



Safeguarding Children Policy

(Inclusive of mobile phone and camera use)

Aims and Objectives

Rising Stars Nursery's Safeguarding Children Policy sets out to provide clear direction to all the people involved in the Nursery, about expected codes of behaviour in dealing with safeguarding children issues. The policy will make explicit the Nursery's commitment to the development of good practice and sound procedures. This will result in any safeguarding children concerns and referrals being handled sensitively and professionally and in a manner which supports the needs of the child and their families if appropriate.

Introduction

Rising Stars Nursery fully recognises the contribution it can make to protect and support children in the nursery.

There are 3 main elements to our Safeguarding Children Policy -

PREVENTION

At Rising Stars Nursery we aim to provide a positive and calm atmosphere where all the children feel secure.

PROTECTION

By following agreed procedures Rising Stars Nursery's staff will be supported and trained to respond appropriately and sensitively to Safeguarding Children concerns.

SUPPORT

Rising Stars Nursery will give support to all children and staff who have been abused.

This policy applies to all children and staff at Rising Stars Nursery.

Types of abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them, or by failing to act to prevent harm.

Children may be abused within a family, institution, or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Physical abuse

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning; where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries – these should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager.

Procedure:

- All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member
- The incident will be discussed with the parent at the earliest opportunity
- Such discussions will be recorded and the parent will have access to such records

- If there appear to be any queries regarding the injury, the Local Safeguarding Children's Board (LSCB) in the local authority will be notified.

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness e.g. through poisoning, starvation, inappropriate diet. 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.

Sexual abuse

Action needs to be taken under this heading if the staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge, and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing; the procedure stated later in this document under 'recording abuse suspicions' will be followed.

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the nursery manager
- The matter will be referred to LSCB in the local authority.

Emotional abuse

Action should be taken under this heading if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Procedure:

- The concern should be discussed with the manager. In the event of the Manager being absent from the nursery a nominated officer must be informed. Names of nominated officers for the site are displayed in each room.
- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- A Common Assessment Framework (CAF) may need to be completed (England only)

If there appear to be any queries regarding the circumstances, the matter will be referred to the LSCB in the local authority.

Neglect

Action should be taken under this heading if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation and failure to seek medical treatment when required on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Procedure:

- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- A CAF may need to be completed (England only)
- If there appear to be any queries regarding the circumstances the LSCB in the local authority will be notified.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries.

Rising Stars Nursery's Commitment:

Rising Stars Nursery recognises that for children high self-esteem, confidence and clear lines of communication with trusted adults helps prevention.

Rising Stars Nursery will therefore:-

Establish and maintain an ethos where children feel secure and encouraged to talk, and are listened to using discussion and circle time.

Ensure that the children know that all adults in the Nursery are approachable if they are worried or unhappy. This will be achieved by listening and responding to the children in a positive manner.

Work together to achieve the five Every Child Matters Outcomes - Being healthy, Enjoying and achieving, Economic well-being, Making a positive contribution and Staying Safe.

The EYFS provides activities and opportunities for P.S.E.D., which equip the children with the skills they need to, stay safe from abuse. These will be achieved through planned topic work, role play and positive role modelling.

Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies.

Framework

Effective safeguarding systems are those where:

- The child's needs are paramount, and the needs and wishes of the child, be they a baby or infant, or an older child, should be put first, so that every child receives the support they need before a problem escalates.
- All professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to those children.
- All professionals share appropriate information in a timely way and can discuss concerns about an individual child with colleagues and local authority children's social care.
- High quality professionals are able to use their expert judgement to put the child's needs at the heart of the safeguarding system so that the right solutions can be found for each individual child.
- All professionals contribute to whatever actions are needed to safeguard and promote the child's welfare and take part in regularly reviewing the outcomes for the child.

Safeguarding Children is the responsibility of all adults and especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the Lancashire Safeguarding Children Board (LSCB). All staff have received a copy of the Lancashire Safeguarding Board Policy and Procedures.

The LSCB is, a multi-disciplinary body, established within a framework of the Department of Health guidance to promote co-ordinated action to deal with matters relating to the wellbeing and protection of children. The Committee brings together senior managers and professionals from the Children's

Integrated Services Directorate, the Health Authority, and Trust Bodies and Primary Care Groups, the Police, the Education and Schools service, the Probation Service, the NSPCC, and other agencies concerned with protecting children.

The LSCB provides a forum

- for developing, monitoring and reviewing safeguarding children policy,
- for consultation between all those involved in the management of safeguarding children issues,
- to advise on the need for enquiries into cases which cause concern,
- to establish joint training policies,
- to advise on the formulation of local policy, practice and procedures to be followed in the detailed management of cases,
- to undertake revision of the Constitution, following any new Government Guidance or Legislation.

The Constitution of the LSCB allows for the establishment of a number of Sub Committees. These include 4 locality Safe Guarding Children Groups - Serious Case Review Panel Training Group, Quality Assurance and Performance, Promotion and Communications and the Child Overview Panel.

