

The Strawberry Patch Nursery and Pre-School

1.1 Safeguarding and Children's Welfare Policy

Policy Statement

“The Strawberry Patch is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”

The Strawberry Patch Nursery and Pre-School is committed to providing a secure and safe environment for all our children attending, where they can feel safe, respected, valued and are kept safe.

The staff at the Strawberry Patch Nursery & Pre-School recognise that safeguarding is everyone's responsibility, irrespective of the role they undertake within the nursery.

The safeguarding policy is in place to ensure every child at our setting is safe and protected from harm. We also fully recognise the contribution we can make towards promoting the welfare of our children through this policy.

This means we will always work to:

- Protect our children from maltreatment.
- Prevent impairment of our children's health or young development.
- Ensure that our children grow up in circumstances consistent with the provision of safe and effective care.
- Ensure we are up to date with the most recent and relevant legislation.
- Ensure our parents/carers have a clear understanding of the legal responsibilities relating to safeguarding and promoting the welfare of all children.
- Our policy applies to all children, staff, students, volunteers, Parents/Carers and visitors.

(Children's Workforce Development Council 2009)

This policy will give clear direction to staff, students, volunteers, visitors and parents/carers about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our setting.

Safeguarding against Extremism and Radicalisation

See also Preventing Extremism and Radicalisation Policy

There is no place for extremist views of any kind within the nursery, whether from internal sources such as staff, children or external sources such as the community or religious communities. We recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and if we fail to challenge extremist views, we are failing to protect our children.

As with all safeguarding concerns all staff will adhere to the safeguarding policy in identifying and reporting any concerns to promote the safety and wellbeing of all children in our care.

Any prejudice, discrimination or extremist views, including derogatory language, displayed by children or staff will always be challenged and where appropriate supported through discussion with children and their families and the code of conduct for staff.

Our Ethos

The Strawberry Patch will establish and maintain an ethos which introduces key elements of keeping children safe from harm in their day to day nursery life, to promote personal, social and emotional development of all our children.

Children will be able to talk freely to staff if they are worried or concerned about something so they may grow to be strong, resilient and feel listened to, and that they develop an understanding of why and how to keep safe.

We aim to maintain a culture where adults are encouraged to share concerns and can follow whistle blowing and child protection referral procedures.

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for our children.

We will take all possible steps to safeguard our children and to ensure that all adults at The Strawberry Patch are safe to work with children.

All staff, students and volunteers are well trained and have a good knowledge and understanding about safeguarding issues.

The layout of the rooms allows for constant supervision. No child is left alone with staff, students or volunteers in a one-to-one situation without being visible to others.

Confidentiality

At the Strawberry Patch staff, students and managers have a 'confidential relationship' with our families. It is our intention to respect the privacy of our children and our families. (**Ref to Confidentiality Policy**)

- All staff at the setting paid or unpaid must keep concerns confidential and only share them with those that needs to know in order to protect children in line with the referral process.
- Records will always be kept secure and only accessible to those who need to know in order to protect the children.
- All staff paid or unpaid must read and sign the settings safeguarding policy which includes the requirements for confidentiality.

Our Procedure

When new staff, students or volunteers join The Strawberry Patch they will be informed of the safeguarding arrangements we have in place. They will be given a copy of our safeguarding policy and told who our SLP's are.

Every **new** member of staff, student or volunteer will have an induction period that will include safeguarding information. The induction will remind all staff of their responsibility to safeguard all children.

All staff, students and volunteers will, either through training or induction know how to recognise a disclosure from a child, be it verbally or through changes in their behaviour and will know how to manage this. We will not make promises to any child and we will not keep secrets.

All staff, students and volunteers are encouraged to share concerns and can follow whistle blowing and child protection referral procedures, if they have concerns about another adult.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

We will provide activities and opportunities that will equip our children with the skills they need to stay safe from harm.

Roles and Responsibilities

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

Our **Safeguarding Lead Practitioners** will liaise with children's services and other agencies where necessary and make referrals to children's services.

Any concerns for a child's safety or welfare will be recorded in writing, signed and dated and given to the designated safeguarding lead practitioner who should support the staff member in this process. This should be recorded on a safeguarding cause of concern sheet, found in the yellow safeguarding folder in each room. A body map should be filled out if necessary. (**Appendix 1, Appendix 2**).

If an adult has concerns about a child's safety and welfare in the setting they must:

- Stay calm, and be supportive to the child
- Listen carefully, and let the child go at their own pace.
- Do not ask leading questions.
- Tell the child that you will need to pass information on
- Record the information and pass it on to the SLP as soon as possible.
- Record the date time and any information given to you.
- DO NOT promise confidentiality.

The report should contain

- Child's name, age and date of birth.
- Child's address.
- Date and time of the observation or the disclosure.
- The exact words spoken by the child.
- The exact position and type of injuries or marks seen.
- Exact observation of the incident including any witnesses
- Name of the person to whom the concern was reported, with the date and time; and the names of any other persons present at the time.
- Any discussions held with the parents/carers (where deemed appropriate)

The **Safeguarding Lead Practitioners** will be responsible for ensuring all new staff, students and volunteers are aware of our Safeguarding/Child Protection policy and receive appropriate child protection information during induction and training as necessary.

NAMED designated safeguarding lead practitioner -You are required to review this policy annually – please change the year even if designated staff remains the same.

