



Sandytots Nursery
Faraday Road
Stafford ST16 3NQ
Telephone: 01785 256155
Email: sandytots1@gmail.com

Safeguarding Children & Child Protection Policy & Procedure

Introduction

Sandytots staff understand that they play an important role in supporting families and providing services to children. All our staff understand that they have a unique opportunity of promoting children's welfare and in being alert to those exceptional circumstances when children might be at risk of harm from the care they are likely to receive from parents/carers and others.

The staff seek to adopt an open and accepting attitude towards children and young people as part of their general responsibility for pastoral care. Staff hope that parents and children will feel free to talk about any concerns or worries, which affect their well-being and that they will see the Nursery as a safe place, if there are any difficulties elsewhere. Children will be taken seriously if they seek help from any member of staff.

The Designated Person for Safeguarding for the Nursery is **Michelle Lindley** in her absence **Catherine Barrett/Hannah Evans**

They can be contacted on tel. 01785 256155. sandytots1@gmail.com

Procedures

The sections in this Safeguarding Children Policy need to be seen as a whole document and each section should not be seen and/or used in isolation.

All staff will be familiar with Sandytots internal procedures for addressing and recording any concerns about a child's welfare (copy available within Safeguarding file) We also have flow chart of referral (see attached procedure flowchart) this includes inter-agency recording requirements of the Staffordshire Safeguarding Children Board as stated in the following leaflets available in the Nursery Office and Parents notice board in corridor for reference.

1. Managing allegation of abuse against people who work with children (LADO)
2. Notes of guidance for early years providers and other organisations.
3. Emerging picture notes of guidance for Early Years providers and other organisations. Advice may be sought from the Children and Lifelong Learning Department or the police, if staff are unsure as to how to proceed.

The flow chart for referral is also available in all Nursery room and Nursery office, for reference.

Responsibility of Registered Person

The registered person for Sandytots Nursery is **Julie Wetton**. This person has overall responsibility for the well-being and the safeguarding of the children. Julie can be contacted at sandytots1@gmail.com

Related Policies and Procedures

Please refer to other related policies and procedures of Sandytots Nursery for more detail



Missing child from nursery policy	Acceptable internet use policy
Special educational needs and disabilities (SEND) policy	Promoting positive behaviour policy
Data protection and confidentiality policy	Tapestry
Late collection and non-collection of children policy	Safer recruitment of staff policy
Nappy changing policy/intimate care	Social networking policy
Young workers policy	Complaints procedure
Health & Safety & Lock down policy	Whistle blowing Policy
Looked after children policy	Camera Mobile phone and electronic device use policy

Safeguarding Procedure: Helping to Keep Children Safe

The setting has a regard to the government's statutory guidance 'Working Together to Safeguard Children' 2018 and to the 'Prevent duty guidance for England and Wales' 2015. The contents of this policy and procedure will be made known to all staff, parents/carers, members of the childcare team, students and volunteers at Sandytots Nursery, as appropriate.
Domestic Abuse Act 2021

Recruitment

Every effort is made to ensure that all staff and volunteers are suitable to work with children and robust and safe recruitment procedures are in place. All Nursery staff has an enhanced disclosure and barring (DBS) check prior to commencing in post and references are taken up by the nursery manager. Any agency, which supplies the Nursery with temporary staff is required to present their enhanced DBS check and proof of identification prior to starting work at the Nursery.

Training

1. All staff who work with children in the Nursery have Level 1 Safeguarding Children training that equips them to recognise and respond to child welfare concerns. All staff who do not have designated responsibility for safeguarding should undertake suitable refresher training at 3 yearly intervals thereafter to keep their knowledge and skills up to date.



Sandytots Nursery
Faraday Road
Stafford ST16 3NQ
Telephone: 01785 256155
Email: sandytots1@gmail.com

2. When staff with designated lead responsibility for safeguarding take up that role, they should receive Level 2 training in inter-agency procedures that enables them to work in partnership with other agencies, and gives them the knowledge and skills needed to fulfill their responsibilities. They should also undertake refresher training at 2 yearly intervals after that to keep their knowledge and skills up to date annually.
3. All staff, whether permanent or temporary, and volunteers who work with children should be given a verbal statement about the Nursery's policy and procedures, and the name and contact details of the designated person when they start work in the establishment.

