

Safeguarding Policy

Policy Statement

Summertime Nursery will work with children, parents and the community to ensure the rights and safety of all children. Safeguarding is everyone's responsibility and ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too. All staff members are to report concerns to the Designated Safeguarding Lead (DSL). We believe we have a duty to act quickly and responsibly to any concern that may come to our attention.

We recognise there are many forms of abuse including and not exclusively, Physical abuse, Sexual abuse, Emotional abuse* and neglectful abuse** fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.

**an adverse effect on the behaviour and emotional development of a child caused by persistent or severe maltreatment or rejection. **exposure to danger, including cold and starvation resulting in impairment of the child's health or development, including non-organic failure to thrive.*

Summertime refers to the 'Working Together to Safeguard Children' (A guide to inter-agency working to safeguard and promote the welfare of children) for support and advice.

Summertime will follow the procedures set out by Dorset Safeguarding Children Board (DSCB) and will take guidance on further action or procedures to be followed.

Staff may give comfort to a child with a reassuring cuddle as this is normal human affection providing the child wants to be cuddled.

Any safeguarding information is considered highly confidential and is only shared on a need to know basis.

**The DSL for Summertime is Tash King
The Deputy DSL is Becki Greening**

Procedures

General

- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing and dignity at work.
- Personal mobile phones are not used where children are present.
- Children have a key person to build a relationship with, and are supported to articulate any worries,
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Staff receive regular supervision, which includes discussion of any safeguarding issues
- Procedures are in place to record the details of visitors to the setting.
- All staff understand the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child.
- We have a whistleblowing policy in place.

Concerns About a Child

- Staff understand the difference between at risk and immediate significant harm and understand how to access services for families.
- Any sign of a mark or injury to a child when they come into Summertime will be recorded, discussed with the parent, and the parent asked to countersign the record.
- If there appears to be any discrepancy or query regarding an injury this will be discussed with the designated safeguarding leads or manager.
- Observed instances and concerns will be recorded in writing and stored securely.
- Further Action will be taken immediately if staff have reason to believe or a definite knowledge that there has been a deliberate physical or sexual injury to a child or the injury is neglectfully not prevented.
- Action will be taken if the staff have witnessed occasions where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour.
- Parents will be informed of the referral Unless this would put the child in more harm or if the child is at immediate risk.
- Allegations of child abuse or neglect could lead to a criminal investigation so staff will not do anything to jeopardise this, for example, ask a child leading questions or attempt to investigate allegations themselves.
- staff may use open ended questions (T.E.D. Tell me, Explain to me, Describe to me) but should be mindful that CSC and the Police are responsible for child protection matters.
- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child, although it is OK to ask questions for the purposes of clarification;
 - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
 - The member of staff acting as the designated person is informed of the issue at the earliest opportunity,
 - If there is a concern about a child, Summertime has a duty to contact Dorset County Council Children's Services single point of contact for any **new** referrals or safeguarding concerns we may have about a child or young person.
- **Single point of Contact Number 01202 228866.**

Multi-Agency Safeguarding Hub (MASH). MASH@dorsetcc.gcsx.gov.uk

To discuss concerns about a child who is already known to social care teams, we will contact their allocated social care team or social worker. **Children's Social Care (CSC)**

linked to the area where the child lives:

- Purbeck 01929 553456
- Weymouth 01305 760139
- Dorchester 01305 221450
- Bridport 01308 422234
- Out of hours service 01202 657279
- For advice - Louise Dodds, Safeguarding Officer 01305 221122

The DSL or deputy should speak to the CSC duty officer to share their concern over an incident or emerging pattern of concerns. The duty officer will discuss with their own manager and decide upon further action, if applicable. If the initial contact is taken by CSC as a referral, the setting should send a written report within 48hrs.

1. The matter will be referred to CSC who will notify the police if there is any concern that the child is in danger of significant harm.
2. **We will not notify parents before making a referral if we suspect sexual abuse (in line with Dorset local safeguarding procedure)**

Unexplained Absences

At Summertime we ask parents/carers to inform the setting if their child is off due to sickness or holiday. We will contact parents if there has been an unexplained absence of 2 consecutive sessions missed. However, in cases where Summertime has a concern with regards to a child we would make contact with the parents on the first session missed.

Hidden Harm & families

We are aware of 'hidden harm' concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.

Any parents/carers who arrive at the setting to collect their child whilst being under the influence of alcohol or recreational drugs will be spoken to by the senior management of Summertime on arrival. Other Named contacts of the child will be called so that another family member or friend can come and collect the child. Staff will log all details of the incident with dates and times and will also monitor and observe the child following the incident. If the incident is re- occurring the DSL may make a referral.

