



Fig Tree Day Nursery Safeguarding Children Policy & Child Protection Procedures

At Fig Tree Day Nursery, we fully recognise our responsibility to safeguard and promote the welfare of all children in our care, and that **safeguarding is everyone's responsibility**.

Fig Tree Day Nursery adopts the definition used in the Children Act 2004 and the Department for Education guidance document *Working together to safeguard children (2010, paragraph 1.20)*, which focuses on safeguarding and promoting children and young people's welfare and can be summarised as:

- To protect children from harm (maltreatment)
- To prevent impairment of children's health and development
- To ensure that children are growing up in circumstances consistent with the provision of safe and effective care thus enabling those children to have optimum life chances and to enter adulthood successfully
- To treat the interests of our children as paramount (taking into consideration their disability, culture and history)
- To consider at all times the best interests of the child

Child abuse takes place in families of all backgrounds. All sorts of people have abused children and we never assume that any person is not capable of abuse. We recognise the need to create a safe environment for children and young people and the need for professional curiosity.

Our procedures have been written in line with the **'What to do if you're worried a child is being abused'** document; the **BSCP guidelines**. (Birmingham Safeguarding Children Partnership) and also **'Working Together to Safeguard Children'**. Copies of these documents can be found in the office. Each room has a copy of the flow chart diagrams produced in the *'What to do if you're worried a child is being abused'* document. Our procedures are set out to show staff what to do if they have any concerns regarding a child and also what would happen if a person in a position of trust is suspected of abuse.

Below is a diagram detailing the categories of, and some signs and symptoms of abuse to be vigilant for. This diagram is not intended to be fully inclusive or exhaustive in terms of how far and wide abuse can actually stem. It is merely offered as a point of reference and simple guide for those reading this policy. Any persons reading this policy that is unsure of any information with regards to categories/signs/symptoms can seek further advice from our Designated Safeguarding Lead, or other outside agencies (see advice section of policy pg 8).

4 Types of abuse - examples

1. Neglect •Failing to meet an individual's basic needs; e.g. warmth, shelter, avoidance of injury, putting a child in danger	2. Emotional abuse/bullying •Displaying a lack of care •Placing expectations on children that are inappropriate to their age or stage of development •Constant over-protection •Exerting unrealistic pressure to perform •A win at all costs philosophy
3. Physical abuse •Physically hurting or injuring participants •Giving children alcohol or inappropriate drugs •Not considering individuals' development in training	4. Sexual abuse •An individual using children to meet their own sexual needs

Code of Conduct (Behaviour of staff and volunteers)

It is a staff member's duty to prevent the abuse of all children and young people in contact with the nursery, and refer to the action to be taken, if abuse is discovered or disclosed. We expect certain standards of behaviour from all staff and volunteers within our organisation.

- Through robust induction and initial training staff must know, understand and fully carry out their job description
- Staff are expected to keep a professional boundary with parents. Any inappropriate relationship found to be developing between employee and parent could be grounds for discipline or dismissal.
- Staff and volunteers must treat children with respect
- Staff and volunteers must not make racist or sexist remarks
- Staff and volunteers must avoid showing favouritism
- Staff and volunteers have a responsibility to prevent the abuse of younger or weaker children by older or stronger children through bullying or cruel/humiliating rituals
- Staff must understand that conduct in their personal life has a direct impact on their professional circumstances once in a position of trust.

Early Help (Right Help Right Time / Signs of Safety and wellbeing)

Early help is a priority of the BSCB. (Birmingham Safeguarding Children Board). Sometimes early intervention could be the key to prevention. Birmingham uses the 'Right Help, Right Time' model to assist with this. The 'Right Help, Right Time' model provides a 'traffic light' system which encourages good practice between services, professionals and supports 'professional conversations' to identify and categorise areas of 'concern and needs' against 'indicators' and 'responses' for children, young people and families. Please refer to the guidance document for more information. This is available with the nursery Safeguarding information.

Whistle Blowing

A worker can report things that aren't right, are illegal or if anyone at work is neglecting their duties, including: someone's health and safety is in danger, damage to the environment, a criminal offence or covering up wrongdoing.