Listening to Children

1. Activities planned are designed to help children develop socially and emotionally as well as to give them new knowledge and understanding. Policies, such as the **Promoting Positive Behaviour Policy**, also contribute to enabling children to become confident and begin to equip them with the skills they need to protect themselves or disclose concerns they have.
Ensure that all staff are alert to the signs and understand what is meant by safeguarding and are aware of the different ways in which children can be harmed, including by other children i.e. bullying and low level concerns.
2. Experience and consultation with children show that they will talk about their concerns and problems to people they feel they can trust and they feel comfortable with. It is essential that all staff and volunteers know how to respond sensitively to a child's concerns, whom to approach for advice about them, and the importance of not guaranteeing complete confidentiality. Staff adhere to the settings confidentiality policy at all times.
3. Any member of staff or volunteer who is approached by a child wanting to talk should listen positively and reassure the child. They should record the discussion with the child as soon as possible and take action in accordance with the Nursery's safeguarding procedures.
4. The way in which a member of staff talks to a child, who discloses neglect/abuse, could have an effect on the evidence that is put forward if there are subsequent proceedings and it is important that staff do not jump to conclusions, ask leading questions, or put words in a child's mouth. If a child makes a disclosure to a member of staff they should write a record of the conversation as soon as possible, distinguishing clearly between fact, observation, allegation and opinion, noting any action taken in cases of possible abuse and signing and dating the note.
5. Staff must also be aware that:
 - It is not the responsibility of staff or volunteers to **investigate** suspected cases of abuse;
 - They should not take any action beyond that agreed in the procedures established by the Staffordshire Safeguarding Children Board
 - They cannot promise a child complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe.



Sharing low-level concerns

On occasion, inappropriate, problematic or concerning behaviour by staff or other adults is observed but does not meet the threshold for significant harm. This may be classed as a 'low-level' concern, although this does not mean that it is insignificant.

We define a low-level concern as:

- Any concern, no matter how small, that an adult working with children may have acted in a way that is inconsistent with our Staff behaviour policy, including inappropriate behaviour outside of work
- A concern that may be a sense of unease or a 'nagging doubt' and does not meet the harm threshold or is serious enough to refer to the LADO.

We encourage a culture of openness, trust and transparency, with clear values and expected behaviour, monitored and reinforced by all staff. All concerns or allegations, however small, will be shared and responded to. All concerns will be shared with the DSL, or other nominated person, as in our reporting procedures. We encourage concerns to be shared as soon as reasonably practicable and preferably within 24 hours of becoming aware of it. However, it is never too late to share a low-level concern.

Making a Referral in relation to Safeguarding

1. Parents will normally be consulted and their consent obtained before a referral is made to an agency outside the setting under local Safeguarding procedures. However, staff cannot guarantee to consult parents first, or to keep children's concerns confidential, if referral must be made to the appropriate agencies in order to safeguard the child's welfare and best interests.
2. Where there are any doubts or reservations about involving the child's family, the designated person should clarify with the statutory agencies, whether, and if so when and by whom, the parents should be told about the referral. Clear and accurate records must be maintained and kept up to date.
3. If staff have significant concerns about any child which **may** indicate:
 - physical abuse
 - emotional abuse
 - sexual abuse or
 - neglect

they are **required** to discuss them with the Designated Person, Staffordshire Children's Advice & Support Service(SCAS) or the Police. This will also include the signs of FGM and breast ironing, FGM safeguarding pathway is included.

4. Staff who have any concerns about the welfare and/or safety of a child attending nursery, should follow the internal procedure for reporting and recording their concerns attached to this policy.



Sandytots Nursery
Faraday Road
Stafford ST16 3NQ
Telephone: 01785 256155
Email: sandytots1@gmail.com

5. Abuse or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. Staff may see changes in behaviour, development or attendance patterns, which are likely to adversely impact on a child's development. Such changes may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be the symptoms of a hidden disability or undiagnosed medical condition and the need to distinguish those cases reinforces the need for a careful and thorough assessment of the child and his/her needs when concerns are passed on.
6. Staff working with children with special educational needs and disabilities provide close support to them and may encounter indications of possible abuse. Whilst extra care may be needed to ensure that signs of abuse and neglect are interpreted correctly, any suspicion should be reported in exactly the same manner as for other children, refer to the **DSEN policy**.

