



Safeguarding and Child Protection Policy

Definition of Safeguarding

Safeguarding is defined in 'Working Together to Safeguard Children' 2018 as:

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

Safeguarding also relates to broader aspects of care and education, including:

- Children's health and safety and well-being, including risk assessments for all activities, outings, intimate care practices, administration of medication and first aid provision, online safety and prevention of radicalisation.

Statement of intent

Our nursery will work with children, parents and the community to ensure the safety of children and to give them the very best start in life. This policy has regard to and implements practices of 'Working Together 2018'. It sets out our expectations and practices to fulfil our responsibilities to safeguard children.

Children learn best when they are healthy, safe and secure. This policy focusses on keeping all children safe from harm.

We wish to promote a culture of vigilance where children's welfare is paramount and appropriate safeguarding action will be taken where there are concerns of harm or where harm is likely. Staff will use their professional judgement in keeping children safe. This will be based on their experience and compulsory safeguarding training.

Staff have a lawful duty to report any concerns. They do not make judgements.

The key commitments of the Ollie Owl Day Nursery policy for safeguarding children:

1. Ollie Owl Day Nursery is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.
2. Ollie Owl Day Nursery is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (DoH March 2015).

3. Ollie Owl Day Nursery is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient, and listened to.

Aims

We aim to promote children to be strong, resilient, listened to and able to speak up and keep themselves safe.

~By supporting children to keep themselves safe, by creating an environment in our nursery that encourages children to develop a positive self-image, develop good appropriate relationships, develop a sense of autonomy, self-confidence and independence with the vocabulary to resist and tell any inappropriate approaches.

~By working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

~By ensuring a 'safe' workforce of suitable workers and a 'safe' environment.

Safeguarding action may be needed to protect children and learners from neglect; physical, sexual and emotional abuse; poor parenting; bullying; racist, disability or homophobic/ transphobic abuse; radicalisation, child sexual exploitation and trafficking; domestic violence and other relationship abuse; technology or local area based abuse; and other issues not listed here but that pose a risk to children.

The legal framework for this work is:

Primary legislation

- The Children Act 1989 and 2004
- Data Protection Act 1998 & General Data Protection Regulation 2018
- The Protection of Children Act 2001
- The Children Act 2004 (Every Child Matters)
- Freedom of Information Act 2005
- The Childcare Act 2006
- The Children (NI) Order
- The Children (Scotland) Order
- Safeguarding Vulnerable Group Act 2006
- The Counter Terrorism and Security Act 2015
- The Prevent Duty Guidance for England and Wales 2015
- Keeping Children Safe in Education 2019

Guidance

- Working Together (updated 2018). This is very important guidance that is essential for managers and the Designated Safeguarding Lead to adhere to.
- What to Do if You are Worried a Child is Being Abused (2015)
- The Framework for the Assessment of children in Need and Their Families (2000)

- The Common Assessment Framework 2005
- Statutory Framework for the Early Years Foundation Stage 2017
- Development Matters in the EYFS 2012
- Information Sharing: guidance July 20018
- Education Inspection Framework 2019
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings October 2015
- The Prevent Duty Guidance

Secondary Legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment)Act (1976) Regulations
- Rehabilitation of Offenders Act 1974
- Equality Act 2010

Liaison with other bodies and role of the Designated Safeguarding Lead

We work within the Buckinghamshire Safeguarding Children Partnerships guidelines.

We have two named Designated Safeguarding Leads for the company, Richard Tillett and Kimberley Fernandes, who are both trained to carry out this role.

The Manager and Deputy Manager at each setting will also be trained as Designated Safeguarding Leads for their setting.

The named Designated Safeguarding Lead for the nursery will be displayed in the office. Where possible, the Manager (once trained) of each setting will take the lead responsibility for the safeguarding of children, and in their absence the Deputy Manager will fulfil this responsibility.

We have a copy of 'What to do if you are worried a child is being abused', for parents and staff.

The setting's Designated Safeguarding Lead is responsible for training staff on induction and ongoing on this vital area to ensure we are keeping children safe.