Staff and volunteers have a duty to report (whistle blow) ANY inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments, conduct on social media, excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is to ensure action is taken to minimise the risk of harm to the children in our care. Failure to do so will result in disciplinary action for that employee.

Reporting Process

Concerns about a child:

Firstly write down any concerns you have before going any further.

When writing down what a child said or detailing any marks or behaviour which were observed include dates and times and details of any witnesses. Do this as soon as possible.

Following a disclosure or the development of your own professional concerns, consult the Designated Safeguarding Lead and explain your worries. Our **Designated Safeguarding Leads** are **Jon Penny** (Owner); **Kate McCarthy** (Manager) **Lauren Gough** (Duty Manager). Show them any notes you have made.

At no time should a member of staff or a Designated Safeguarding Lead investigate by asking the child questions.

A Designated Safeguarding Lead will discuss the concerns with the other DSLs. If the decision is made to investigate the matter further a Designated Safeguarding Lead will refer to the flow chart set out in the '**What to do if you're worried a child is being abused**' document. S/he will contact the CASS team (Children's Advice Support Service 0121 303 1888) and share the concern.

If a referral is made the management team will make a decision as to whether to inform the parents about the action being taken, unless by doing so we are likely to put the child or staff at further risk of harm. Following a referral we will be guided by the local authority and fully co-operate with any investigations undertaken.

If the decision is made not to make a referral, and you still have concerns the **employee has the right to contact the CASS team directly**. Child protection is the individual responsibility of each person working with children. When any person is concerned about a child protection issue, the concern must be reported.

Concerns/Allegations against a person in a position of trust:

If a concern arises against ANY person in a position of trust, that raises a query as to their suitability to work with children, that person will be immediately informed an allegation has been made against them. At this point the nature of the allegation will not be disclosed. If appropriate, the employee in question will be suspended without prejudice whilst the investigation is carried out, or removed from the room, depending on the severity. If a Designated Safeguarding Lead has to report an employee following abuse allegations s/he will do so, directly to the LADO (Local Authority Designated Officer) team on 0121 675 1669 and will follow their guidance. If the allegation arises out of office hours a Designated Safeguarding Lead will contact the Emergency Duty Team (0121 675 4806). The Designated Safeguarding Lead will also inform Ofsted (0300 1233155) if necessary and will refer to guidance in the Statutory Framework to determine this. An allocated person (a senior team member) will be assigned to support that employee.

If the child's parents are not already aware of the concern/allegation we will immediately inform them (trying to ensure confidentiality of all parties concerned as much as possible)

As an organisation we will fully cooperate with any external agencies and take on board any advice given.

If allegations are not proven we will follow advice given from the principal officer
If the allegation IS founded we will then take the employee through disciplinary procedures as laid out in our HR policies and Employee Handbook (produced by Wirehouse Ltd) and dismiss them if applicable. We will refer their name to the Disclosure and Barring Service (DBS) for possible inclusion on the list of people barred from working with children.

In any instance, when reporting a concern all necessary paperwork will be kept up to date and stored on the child's file. Any communications made over the telephone will be documented using the CR8 and CR10 logs and kept on file. **AT ALL TIMES RULES OF CONFIDENTIALITY MUST BE STRICTLY ADHERED TO.**

Please contact the CASS team	
0121 303 1888 CASS@birmingham.gov.uk	

Other Useful Numbers	
Early Years Duty Team	0121 675 4996 /1943
Emergency Duty Team	0121 675 4806
Ofsted	0300 123 1231

The Prevent Duty

As a setting we are aware that we should 'have due regard to prevent people being drawn into terrorism'. In our place as Early Years providers we already use the EYFS to focus on the personal, social, and emotional development of children in our care. We do this in an age appropriate way ensuring the children learn right from wrong, mix and share with other children and value others' views, know about similarities and differences between themselves and others and challenge negative attitudes and stereotypes. We promote Fundamental British Values (more information on these can be found in our EYFS policy). Employees will undertake WRAP (workshops to raise awareness of prevent) training sessions or online training and be aware of the 'The Prevent Duty' guidance for schools and childcare providers. We are aware that staff may also be affected by extremism as well as children.