PREVENT: Counter terrorism and extremism in our communities – an update for childcare providers

The current threat from terrorism in the United Kingdom can involve the exploitation of vulnerable people, including children of all ages, young people and adults to involve them in terrorism or activity in support of terrorism. Staffordshire has a Prevent strategy with a delivery plan which **aims** to respond to the ideological challenge of terrorism and the threat from those who promote it.

What you need to know/do as a childcare provider

Have knowledge of the Staffordshire Safeguarding Children's Board (SSCB) guidance on **Safeguarding People who are vulnerable to being drawn into Violent Extremism and/or Terrorism in Staffordshire/Stoke on Trent* with a clear understanding of the vulnerability factors, referral pathway and channel panel process (See appendix 2).

Responsibilities of the Designated Person for Safeguarding

Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies
- Act as a source of support, advice and expertise within the setting when deciding whether to make a referral by liaising with relevant agencies
- Liaise with line manager and Duty Managers to inform them of any issues and ongoing investigations and ensure there is always cover for this role.

Notifiable Incidents

- A notifiable incident is an incident involving the care of a child which meets any of the criteria's in "Working together to safeguard children". Contact details and notification forms for notifying incidents to Ofsted are available on Ofsted's website.



Sandytots Nursery
Faraday Road
Stafford ST16 3NQ
Telephone: 01785 256155
Email: sandytots1@gmail.com

Raising Awareness

- Ensure the Nurseries Safeguarding Children Policy is updated and reviewed annually and work with senior managers regarding this.
- Ensure parents/carers see copies of the **Safeguarding Children Policy**, which alerts them to the fact that referrals may be made and the role of the Nursery in this is to avoid conflict later.
- Where children leave the Nursery, think about who needs to know the information contained in a safeguarding file, bearing in mind responsibilities under Data Protection Act and seek advice from relevant people in Staffordshire Children's Advice & Support Service(SCAS).

When a safeguarding allegation is made against a member of staff

Any allegation made against a member of staff is serious and requires immediate and sensitive handling. Some allegations are so serious as to require immediate referral to the police and/or children's social care via the Multi Agency Safeguarding Hub (MASH). In other cases, 'Working Together to Safeguard Children' states that the Local Authority Designated Officer (LADO) must be informed within one working day of the allegation/concern being raised. If you are concerned about a person in the Nursery who works with children you must consult with the LADO within 24hrs.

See complaints policy and company disciplinary procedure.

Mobile Phones

All staff and visitors mobile phones will be stored in the Nursery office or left in their own cars. Staff can retrieve their phones during lunchtimes and breaks when they are away from the Childcare rooms. (Please refer to the **Mobile Phone Policy**)

Managing Director: **Julie Wetton**

Nursery Manager/ Designated Safeguarding Lead: **Michelle Lindley**

Deputy Manager/Deputy Designated Safeguarding Lead: **Catherine Barrett**

Deputy Designated Safeguarding Lead: **Hannah Evans**

Reviewed on: April 2023

Review Date: Constantly reviewed



Sandytots Nursery
Faraday Road
Stafford ST16 3NQ
Telephone: 01785 256155
Email: sandytots1@gmail.com

Internal Referral Procedures

All staff will be familiar with Sandytots internal procedures for addressing and recording any concerns about a child's welfare.

- ❖ On noticing a mark on a child staff are to complete an Injury Discovered, Injury On Arrival form and refer to the settings Safeguarding Children Policy and Procedure Policy. All other safeguarding concerns MUST be noted on a contact sheet
- ❖ Discuss concerns with the Designated Safeguarding Lead (DSL) or the Deputy Designated Safeguarding lead (DDSL)
- ❖ If the child has a Social Worker connected to the family the DSL or DDSL will inform them immediately.
- ❖ The DSL/DDSL will notify any new concerns to Staffordshire Children's Advice & Support Service(SCAS)
- ❖ If the DSL/DDSL feel that the concern does not warrant a referral to SCAS the practitioner with the Safeguarding concern can make a referral themselves.

Making the Referral

- ❖ When making the referral the following documentation MUST be accessible: Relevant injury on arrival/injury discovered form or concern, child's DOB and home address.
- ❖ Your name, and your position within the company. As a professional you cannot remain anonymous.
- ❖ Note down on a contact sheet, the name of the professional from SCAS that you are discussing the referral with, time, date and the entire conversation.

Safeguarding is everyone's responsibility there is no Hierarchy