



The Wye Nursery Policies and Procedures

The Wye Nursery Safeguarding Policy 2018

Child Protection

Early years and childcare practitioners at The Wye Nursery are in a unique position to observe changes in a child's behaviour or appearance which give rise to concern about their well-being. We also have a duty to comply with the safeguarding and welfare requirements of the [Early Years Foundation Stage \(DFE 2014\)](#) as set out in [section 40 of the Childcare Act 2006](#). and [Safeguarding Vulnerable Groups Act \(2006\)](#).

Safeguarding children is everyone's business

Safeguarding and promoting the welfare of children is defined in the document ***Working Together To Safeguard Children 2015***. A copy is kept in the safeguarding folder.

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

The Wye Nursery's main responsibility is the welfare of all the children in our care. To safeguard children, all staff must comply with the local child protection procedures developed by the Herefordshire Safeguarding Children Board (HSCB) and The Wye Nursery will ensure that all adults working with, and looking after children have the skills and knowledge to put the procedures into practice.

If we have a concern about a child we will share these concerns with parents/carers. However, if sharing these concerns puts the child at risk of significant or further harm we will seek advice from Herefordshire Council staff within the MASH (Multi-agency Safeguarding Hub) team.

The Designated Member of Staff (DMS) for Safeguarding at The Wye Nursery is:

- **Maria Wrinch – Nursery owner/Manager** (Designated member of staff for safeguarding in early years 16.2.18)

The two Deputy Designated Members of staff (DDMS) for safeguarding at The Wye Nursery are:

- **Sarah Prosser – Operations Manager** (Safeguarding in education for those with lead responsibilities 29.11.16)
- **Sarah Licqurish – Deputy Manager/Supervisor of Bumble Bee Room** (Designated member of staff for safeguarding in early years 16.2.18)



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The roles and responsibility of the DMS (Designated Member of Staff for safeguarding) are:

- To complete Designated Safeguarding Lead training every two years.
- Sharing information with the staff team.
- Organising staff induction and training for safeguarding (see www.hoopleherefordshirecpd.co.uk)
- Accessing information and liaising with outside agencies to ensure information is up-to-date.
- Collating information where there are concerns about a child.
- Contacting the appropriate professionals to make a referral or seek further advice.
- Regularly review accident book, incident book and any recorded concerns to monitor and/or identify possible safeguarding issues.
- Ensure that information regarding child protection concerns are passed on confidentially to a child's new school or setting with permission from the child's parents.
- Stores and records information confidentially regarding individual children's child protection concerns or cases.
- Ensures all statutory information is recorded for each child on admission to The Wye Nursery which includes who has parental responsibility and who the child normally lives with and that this information is updated at least once per academic year.

The Wye Nursery aims to :

- Ensure that children are never placed at risk while in the charge of nursery staff.
- Ensure that confidentiality is maintained always.
- Ensure that all staff are alert to the signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed including by other children I.E Bullying, discriminatory behaviour.
- Ensure that all staff are familiar and updated regularly with child protection issues and procedures.
- Ensure parents are fully aware of child protection policies and procedures when they register with The Wye Nursery and are kept informed of all updates when they occur.
- Keep the child at the centre of all we do.
- Regularly review and update this policy with staff and parents where appropriate.
- Support all children by offering reassurance and comfort, as well as devising activities according to individual circumstances to enable children to develop confidence within their peer group.



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To achieve this we will:

- Interview all applicants who want to work within The Wye Nursery, whether voluntary or paid before an appointment is made. The Wye Nursery will make clear to all applicants that these positions are exempt from the Rehabilitation Of officers Act 1974.
- Ensure successful applicants are required to complete an enhanced DBS report. We will also be recommended that the applicant registers for the disclosure and barring update service (This is compulsory for the managers) and provides at least two references which will be followed up and copies kept on file.
- Explore and seek explanations for unexplained gaps within an applicant's employment history. Also when an applicant has moved rapidly from one job to another.
- Ensure all appointments both paid and voluntary, are subject to a probationary period and will not be confirmed unless the manager is confident that the applicant can be safely trusted with children.
- Ensure that all staff at The Wye Nursery have completed the Level 1 Safeguarding Children training course within 6 weeks of commencement of employment or have received appropriate safeguarding training within the last 3 years (certificates displayed in safeguarding folder).
- Monitor staff/volunteers/visitors who have not yet been cleared through a DBS report and do not allow them to take children anywhere unaccompanied I.E bathroom, toilet etc. (Refer to ***whistle-blowing policy***).
- Ensure an adult is not left alone with an individual child or small groups of children for a prolonged amount of time. E.G if a child needs support to use the toilet facilities, the connecting door to the room must be kept open always. (Refer to ***whistle-blowing policy***).
- Encourage children to develop a sense of autonomy, independence, and self-confidence through adult support by allowing them to make choices and talk about their own feelings and be able to express them in appropriate ways.
- Ensure the layout of The Wye Nursery will permit constant supervision of all children and daily risk assessments are carried out to eliminate health and safety risks.
- Review the accident book each term and discuss with staff to monitor and identify any safeguarding issues and record any concerns which may arise.