Best practice in working with children affected by Domestic Violence

Domestic Violence has a major impact upon the health, well-being and education of children and young people. This policy highlights some key points to remember however individual cases may be far more complex. More detailed information can be found on the BSCB website to support in this area.

- Prepare yourself for disclosures of abuse and domestic violence; be aware of other organisations who can offer support. **Be aware of the link between Domestic Violence and Child Protection**; be clear about your responsibilities with regard to child protection and ensure that the child understands what might happen. Record any information you are given.
- Your initial response is extremely important. Use language that is appropriate to the child's age and ability.
- Be non-judgemental in your response to children; respond to each child's individual needs and be aware that children's experiences will differ depending on ability, age, culture, ethnicity, gender, race, religion, or sexuality.
- Do follow up any referral that you have made with the organisation and the child, and ensure that the child understands what is going on throughout the process
- Be aware that staff as well as children may be affected by Domestic Violence

Child Sexual Exploitation

The NSPCC define Child Sexual Exploitation as:

'Child sexual exploitation (CSE) is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them.

Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

For more information about Birmingham's multi agency strategy please refer to the document in the nursery office.

Female Genital Mutilation

Female genital mutilation is physical abuse, and whilst it is perceived by parents not to be an act of hate, it is harmful, it is child abuse and it is unlawful. It has long lasting significant implications for those who have the procedure performed on them.

As a person in a position of trust you have a legal duty to make a "FGM Notification" to the police if you discover that an act of FGM appears to have been carried out on a girl under 18.

Modern Day Slavery and Human Trafficking

People can be trafficked for many different forms of exploitation such as forced prostitution, forced labour, forced begging, forced criminality, domestic servitude, forced marriage, forced organ removal.

When children are trafficked, no violence, deception, or coercion needs to be involved: simply bringing them into exploitative conditions constitutes trafficking.

Key employees within the company will be trained in this area and can be approached for further information should you have concerns for a child in your care. More information can be accessed on the direct.gov website.

Media

In the event of a child protection case within the nursery being displayed in the media, only one authorised person will be responsible for communicating with them. Any employee **NOT** adhering to these guidelines will be disciplined in line with our discipline procedures.

E-Safety

We are aware that the use of technology can bring new opportunities to children, but at the same time brings unfamiliar risks. Throughout the setting we are vigilant to these risks. Children never have unsupervised access to computers with internet access. Furthermore, the privacy settings on the computers are controlled to ensure that the children cannot gain access to any explicit material, or download any inappropriate material and staff are responsible for ensuring only appropriate websites are used within the nursery.

We also have a computer and laptop in the office with internet access. Both computers have password settings. Anyone wishing to use the office must seek permission from the Manager or Deputy Manager prior to doing so.

We also have a designated policy for the use of social networking sites; this again applies to both our employees and parents.

Cameras

Staff / Students / Volunteers are not permitted to use personal (from home) cameras or Mobile Phones with Cameras in the setting. We use digital cameras that have been purchased for the sole use of the setting. The office PC is the place any images of the children taken in the nursery are stored. We do not permit the sharing of images taken in the nursery without prior consent from the parents.

Photos are used only for displays in the nursery and for the children's individual development records. Photos are stored for the period of a term and then deleted. There are infrequent occasions whereby we are updating promotional material such as the website/prospectus. We carefully select the images we want to use and if the children are visible individual parents are asked to give signed permission for the use of said photographs.

If events are taking place within the nursery and Parents wish to use a personal camera, signed permission is sought. If all parents are not in agreement then the use of cameras is **NOT** permitted

Mobile Phones

Mobile Phones are not permitted in the rooms with children. All staff keep their personal belongings in a separate storage area and are not permitted to walk through the rooms during their break whilst using their phone. We also kindly ask parents and visitors to adhere to these guidelines and refrain from using their phone in the nursery rooms.

During outings the most senior member of staff attending is responsible for the emergency mobile phone which is a basic model without a camera or internet (not a 'smart' phone).