The Designated Safeguarding Lead acts as liaison with external agencies, local statutory children's services agencies and the BSCB. If we have concerns about children's safety or welfare, we notify First Response without delay. In emergencies we may also contact the police.

We notify Ofsted within 14 days of any serious incident or accident and any changes in our arrangements which may affect the well-being of children, including reporting any allegations of serious harm or abuse by any person working at Ollie Owl Day Nursery and our actions taken in respect of these allegations.

If a referral is to be made to the local authority social care department, we act within the 'Buckinghamshire Safeguarding Children Partnership' and the 'Safeguarding Children' guidance in

deciding whether we must inform the child's parents at the same time. This decision will be based on the Buckinghamshire Safeguarding Children Partnership threshold documents.

Contacts

- The BSCP (Buckinghamshire Safeguarding Children Partnership)
- Designated Safeguarding Lead for Children: Richard Tillett, Kimberley Fernandes, the Managers and Deputy Managers of each setting.
- Lead person to whom allegations against staff are made Kimberley Fernandes
- Local Authority Designated Officer [LADO] 01296 382070
- First Response 01296 383962 (or 0800 999 7677 outside office hours)

Methods

Key Commitment 1

Ollie Owl Day Nursery is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staffing and volunteering

1. Our Designated Safeguarding Lead who co-ordinate child safeguarding issues are the Managers or Deputy Managers of each setting and /or Kim Fernandes and Richard Tillett. They are retrained every two years. Annexe 1 of "Safeguarding Requirements for leaders and managers" from Ofsted's "Inspecting Safeguarding in Early Years, Education and Skills settings, Guidance in September 2019 is used as a guide for managers to self-evaluate the Safeguarding practises across the nursery and we monitor our practise regularly.
2. We provide adequate and appropriate staffing resources to meet the needs of children. All staff are trained at induction, complete a recognised safeguarding course every 3 years and are regularly updated about Safeguarding issues. This includes enabling staff to identify signs of possible abuse and neglect at the earliest opportunity and respond in a timely and appropriate way.
3. Our recruitment processes are robust and follow the 'Safer Recruitment' guidance. Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Practitioners must usually have a Disclosure and Barring Service (DBS) check in place before they start work at Ollie Owl. If this is not possible, the staff member will never be left unsupervised with children. All staff have Identity and qualification checks. They also complete a medical and 'staff suitability' declaration, so declaring convictions, cautions, court orders, police reprimands and warnings etc and home circumstances that may impact their ability to work with children. They must inform the employer of any changes which could affect their suitability.

Staff recruited from abroad will have pre-employment checks completed, including their Right to Work in the UK.

4. Staff are required to declare any convictions, cautions, court orders, police reprimands and warnings, as they apply and at any point during their employment. Staff's suitability is checked regularly during supervision meeting and also through our annual staff suitability check.

5. We operate webcams in all the play rooms and the outdoor space. This means that there is a recording of the day. This means a parent can check in and see their child (can only see), their body language and see staff actions. This is a strong Safeguarding tool.
6. Staff are not allowed their mobile phones in the rooms. Visitors, including professional are reminded that the use of mobile phones are prohibited in the setting.
7. Only nursery camera's and tablets maybe used to take photographs either in the setting or on outings.
8. Students are welcomed, if we have the capacity to support their development needs. They are not counted in staffing ratios and are supervised at all times.
9. All outside agencies staff used by the nursery, including any we use for any bank/ agency staff are required to send identification information, DBS and qualifications before they can begin work. Room Leaders oversee and direct their work, including telling them key information about whom to report any concerns to.
10. Volunteers do not work unsupervised and if they are a regular visitor they will be expected to have and give us a copy of their DBS and identity check.
11. We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern. This means that we take appropriate action to ensure the safety of children and inform the relevant bodies including the BSCB and Ofsted if /when we become aware of relevant information which may lead to disqualification. We will also inform the Disclosure and Barring Service (DBS) where necessary.
12. We take security steps, a key fob system, to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children.
13. We have a clear Arrivals and Departures Policy so that handovers are safe. In the event of an unknown person coming to collect a child, we will only release the child if we they have used the password system and we have confirmed their identity and sought approval from the parents/carers.
14. We have a visitor book to record all visitors. Identification is always checked of new visitors.