All staff will be required to:

- Be aware of and have read The Wye Nursery's child protection policies and procedures.
- Understand the procedures of HSCB (Herefordshire Safeguarding Children's Board).
- Recognise possible signs of neglect and abuse.
- Share information and concerns with DMS or DDMS.
- Respond to concerns appropriately and confidentially and keep written records of them.
- Record pre-existing injuries on a 'bump at home' form.
- Attend a regular safeguarding refresher course/meeting.
- Ensure that activities planned in our setting can help children to think about how they can keep themselves safe.



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Referring a child

Understanding and identifying abuse and neglect

Abuse and neglect are forms of maltreatment – a person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

- Children have a right to be safe and should be protected from all forms of abuse and neglect.
- Safeguarding children is everyone's responsibility.
- It is better to help children as early as possible, before issues escalate and become more damaging.
- Children and families are best supported and protected when there is a co-ordinated response from all relevant agencies.

The four main categories of abuse are:

- **Physical Abuse**
- **Emotional Abuse**
- **Sexual Abuse**
- **Neglect**

Each has its own specific warning indicators, which all staff should be alert to. ***Working Together to Safeguard Children (2015)*** statutory guidance sets out full descriptions as well as the ***What to do if you're worried a child is being abused (2015)*** booklet. Both documents are kept in the safeguarding folder.

Other categories of abuse to be aware of are:

- **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.
- **Female Genital Mutilation**
This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England. If there is concern about a child in this area, social services should be contacted, in the same way as other types of physical abuse.



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There are four key steps to follow to help identify and respond appropriately to possible abuse and/or neglect.

It may not always be appropriate to go through all four stages sequentially.

- **Be alert** – All staff will be trained in safeguarding and thus have a sound knowledge and understanding of the signs of abuse and neglect.
- **Question behaviours** – The signs of child abuse might not always be obvious and a child might not tell anyone what is happening to them. You should therefore question behaviours if something seems unusual and try to speak to the child alone, if appropriate, to seek further information.

If a child reports, following a conversation you have initiated or otherwise, that they are being abused and neglected. You should listen to them, take their allegation seriously, and reassure them that you will act to keep them safe. It is important to maintain confidentiality, but you should not promise that you won't tell anyone, as you may need to do so to protect the child.

- **Ask for help** – You should discuss your concerns with the designated member of staff (as stated at the beginning of the policy).

If you have concerns about the safety or welfare of a child and feel they are not being acted upon by your designated safeguarding lead, it is your responsibility to act.

- **Refer** – When referring a child to children's social care, you should consider and include any information you have on the child's development needs and their parent/carers ability to respond to these needs within the context of their wider family and environment.

If a child is in immediate danger or is at risk of harm, you should refer to a designated member of safeguarding staff immediately who will then refer on to children's social care and/or the police.



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All concerns and discussions about a child's welfare should be recorded in writing on a ***Child concern form***, along with the decisions made and the reasons for those decisions. This should then be kept in a separate confidential file. These should include:

- Child's name
- Child's address
- Age and date of birth of the child
- **Exact** words spoken by child
- **Exact** position and type of injuries or marks seen
- Name of the person to whom the concern was reported with date and time.
- Any discussion held with the parent (where deemed appropriate).

The child concern form should then be passed to the DMS or DDMS straight away for further action if necessary.

If you are not sure whether you should refer a child you can get advice from the MASH (multi-agency safeguarding hub) on **01432 26800**. www.herefordshire.gov.uk/MASH

If you are told that a referral is required, the information you have given will be regarded as a referral and responded to as such.

Referral forms are kept in the safeguarding folder and are also available from the HSCB website www.herefordshire.gov.uk/hscb

When you make a referral to the appropriate authorities for investigation you will need to know:

- Details of the concern or allegation
- Name, date of birth and address of the child or young person
- Details of the setting and contact details of the lead professional
- Additional relevant information regarding the child, if possible, for example, details of other agencies involved and ethnicity.

Referrals outside of office hours.

- To make a referral outside of office hours we will contact the Emergency Duty Team on **01905 768020**.
- If it is an emergency, we may need to contact the police as well.

Remember that an allegation of child abuse or neglect may lead to a criminal investigation, so do not do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations yourself.



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Early Help Assessment (EHA)

The EHA procedure is designed to help professionals understand what to do if they have concerns about a child's welfare but **child protection is not the issue**. It is also used to find out whether the child has additional needs or needs that mean they have been or are likely to be significantly harmed.

The Wye Nursery staff will investigate the need for more integrated working with other agencies and with parental permission look at providing additional support through the early help assessment when necessary.

EHA protocols will be followed in accordance with local guidelines.

The Wye Nursery staff will follow the protocols of the ***Herefordshire Levels Of Need Document***. A copy of this document is kept in the safeguarding folder.