Safe Guidelines and Working Practices

Throughout the nursery as a whole we have a comprehensive range of practices, policies and procedures that contribute to the safeguarding of children and young people. We have CCTV in use throughout the setting (for more information on this please refer to our separate CCTV policy).

Practices –

We recognise the importance of listening to and observing children, and have high expectations of how staff treat the children in our care. We also support the need and endeavour to have excellent relationships colleague to colleague and staff to parents. Please refer to the code of conduct at the start of this policy.

Policies and Procedures –

We have designated policies which can be referred to as our whole contribution to safeguarding the children in our care. For example: Behaviour Management, Equal Opportunities, Special Educational Needs, Outings and Trips, Lost child and collection of children, Medication, Illness/Infection and Confidentiality.

We have specific procedures in place for accidents and incidents. If a child has an accident in our care we will record the details and ask the parents to sign on collection of their child. If a child comes into nursery with an injury the parents will be asked to fill out an incident form detailing how and when this occurred. These forms are kept in the child's individual file and treated as confidential. If a child comes to nursery with an unexplained injury, staff will fill in an incident form and consult senior management. Staff will also record on body map, on reverse of accident / incident form.

Recruitment and selection

When we begin recruiting new employees we refer to the '12 steps of safer recruitment' as defined by the Children's Workforce Development Council (this poster can be found in the office).

All persons in a position of trust have a DBS criminal records check, including any admin and kitchen staff. These are carried out for all new employees or checked via the update service, and periodically for all existing members of staff. Annually all existing employees are asked to sign a suitability declaration. This is also discussed in monthly supervisions.

We also obtain a minimum of two references for each employee to assess suitability for the position. All new employees are subject to a 13 week probationary period. A rigorous induction takes place in the first week of employment.

We strive to have the highest standard of care and encourage training at every level. Whether it is a refresher course or actually obtaining a specific qualification. Any unqualified staff are employed on the condition of obtaining a qualification; any employee with the minimum of a level 2 qualification is expected to achieve level 3. We work to the qualification guidelines as set by the NVQ framework..

As a minimum a **Designated Safeguarding Lead** will undertake DSL / Advanced Child Protection training that is reviewed every two years. All other employees are made aware of the referral process and what they should do if they have concerns about a child or member of staff, they also receive child protection training that is reviewed annually, using Noodle Now training package.

Role of the Designated Safeguarding Lead

The named DSLs for Fig Tree Day Nursery are Jon Penny (**Owner**); Kate McCarthy (**Manager**); Lauren Gough (**Deputy Manager**). The responsibilities of the **Designated Safeguarding Lead** are to:

- Attend an appropriate training course and continue to update his/her knowledge.
- To share Child protection information with staff.
- Liaise with local child protection agencies.
- Ensure all staff are aware of Child Protection guidelines and are able to implement them
- Review and update the Child Protection Policy.
- Respond to Position of Trust Issues
- Maintain all paperwork and records

Advice

If anyone reading this policy would like further advice there are many agencies and sources of information you can use:

<p>CHILDREN'S ADVICE SUPPORT SERVICE (CASS) 0121 303 1888 Email – CASS@birmingham.gov.uk</p>	<p>NSPCC 0808 800 5000 – advice for adults 0800 1111 – under 18's 0800 0560566 – textphone (for deaf and hearing impaired) www.nspcc.org.uk</p>
<p>WOMENS AID 0808 2000 247 24hr national domestic violence helpline run in partnership with women's aid and refuge.</p>	<p>BIRMINGHAM CHILDREN'S SAFEGUARDING BOARD Co-ordinating how agencies work together to safeguard and promote the wellbeing of children and young people. 0121 464 2612</p>

Access to and Review of this policy

The review of this policy takes place annually, as a result of new legislation or if found to be ineffective. The **Designated Safeguarding Lead** and senior management are responsible for this.

All staff, students, parents and visitors have access to this policy. A copy is kept in the office, is available by email upon request, and all new employees and workplace students are issued with and read this on their first day.

Any amendments made to the policy are discussed with all staff via a team meeting or training workshop, and a 'read and sign' record is kept so that all staff confirm that they understand and will be bound by the contents of the policy.