Key Commitment 2

Ollie Owl Day Nursery is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (DoH 2015.)

Responding to suspicions of abuse

1. We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect as well as in the form of Female Genital Mutilation (FGM), Child Sexual Exploitation (CSE), Domestic Violence (DV) and also radicalisation.
2. Children suffering from any of the above forms of abuse or neglect, may demonstrate this through the things they say or comments which give cause for concern, as well as direct or indirect disclosures. There may be changes in their appearance, including unexplained bruising,

marks or signs of possible abuse or neglect / deterioration in children's general well-being, or changes in their behaviour, or their play.

Staff detecting any of the above, meaning they have any reason to suspect neglect or abuse outside the setting or inappropriate behaviour displayed by other members of staff, or any person working with children, for example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their usual role and responsibilities or inappropriate sharing of images, should report this immediately to the Designated Safeguarding Lead in the setting and in their absence, the Deputy Manager.

It is then the responsibility of the Designated Safeguarding Lead or Manager to follow the Local Authority referral procedures. Staff members can also make referrals or seek advice if they feel their concerns have not been acted on appropriately by the Designated Safeguarding Lead /Manager. Referral procedures are available in the office and the staff room.

3. Where such evidence is apparent, the child's key worker, or the person raising the concern, makes a dated record of the details of the concern, completing section 1 of the "Concern form" and where physical signs are present also completes an "Accident/ incident map". They should inform the ' Designated Safeguarding Lead without delay. The 'concern form' must be stored securely in the safeguarding file which is kept securely in the office.
4. Staff in the nursery take care not to influence children either through the way they speak to them or by asking leading questions of children. The Designated Safeguarding Lead will assess risks and ask appropriate questions to establish facts. They will take advice, if necessary. The setting does not have an investigative or judgemental role, it informs relevant authorities of concerns and has a legal requirement to follow their guidance.

Allegations against staff / Whistleblowing

1. We ensure that all parents and staff know how to complain about staff or volunteers within the nursery, which may include an allegation of abuse. Staff are told at induction, through ongoing training and via posters displayed in the nursery of the contact details for complaints.
2. We seek advice and follow the guidance of the Local Authority Designated Officer (LADO) within 24 hours at the latest when responding to any complaint that a member of staff or volunteer has abused a child.
3. We ensure that staff, parent and volunteers are aware to report any information, concerns or disclosures relating to 'Blowing the Whistle' on malpractice or any action deemed to be wrong in the nursery immediately to the Manager. All staff should raise their concerns about other staff with the manager. However, if they feel unable to do this or if the allegation or concern is about the Manager they should contact the local social care, police departments or contact the Ofsted "Whistleblower hotline", on 0300 123 3155 or email whistleblowing@ofsted.gov.uk.
4. Staff are made aware of the following considerations with regard to whistleblowing:
 - all staff must be watchful for illegal, inappropriate or unethical conduct and report anything of that nature
 - any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to the member of staff

- staff will not be victimised for raising a matter under this procedure. This means that their continued employment and opportunities for future promotion or training will not be prejudiced because they have raised a legitimate concern.
 - victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
 - if misconduct is discovered as a result of any investigation under this procedure the nursery's disciplinary procedure will be used, in addition to any appropriate external measures.
 - if a member of staff makes a malicious, vexatious or a false allegation then this will be considered to be a disciplinary offence and disciplinary action will be taken.
 - an instruction to cover up wrongdoing is itself a disciplinary offence. If a member of staff is told not to raise or pursue any concern, even by a person in authority such as a manager, they should not agree to remain silent. In this event they should report the matter to the nursery owner or to Ofsted.
5. We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident on the Ollie Owl Day Nursery Incident Form.
 6. We refer any such complaint immediately to the LADO (01296 382070)
 7. We co-operate entirely with any investigation carried out by social care in conjunction with the police and will follow any advice given by the LADO.
 8. The Manager will inform Ofsted within 14 days if there is an allegation made against a member of staff.