Violent and abusive behaviour by parents/Carers

Summertime has a duty of care for each employee to ensure that they are not subject to any abusive or violent behaviour from parents or carers of the children. (All parents will access the building using a visual recognition system via the office or an internal door. Any parents/carers who are violent and abusive will not be let into the nursery/preschool and the management will not hesitate to contact the police on 999 in the event of such an incident occurring.

Parental behaviour

All parents are asked that while they are on the premises of Summertime that they conduct themselves in an appropriate manner with regards to the discipline of their child. Physical punishment is not accepted at Summertime. Parents are not allowed to use their mobile phones inside the nursery.

Allegations against a member of staff or volunteer

Action will be taken under this heading if a concern is raised or an allegation is made against a member of staff or volunteer which suggests that a child has been harmed or is vulnerable to abuse.

Procedure

1. The DSL/Employer will be notified and will contact the Local Authority Safeguarding Lead **Patrick Crawford (LADL) on 01305 221122** for advice and direction of procedure to follow.
2. Ofsted should then be notified of the allegation.
3. In all cases a record of the report, which is timed, dated and includes a clear name or signature must be made
4. Suspension may be considered necessary if:
 - there is cause to suspect a child is at risk of significant harm
 - the allegation warrants investigation by the police
 - the allegation is so serious that it might be grounds for dismissal re disciplinary procedure

The suspended person will be suspended on full pay during the period of the investigation. If there is no proof of any misconduct and a suspended person is to return to work, appropriate support should be set up e.g. mentor to help manage contact with child/children/parents/member of staff who made the allegation. If the complaint is upheld the staff member would be dismissed on the grounds of gross misconduct following usual disciplinary procedures.

Full DSCB guidance and procedures on Managing Allegations is found in "Working Together to Safeguard Children and Young People 2018"

Summertime will also make a referral to the Disclosure and Barring service that are responsible for;

- processing requests for criminal records checks
- deciding whether it is appropriate for a person to be placed on or removed from a barred list
- placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland

Ensuring Suitability of staff to work with children

In accordance with the Childcare Act and EYFS Welfare Requirements, all staff working at summertime will be subject to rigorous recruitment checks including; verified references, DBS check, health check, and qualification checks. All staff are contracted to attend training in Safeguarding Children and Young People, and will be asked to familiarise themselves with this policy document. Job descriptions include responsibility to safeguard children and report to the DSL any concerns.

Visitors to the setting

All visitors will need to ring the security bell, a member of staff will check the visitors is known or expected. They will be asked to sign in and out of the visitor book. **Visitors to the setting are never left alone with any groups of children.** Volunteers and students who have not undergone Summertime's own DBS checks will be fully supervised and never left alone with children. Visitors to the setting will be asked not to use their mobile phones in the building, they will be asked to step outside and take their calls.

Mobile Phones & Electronic devices

Staff are not permitted to be using their own mobile phones, I pads, or cameras within the nursery rooms where there are children or on outings/walks. All mobile phones need to be put on silent and left in staff member's bags within the office. Staff members will be asked to take any phones calls during their lunch breaks or after work hours, this is allowed in the office. A nursery mobile phone, camera or I Pad will be used on outings or walks and for observation purposes.

E safety Champion

The settings E safety champion is responsible for highlighting risks posed by the internet to the children, staff and families that attend Summertime. When necessary the E safety champion will highlight dangers and benefits of using the internet in the settings newsletter. New staff will be made aware of the settings internet policy during their induction process and the e safety champion will ensure that existing staff are aware of internet safety during supervision meetings, staff meetings and training sessions.

E safety Champion - Natasha King

Working with Parents and Carers

The safeguarding policy will be available for Parents/carers to view when their child begins at the setting. Parents/carers will be reassured that allegations against staff, students or volunteers, of abuse or neglect will be taken seriously and will be reported to CSC to investigate. The concern should be made to the settings DSL or if this person is the subject of the allegation and there is nobody higher in the organisation, directly to Children's Social Care.

Prevent Duty

The Prevent Duty, under section 26 of the Counter-Terrorism and Security Act 2015 came into effect on 1st July 2015 and states that childcare providers should have "due regard to the need to prevent people from being drawn into terrorism". Summertime recognises our responsibility under this act and will promote fundamental British values through our Personal, Social and Emotional Development activities. Any concerns in this area will be responded to using the safeguarding procedures documented within this policy and in line with 'The Prevent duty Departmental advice for schools and childcare providers' publication.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf (downloaded June 2017)

Cathy White
Manager
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