There are currently four locality groups which compliment the work of the LSCB at a local level. The chairs of these committees are members of the LSCB and cover the four geographical areas: Lancaster, Fylde and Wyre, Preston, South Lancashire and Lancashire East

The Child Protection Register is a record of all children within the area who have been subject to a child protection conference. It has to be a multi agency decision to put a child's name on the Child Protection Register.

Lancashire has an appointed Local Authority Designated Officer (LADO). The Lancashire **LADO** can be contacted on **01772 536694** or via e-mail: Tim.booth@lancashire.gov.uk. (For roles and responsibilities please see Lancashire's safeguarding policy and procedures)

Children's Integrated Service holds this register. They can be contacted below:

Lancaster Children's Integrated Service Office
Initial Assessment Team
Lancaster County Council, Fraser House, South Road
Lancaster
Lancashire
LA1 4XQ
Phone: **0300 123 67 20 open 24hrs**
Opening times: 8.45 am – 5 pm

Roles and Responsibilities

All adults working in the Nursery have a responsibility to protect children. There are, however, key people within the nursery who have responsibilities under Child Protection procedure.

- a) Catherine Teasdale (Nominated Child Protection Officer), Rachel Baird, Tanya Whyte and Emily Darwen have the responsibility to meet with the member of staff who has expressed a concern and then contact the appropriate agencies.
- b) Rachel Baird, Tanya Whyte and Emily Darwen will record on a disclosure form and consult with the Child Protection Officer regarding this information.

Procedures

At Rising Stars Nursery the document produced by HM Government 'What to do if you are worried a child is being abused-Summary (Crown copyright 2006)

Any concerns about a child may be discussed with the local Children's Integrated Services Team on:

Lancaster Children's Integrated Services Office
Initial Assessment Team
Lancaster County Council, Fraser House, South Road
Lancaster
Lancashire
LA1 4XQ
Phone: **0300 123 67 20 open 24hrs**

Staff have been made aware that the local police and OFSTED will have to be informed;

The local police can be contacted on: **01524 633333 or 01772 203203**
OFSTED may be contacted on: **0300 123 1231**

The staff at Rising Stars Nursery will be kept informed about child procedures through clear lines of communication, passing on information and staff training.

Staff will know what to do if there are child protection concerns through policy statements.

Parents will be informed of the nursery's duties and responsibilities under the Child Protection procedures by having access to the Child Protection Policy.

The flow charts contained in this Policy will give additional guidelines for the procedures if a concern has been expressed.

Training and Support

Rising Stars Nursery will ensure that all staff attend training relevant to their role.

Professional Confidentiality

Confidentiality is an issue, which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child.

We ensure that all adults working in the nursery understands the need for confidentiality by having a confidentiality policy in our induction to the nursery.

An adult working in the Nursery must never guarantee confidentiality to a child because Safeguarding Children supersedes all other considerations including confidentiality.

If asked to keep a secret by a child the staff must explain that they cannot promise as some secrets are good and some are not. If the secret is not good they can get help for the child.

The designated Child Protection officer must be given information relating to these concerns and the manager will then be informed. The Nursery will then follow the correct procedures.

This information should not be given to anyone requesting it over the telephone or to a relative. Any enquiries should be referred to the appropriate channels.

Professionals can only work together to safeguard children if there is an exchange of relevant information between them. This has been recognised in principle by the courts. Any disclosure of personal information to others, (including Children's Social care Services), must always have regard to both common and statute law.

Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (*Data Protection Act 1998, European Convention on Human Rights, Article 8*). Wherever possible consent should be obtained before sharing personal information with third parties. In some circumstances, consent may not be possible or desirable but the safety and welfare of a child dictate that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt.

Records and Monitoring

Well-kept records are essential to good child protection practice. Rising Stars Nursery is clear about the need to record any concerns held about a child or children within our nursery, the status of such records and when these records should be passed over to other agencies.

The nursery staff will record concerns on a Disclosure Form. The Disclosure Form will be signed by the Child Protection Officer and the Manager. Copies will be sent to outside agencies if appropriate. Information recorded includes:

Date

Time

What are the concerns

What alerted you to the concerns

Diagrams of any bruising, marks.

Written records of what child has said using their words

Signature of the member of staff recording the concern

Signature of a witness

Signature of an officer in charge

This form and other relevant documentation will be put into an envelope, sealed, dated and locked into the filing cabinet under incidents.

Every time the envelope is opened and the seal broken it has to be signed, dated and resealed. Only the Child Protection Officer or Manager should open the envelope.

The staff will constantly monitor and record their concerns. If concerns are still apparent over a 2 week period a referral will be made to the local Children's Integrated Services Team

The staff will be made aware that only the Child Protection Officer or Manager can release any information regarding a concern. We will hold the file for a period of 10 years unless Children's' Integrated Services request it.

Attendance at Child Protection Conference

A Child Protection Conference needs to take place in order for a child to be placed on the Child Protection Register.

Rising Stars Nursery will contact the Local Children's Integrated Service Team to obtain advice about attending a Case Conference.

Supporting Children at Risk

Rising Stars Nursery Centre recognises that children who are abused or who witness violence may find it difficult to develop a sense of self worth and to view the world in a positive way. Our Nursery may be the only stable, secure and predictable element in the lives of children at risk. Whilst at the Nursery, their behaviour may still be challenging and defiant and there may even be moves to consider suspension or exclusion from the Nursery.

