

TOOTS Designated Safeguarding Leads are:

Julie Cave, Manager / Joanna Benko Full Time Staff

Responsibilities:

To keep the child at the centre of all we do.

- *To collate all relevant information relating to safeguarding and share appropriately*
- *To employ suitable staff who have been carefully vetted, are aware, observant and listen to the children*
- *To ensure staff, students, parents and volunteers have a working knowledge of our safeguarding policy & procedures and feel comfortable to raise any issues, being able to follow the correct reporting system*
- *Review policies, procedures and record keeping annually or when new information is received, training staff to complete documentation correctly*
- *Identify and report safeguarding concerns making referrals to the correct agency and informing OFSTED. Where necessary, attending safeguarding meetings and all associated meetings whilst maintain confidentiality where appropriate*
- *Ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures.*
- *Make any referrals relating to extremism to the police (or the Government Helpline) in a timely way, sharing relevant information as appropriate.*
- *Provide safeguarding induction training and regular update training annually or where required*
- *Ensure all legal requirements are met*
- *Ensure parents complete accurate records regarding their children including permission slips*
- *Ensure first aiders are always available to deal with accidents and illness, taking children to the A&E if their condition requires it: contacting parents*

SAFEGUARDING CONTACT NUMBERS:

MASH (Multi Agency Safeguarding Hub-formerly Social Services): 020 8871 6622 (9am-5pm)

020 8871 6000 (AFTER HOURS) mash@wandsworth.gov.uk

ALL STAFF ALLEGATIONS: LADO (Local Authority Designated Officer) 0208 871 7208 email: lado@wandsworth.gov.uk

ALL CONCERNS REGARDING PARENTS: Referral and Assessment 0208 871 6622

EARLY YEARS SAFEGUARDING LEAD: For advice not reporting.

Susan Taylor- M/T/W- 0208 871 8319- staylor5@wandsworth.gov.uk

Susan Reid- Th/F- 0208 871 8789 sreid@wandsworth.gov.uk

OFSTED: Helpline 0300 1231231 inquiries@ofsted.gov.uk Our reference: URN 123 119

GOVERNMENT HELPLINE FOR EXTREMEIST CONCERNS 020 7340 7264

Further info: www.safeguardingchildreninwandsworth.org.uk

Introduction: The nursery's primary concern is the welfare of all our children as explained in our '**Toots Safeguarding Policy Statement**,' available as a separate document and on public display. Our main point of reference is the publication '**Safeguarding Children Policy and Guidance for Wandsworth Early Years revised 2013- Revised 2015 edition**,' which is emailed to all staff. This incorporates **all legal requirements up to the date of publication, (this booklet outlines every aspect of child protection and is the point of referral for any area of concern.)**

All staff will be expected to refer to this document as well as Toots own policies and procedures. Staff must ensure that they understand all the information and are **confident to act upon it**. Copies of our policy statement will be given to all parents in which they are advised that they may request a copy of our procedures.

Our main safeguarding aim is to form excellent relationships with families so that we understand our children as individuals and are able to identify any type of concern that may arise. We work closely with parents making decisions to enhance their children's development and happiness. We provide positive role models and promote tolerance and acceptance of different beliefs, cultures and communities. We help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling. If there are any concerns relating to the staff or children we will respond quickly in an appropriate way. Additional Policy References: S.E.N./Equal Opportunities /Behaviour Management/Confidentiality/Allergy/Sickness & medicine/ Missing Child. A full list of policies is available

GOVERNMENT STATEMENTS to clarify safeguarding:

Legal Framework and definition of safeguarding

Children Act 1989 and 2004

Childcare Act 2006

Safeguarding Vulnerable Groups Act 2006

The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014

Working together to safeguard 2015

What to do if you're worried a child is being abused 2015

Counter-Terrorism and Security Act 2015

The Prevent Duty Departmental Advice for Schools and Childcare Providers 2015

1. Safeguarding children - the action we take to promote the welfare of children and protect them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.
2. Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:
 - 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; and
 - taking action to enable all children to achieve the best outcomes.

