps.lancashire.gov.uk/w/webpage/request?form=management_of_allegations_notification

We also report any such alleged incident to Ofsted and the disclosure and barring services, as well as the measures we have taken.

Where the management team and children's social care agree it is appropriate in the circumstances the member of staff will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place but to protect the staff and children.

Where a member of staff or volunteer has been dismissed due to engaging in activities that causes cause for concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA)

ISA- 0300 123111

Promoting awareness among staff:

The provision will promote awareness of child abuse issues throughout its staff training. The provision will ensure that:

- Its designated DSL has relevant experience and receives appropriate training. This is renewed and refreshed when needed.
- Safer recruitment practices are followed for all staff
- All staff and parents have a copy of the Safeguarding Children policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse
- Staff are familiar with the 'What to Do If You're Worried A Child Is Being Abused' document and staff are required to read this annually then sign to say they understand what they have read.
- Staff carry out Safeguarding training at the start of every year.
- It is **EVERYONES** responsibility to safeguard the children from harm.

Promoting good health:

It is all practitioner's responsibility to promote good health with the children. Practitioners must act as a positive role model with the children discussing how we keep safe and healthy and encourage them to make good healthy choices. Practitioners will teach the children how to keep safe and well during carpet times and activities where appropriate to their age and stage of development. There may be times when practitioners support families in making healthy choices for example healthy diets and lunchboxes, plenty of exercise and regular trips to the doctors and dentist and the importance of these.

Confidentiality:

Confidentiality must not override the right of children to be protected from harm. However, every effort will be made to ensure confidentiality is maintained for all concerned if an allegation has been made and is being investigated.

If uncertain about whether sensitive information can be disclosed to a third party, contact the DSL or call the Information Commissioner's Office helpline on 0303 123 1113. They will provide advice about the particulars relating to each individual case, including information which can and cannot be shared. Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent, child or member of staff.

Useful contact numbers

Children's Social Care- 0300 123 6720

Emergency Duty Team Out of hours - 0300 123 6722

Ofsted: 0300 123 1231

NSPCC: 0808 800 500

Where there is a serious or immediate threat to a child call 999.