Disciplinary action

1. Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we will notify/ report this to DBS and BSCB and all relevant authorities as advised and Ofsted, so that the name may be included on the List for the Protection of Children and Vulnerable Adults. We will give details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006, the relevant dates and body or court making these and provide a copy of the relevant order. This information will be given as soon as possible and within 14 days, of the date the nursery became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries.

Key Commitment 3

Ollie Owl Day Nursery is committed to promoting awareness of child abuse issues throughout training and learning programmes for adults. It is also committed to empowering young children, through the early years curriculum, promoting their right to be strong, resilient and listened to.

Training

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1. All staff are trained to have up to date knowledge of safeguarding issues. They are trained to identify signs of possible abuse and neglect at the earliest opportunity and respond in a timely and appropriate way, as detailed above.
2. We seek out training opportunities for all adults involved in the nursery to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse, neglect, female genital mutilation, child sexual exploitation and domestic violence.
3. We ensure that all staff implement the procedures for reporting and recording their concerns in the nursery.
4. We seek to ensure the Designated Safeguarding Lead has up to date knowledge and training on Safeguarding issues and local authority practices and procedures which will be renewed every 2 years.

Planning and Curriculum

1. The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one to one situation without being in sight or hearing of others.
2. We introduce key elements of Safeguarding Children into our programme as an important part of the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' so that they develop understanding of why and how to keep safe. We create opportunities for children to have a voice and to feel secure with adults, particularly their Key worker to talk about any problems and worries they have, about what makes them sad, scared, happy etc.
3. We promote and have a policy for Good Behaviour that encourages safe behaviour and aims to teach children to treat others respectfully.
4. We create within the nursery a culture of value and respect for the individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
5. We promote children's independence, confidence and their ability to make choices. We promote children's welfare and actively work towards preventing radicalisation and extremism.
6. We ensure the British Values of;
 - Democracy: making decisions together
 - Rule of law: understanding rules matter
 - Individual liberty: freedom for all and
 - Mutual respect and tolerance: treat others as you want to be treated

are embedded in our learning through implementation of the EYFS and daily practices. We ensure that this is carried out in a way that is developmentally appropriate for the children.

Please also read the Prevent Duty Policy.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the child and praises them for speaking up;

- listens to the child;
- gives reassurance that she or he will take action;
- the member of staff does not question the child.

Recording suspicions of abuse and disclosures using the “Concern form”

Staff make a record of:

- the child's name;
- the child's address;
- the age of the child;
- the date, time and circumstances/ context of the observation or the disclosure;
- an objective record of the observation or disclosure;
- the exact words spoken by the child as far as possible;
- the name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.

These records are discussed with the Designated Safeguarding Lead and/or manager who decide forward action. They are stored securely in the safeguarding file.

All members of staff know the procedures for recording and reporting any disclosures or concerns.

The Designated Safeguarding Lead should use the MARF referral forms as necessary.

Informing parents

- 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 First Response does not allow this.
- The Data Protection Regulation (2018) gives specific exemptions under which certain personal records and information can be withheld from release. If it is felt that disclosure of information could harm a child or any other individual, then it should be withheld. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

Confidentiality

1. All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Buckinghamshire Safeguarding Children Partnership.

Support to families

1. The nursery believes in building trusting and supportive relationships with families, staff and volunteers.

2. The nursery makes clear to parents its role and responsibilities in relation to Safeguarding Children, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social care department.
 3. The nursery continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
 4. We follow the Safeguarding Procedures as set by the social care department in relation to the nursery's designated role and tasks in supporting the child and the family, subsequent to any investigation.
 5. These confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure in most circumstances, but maybe withheld if the nursery considers this could cause further harm to the child.
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- This policy meets the EYFS Statutory Framework - Intro 5 and Section 3, 3.1, 3.2, 3.4 to 3.16.
 - All policies are reviewed annually.
 - This policy was reviewed in May 2020 by Kimberley Fernandes