What to look out for:

- **Significant changes in children's behaviour**
- **Deterioration in children's general well-being**
- **Unexplained bruising, marks or signs of possible abuse or neglect**
- **Children's comments which give cause for concern**
- **Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or**
- **Inappropriate behaviour displayed by other members of staff, or any other person working**

The 4 types of abuse are:

Physical- hitting, slapping, punching, biting, pulling hair, burning, severe restraint

Emotional- belittling, verbal such as cursing and shouting, humiliation, blame,

Neglect- isolation & lack of attention, failure to thrive including inadequate clothing, food, warmth, medical care; inappropriate care, abandonment

Sexual- forced sexual activities, enticement to sexual activities, passive or enforced involvement in pornography...visual or participatory. Female genital mutilation- see separate paragraph.

Bullying and Domestic Violence are also classed as safeguarding concerns

Children may well experience more than one type of abuse.

VULNERABLE CHILDREN: Staff need to be aware that some children are likely to be more vulnerable to abuse. These include all children who may have difficulty communicating due to

their developmental stage, language skills, sometimes applying to bi-lingual children or if they suffer with special educational needs.

PROCEDURE ALL STAFF MUST FOLLOW IF THEY WITNESS ANYTHING OF CONCERN

- 1) Observe/Listen/remain objective; do not over-react, make assumptions**
- 2) Talk to the child where relevant avoiding direct questioning or feeding the child ideas through suggestion**
- 3) Record the occurrence immediately ... date/ time of incident +signature & date**
- 4) Report ASAP to Safeguarding Lead/LADO FOR STAFF INCIDENTS**

Staff must be accurate and provide as much detail as possible:

Physical description/diagrams/children or staff comments/reactions; it is essential that all incidents are recorded immediately and discussed with one of our safeguarding leads.

If concerns are raised relating directly to a child, the safeguarding lead will discuss this with staff involved- keyworker and witnesses to the incident. We will consider any previous incidents, the severity of the incident and decide what action to take. Where appropriate we will speak to the parents and if necessary, make a referral to the MASH. In severe cases will we immediately inform the Police. OFSTED will be informed within 14 days.

Allegations Against Staff

In the case of accusations against staff, students or volunteers these will be taken seriously and referred to the LADO within 24 hours for investigation. OFSTED will also be informed and the member of staff or volunteer suspended until a conclusion has been reached. Toots will not accept their resignation prior to the conclusion of the investigation. If the allegation is against extremely serious we will immediately inform the Police. Staff will be supported at all times when making an allegation against other members of staff. It is essential for staff to discuss concerns about any staff practice that makes them feel uncomfortable or concerned. Allegations must always be treated seriously whether made by adults or children. If an allegation is made LADO will investigate unless it is extremely serious in which case the police may be the first agency involved. Clear detailed reports will be required and the designated officers and management may be required to work with outside agencies. Occasionally cultural differences in child rearing could lead to differences in practice. In these cases British law applies.

AIMS within safeguarding

Our aims are:

- To provide a safe and secure environment for all our children
- To employ the right staff in all roles in line with existing guidance and requirements.
- To identify children who are suffering with or likely to suffer from any form of abuse
- To identify hazards to help keep our children safe outside the nursery
- To ensure staff are trained in all aspects of childcare, receiving mandatory training, and feel competent to put this into practice including keeping clear concise records
- To update staff and parents about staff changes, relevant new information and up-dated policies
- To ensure effective communication between internal and external parties at all stages of an investigation

Staff Recruitment: Staff will only be recruited following a successful interview process which includes checking ID and entitlement to work. Interviews entail demonstrating a good working knowledge of childcare, providing a service that meets the requirements of the EYFS. Associated areas such as inclusion, equal opportunities and safeguarding knowledge must be present. We finalise employment following the receipt of good references, a health declaration and clear DBS check. Staff will complete a 3 month trial period before receiving a permanent contract. Employment will be terminated if staff fail to disclose important information about themselves, fail to understand our policies, operate at a poor level or prove unsatisfactory in any significant way.