It is also recognised that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support.

Rising Stars Nursery will endeavour to support children through:

- a) Delivering a curriculum to encourage self-esteem and self-motivation.
- b) The nursery ethos which promotes a positive, supportive and secure environment which gives all children and adults a sense of being respected and valued.

- c) A consistent approach which recognises and separates the cause of behaviour from that which the child displays. This is vital to ensure that all children are supported within the nursery setting.
- d) Regular liaison with other professional and agencies that support the children and their families.
- e) A commitment to develop productive, supportive relationships with parents, whenever it is in the child's interests to do so.
- f) The development and support of a responsive and knowledgeable staff group trained to respond appropriately in child protection situations.

This policy should be considered alongside all our other policies in the nursery.

We recognise that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. Nursery staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour problems will need to be particularly sensitive to signs of abuse.

It must be stressed that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support and protection.

Safe Nursery, Safe Staff

The staff follows the behaviour policy if a child is aggressive towards another child or adult.

If a child is aggressive and needs restraining the staff are advised to hold the child's hands by their side and try to calm them down by talking to them. If the aggressive behaviour persists parents will be informed.

Where a member of staff is left with a group of children the door to the classroom is always left open and staff are close by.

The Nursery always ensures that staff complete the correct documentation for OFSTED which includes a police check.

If staff are faced with allegations of abuse full documentation is taken and the manager investigates the allegation (SEE BELOW)

Supervision of Students / Non-cleared Staff

All students will be given a tour of the Nursery by the Early Years Professional and asked to read the policy documentation available to ensure they familiarise themselves with the ethos of the Nursery. All students will be asked to sign to say they have read the relevant documentation.

Students and non-cleared staff will not be allowed to accompany children to the toilet/change nappies or be left in a room unsupervised. It is the responsibility of the Officers in Charge to ensure the children in their care are correctly supervised at all times.

Allegations made against Staff

If an allegation is made LADO must be contacted for advice.

Lancashire has an appointed Local Authority Designated Officer (LADO). The Lancashire LADO can be contacted on 01772 536694 or via e-mail: Tim.booth@lancashire.gov.uk. (For roles and responsibilities please see Lancashire's safeguarding policy and procedures)

www.lancashire.gov.uk/safeguarding-childrenboard/

Any complaint against a member of staff must immediately be reported to the Assistant Managers or Manager immediately. The Assistant Manager and the Manager will interview the member of staff concerned. Further statements may then be taken from other witnesses and other members of staff. If the allegation is concerned with Safeguarding Children then the member of staff may be suspended pending a full investigation or on restricted duties pending LADO response. OFSTED and LSCB will be informed. The parents/carers will be consulted and kept informed of all procedures. All staff members must be fully aware of the Nursery's Safeguarding Children Policy and protect themselves against any such allegations by ensuring, for example, that doors are left open and other staff members are aware when they take children to the toilet or to change a nappy etc.

As a Nursery we will ensure that if we dismiss or remove a member of staff or volunteer because they have harmed a child, or we would have done if they had not left, we will inform the Independent Safeguarding Authority.

Mobile telephone use

In light of recent events in regard to safeguarding children and the use of mobile telephones, within the nursery setting, the nursery has put the following into place within the safeguarding policy.

The policy is in order to protect children, protect staff and maintain high standards of care within the setting. The policy is set out for staff, students, volunteers and visitors.

- All staff must ensure that their mobile telephones are left inside a secure allocated area during their working hours, which is situated within the office filing cabinet in the nursery or staff lockers.
- Mobile telephone calls and text messages may only be taken at staff breaks or in staff members' own time.
- If you have a personal emergency you are free to use the setting's phone or make a personal call from your mobile in the designated staff area of the setting.
- Staff should make their families aware of emergency work telephone numbers, and keep managers up to date with contact information. This is the responsibility of the individual staff member.
- During outings a nominated staff member will have access to the setting's mobile phone, which is to be used for emergency purposes only.

This policy ensures the safety and welfare of the children within our care and guarantees that personal mobile telephones will not be used when in the presence of children on the premises or when on an outing.

Any member of staff, volunteer or student found to be none compliant with this policy will face disciplinary action.

Parents and visitors are also kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their child.

Camera and recording device use

We ensure that any photographs or recordings taken of your children in our nursery are only done with prior written permission from each child's parent. This is gained when each child is registered.

We ask for individual permissions for photographs and video recordings for each different use including, use in the child's learning journey, for display purposes, for assessment purposes, for promotion materials including our nursery website and brochure and to use in the local press. We ensure that parents understand that their child may also be on another photograph, but not as the primary person, that may be used in another child's learning journey.

If a parent is not happy about one or more of these uses then the nursery will respect their wishes and find alternative ways of recording their child's play or learning.

Staff is not permitted to take photographs or recordings of a child on their own devices and should only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parent's wishes are adhered to.

Parents are not permitted to use any recording device or camera on the nursery premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case individual permission will be asked for each child before this event. This will ensure all photographs taken are in line with parental choice.