Staff Training and Supervision: New staff will undergo induction training in all areas to fulfil their job role which includes safeguarding. Staff will be appraised within their first 6 months and subsequently annually unless their performance is unsatisfactory in any area. Staff will receive regular supervision quarterly for their welfare, training needs and to express any concerns regarding the children's generally progress and any concerns including possible safeguarding issues. We will provide staff with update training to meet gaps in their knowledge resulting from

new practice or legislation. If a member of staff underperforms we will re-train and set targets where applicable. Poor performance or blatant disregard of policies will result in disciplinary procedures or dismissal where appropriate. Management constantly observe practice and have an open door policy therefore staff receive on the job supervision weekly.

Students/Agency Staff/Additional Adults: All other people who work on the premises, eg: dance teacher and parents helping on a regular basis must hold a current clear DBS check. Agencies are to provide details for the staff they supply. **Any staff without DBS checks will not be left alone with the children; change nappies or take children to the toilet.** Work experience students aged between 14-17 will be given a copy of the under 18's risk assessment. **All additional staff** must be made aware of the named Safeguarding Advisors, our Statement of Policy and procedures.

Parents Responsibilities: Our safeguarding statement is clearly visible to parents and visitors. Parents have a role to play to help maintain good safeguarding practice. This includes being aware of letting only known adults onto the premises. Reporting potential hazards and supervising their children at ends of day and during special occasions. It is the responsibility of parents to inform staff of any serious illnesses, accidents or injuries occurring at home and they must fill out a pre-existing accident form including follow-up treatment and diagrams if relevant. Parents are also expected to adhere to all of our policies and may request copies at any time. If a parent believes that any child in the nursery is being abused or if they have witnessed an incident that gives cause for concern they must take appropriate action and contact the Safeguarding lead or LADO. This might include parent, student, staff or child to child interactions.

Out of Hours Baby Sitting is a private arrangement between parents and staff- please see separate policy.

Premises: We have Fire, Health & Safety policies and Risk Assessments in place to ensure the premises is as safe, hygienic and child-friendly as possible. Our entry system enhances security however is not infallible. If the system fails, parents must be vigilante when entering/exiting the premises. Children may only be collected by named adults.

Mobile phones/Photographic Equipment. - see separate policy for details however mobile phones are not to be kept on the nursery floor except in the office by agreement. Images of children may only be taken on designated nursery cameras for specific purposes with parental permission. Once used or when the child has left the nursery all images will be deleted, with the exception of pictures used for advertising purposes where permission for public use has been granted. **See Social Network Sites Policy.**

Visitors/Workmen: All visitors must sign in and out of the premises. Essential works will be scheduled out of nursery hours where possible or fitted into the day to cause minimal disruption. Additional safety factors will be applied where required to ensure the children's safety. Workmen and visitors are not left around the children unsupervised.

Deliveries: All persons delivering to the premises are reminded to close the gates properly behind them.

Staff Responsibilities: *It is the responsibility of staff to:*

- Follow their job description and code of conduct
- Ensure the safety of the children at all times planning activities and outings in accordance with ratios
- Have a good understanding of the 4 areas of abuse, physical abuse, emotional abuse, sexual abuse and neglect. They must understand the definitions in each category and be alert to the indicators. Staff should also be aware that abuse often crosses the categories and that disabled children may be at increased risk of abuse.
- Have a good understanding of child development and know their children.
- Constantly observe and listen to the children so that any changes in behaviour, physical conditions or concerning comments the children make will be noted.
- Staff must understand and comply with all safeguarding practices and familiarize themselves with the whistle blowing policy; this will need to be adhered to should they witness an incident of mal-practice by another staff member. This includes unacceptable handling of the children including verbal abuse towards children, staff or parents,, unusual or sexually explicit behaviour, reference to taking illegal substances/regularly be under the influence of alcohol or drugs.

- Staff must have a good understanding of all associated policies and risk assessments affecting the children's well being. Examples: Allergies, Medicine, Lost child, Accidents and follow procedures correctly.
- Staff should build good relationships with parents to encourage and promote the exchange of information.
- Staff must be able to discuss any concerns with the correct people and work within a multi-agency team framework.
- Staff must keep clear records of all concerns and follow procedures, informing the designated officers or LADO of their concerns and using available reference material
- Staff will receive supervision, training and updates
- Staff must be aware of cultural/social diversity. If they are not certain about a particular practice, seek advice.
- Staff must understand and comply with the need for confidentiality.
- Staff must notify management when taking any medication that could affect their ability to carry out their job: drowsiness for example
- Staff must inform management and update their medical information form at any point when necessary, requesting a risk assessment if their condition requires one: pregnancy, accident, illness

Practice for recording any injury or an incident that relates to child or parent.

If any occurrences are mentioned by parents or additional adults that give cause for concern, or if staff witness any inappropriate speech or actions, they should be recorded with a high degree of accuracy on a **concern form**. All records must be detailed including the child's date of birth, questions, answers and diagrams where appropriate. They must be signed and dated by the member of staff who prepares the report and shown to the parent's unless this could affect the safety of the child. Parents should sign to say that they have read the report and may add any remarks that they feel are relevant. If a parent refuses to read or sign the report this should be noted.

Where neglect and failure to thrive are concerned, it may well be that these situations are established through a series of developmental or physical observations. These will need to be collated and discussed with parents as soon as is possible. If they occur in line with physical abuse the decision to discuss will need careful consideration. The parents and staff might decide to go down the lines of the Common Assessment Framework if education or assistance are deemed appropriate.

General Awareness

Staff must be vigilant regarding adults who may attempt to collect a child whilst under the influence of alcohol or drugs. If staff have serious concerns in relation to a parent or staff member's mental stability they will need to discuss this with the Safeguarding Lead.

Collection of children

Children will only be released from the nursery with people aged 16 and over who must be listed on the collection permission form. We reserve the right to check ID in the case of young people.

Female Genital Mutilation (FGM) –

FGM, also known as cutting or circumcision, is dangerous to girls' and women's health and illegal in the UK. There are several signs that may indicate that a girl is at risk, no single sign should be considered as evidence that a girl is at risk of female genital mutilation (FGM) however, a combination of factors may increase a girl's risk of being subjected to it. Should one or more of the following factors come to staff's attention they need to seek advice from their safeguarding lead about what action to take and the possibility of making a referral to Children's Specialist Services.

Factors suggesting a girl is at increased risk of FGM include: age of 0 – 14 years old, from a high risk community, being withdrawn from PSHE and/or SRE lessons by parents, parent planning to take the girl out of the country for an extended holiday, having a mother or older sister who has had FGM, mother confiding in a professional that a special ceremony or procedure will take place, requesting help from a professional to avoid FGM.

For full information please read Wandsworth Procedures for Prevention of Female Genital Mutilation at www.wandsworthfgm.org.uk. You can also find full FGM information on the Family Information Service (FIS) website. The FGM Pathway for Early Years Settings is included in the Appendix of this Policy.

Extremism- the Prevent Duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (in Prevent priority areas the Local Authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to the change of behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

Serious Accidents/Injuries/Death:

A RIDDOR report must be submitted. Ofsted and MASH must be informed of the accident/injury along with treatment and this must be followed up in writing within 48 hours. Details can be found on the Ofsted Website.

CONFIDENTIALITY: only staff who are directly involved with the child will be informed of decisions and approached for information except in the occurrence that another person reports an incident regarding their observations. In this instance they will not be given any additional details pertaining to the child/family. Confidentiality is essential at all stages of the process and all documentation will be securely stored and only forwarded to the appropriate agencies. Information shared at conferences and meetings is confidential.

Helpful Links: <http://www.parentsprotect.co.uk/resources.htm>

Child Exploitation and Online Protection (CEOP) Centre

www.ceop.police.uk

The CEOP Centre is the UK's national police agency set up to tackle child sexual abuse. If you are worried about someone's behaviour towards a child, online or offline, you can report this at

www.ceop.police.uk.

CHILD PROTECTION PROCEDURES

All staff are required to follow child protection procedures if they are concerned about a child. These procedures are based on “*What to do if you’re worried a child is being abused (2006)*”. Failure to act on concerns could place a child in real danger.