For year **09/2020-09/2021** the following designated staff are in post;

Role in setting	Name	Responsibilities	Contact details
Registered	Emma Marsh	Owner/Manager	01263 711229
	Room Leaders	SLP, Safeguarding, SENDCO	01263 711229
Safeguarding Lead practitioner (SLP)	Emma Marsh	As above	01263 711229
Deputy SLP	Room Leaders	As above	

Training

- All Staff within the nursery must undertake training in line with the NSCB guidance and their role and this must be updated every three years.
- Through staff meetings, information regarding policies/procedures or updates will be shared and recorded with all staff, students and volunteers by the SLP & DSLP.

Parents / Carers

At The Strawberry Patch we are committed to working with parents/carers and will ensure they are made aware of the duty to promote the protection and welfare of the children in our setting. This will be done through:

- Receiving the child's enrolment form where we ask to see the child's original birth certificate as proof of their identity and date of birth.
- Parents/carers receiving a copy of our safeguarding policy in their enrolment pack for them to read and sign.
- Newsletters keeping parents/carers up to date with what is happening at the nursery as this will include any safeguarding issues.
- Parent's/carers notice boards: displaying the Duty of Care poster, Ofsted Parent's Poster and allegations against a member of staff process.
- Parents/carers signing a consent form at the start of their child's involvement with The Strawberry Patch which includes any vital health and other notable information we need to be made aware of. It also requests permission for photographs to be used for the web site, promotional purposes, observations and displays around the setting.
- All parents/carers being given the opportunity to read all policies and procedures.

- Parents/carers keeping the setting and child's key person up to date with any information needed to support the child's needs whilst they are with us at the nursery, this may be a change in circumstances or to an interest they may have at home.
- Parental agreements being signed, stating what we at the nursery undertake to do and what we require the parents to agree to whilst they are with us at the setting.
- Parents/carers being made aware, before their child starts, of the importance of sharing information should their child have an accident or injury at home, and the expectations on staff to inform parents/carers of any injuries that may occur in the setting.

WHAT IS ABUSE AND NEGLECT?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

'Working Together to safeguard children'(2015)

Physical abuse

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

- Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or not valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Safer working practice

All staff paid or unpaid are aware through induction and training that they have a duty of care to the children in our setting.

- All staff, students, volunteers, visitors and parents/carers must leave mobile phones in the staff room or office, they will not be permitted to use them on the shop floor. **(ref to Mobile Phone and Camera policy)**
- Staff are not permitted to use the internet on the work computer to access social networking sites. **(ref to Social Networking Policy)**
- Staff will have yearly appraisals, six monthly reviews and supervisions every seven weeks, this will allow them to discuss work, training needs, concerns and any issues they may have including safeguarding any matters.
- Staff are aware that any safeguarding issues should be raised immediately and not just at these times. **(Ref to Whistle Blowing Policy)**.

Safer Recruitment (refer to Safer Recruitment Policy)

We will ensure our recruitment practice is safe and compliant with statutory requirements.

We require evidence of Identification by passport or driving licence, any qualifications staff, students or volunteers may hold; we do not accept testimonials and insist on two references before any offer of employment.

We will question the contents of application forms if we are unclear about them, we will undertake an enhanced DBS check through CareCheck and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children at The Strawberry Patch Nursery & Pre-School.

We will note the date the DBS was requested and who it was checked by.

No staff member will be left with children if they do not have a current DBS.

The Strawberry Patch will undertake to remedy without delay any weakness in regard to our safeguarding arrangements that are brought to our attention.

We also use a company called Peninsula to support us with any employment, legal and health and safety issues that may arise at the nursery. We are able to contact them 24 hours a day to discuss any matters. They also carry out yearly employment and health and safety checks. Tel No: **0161 834 2772**

(Designated staff: **Emma Marsh**)

Babysitting (refer to Babysitting Policy)

At The Strawberry Patch Nursery and Pre-School we exercise precautions in employing staff as set out in our recruitment policy to ensure to the best of our abilities that staff members are suitable to be employed to work with children. However, we are unable to provide assurances to parents and carers as to a staff member's suitability to look after their child unsupervised in a babysitting situation.

- If a staff member is going to babysit a child or has involvement with a child/family who attends The Strawberry Patch, we require the staff member and the parent or carer to sign a form to say they have read and understood the contents of this policy, this also acknowledges that the arrangement is wholly personal and that they understand that insurance etc which applies to The Strawberry Patch does not extend to any personal arrangements.
- The nursery is not responsible for any private arrangements or agreements made between individual staff members and families.
- Staff members should disclose babysitting for a child who attends the nursery in the '**babysitting diary**' before the babysitting for that child is to take place.
- During pandemics, staff and parents/carers are to ensure that any 'bubbles' applicable are not broken due to private arrangements and all government guidelines in place at that time are adhered to at all times, for example such as during the Covid-19 pandemic.

The Strawberry Patch does not take any responsibility or acknowledgement regarding babysitting and private childcare arrangement.

Recording and Monitoring

The **Designated Safeguarding Lead Practitioners: (Emma Marsh, Room Leaders)** should be used as the first point of contact for concerns and queries regarding any safeguarding concern in our setting.

All staff that come into contact with children will be made aware of the steps taken if an allegation is made, either against an adult in the setting or suspected abuse elsewhere. This procedure is put in place through training as well as the information set out in the "what to do if you're worried a child is being abused" booklet and green **LADO** cards that are available to read around the setting and within the yellow safeguarding folders within each room. (**Appendix 3**).

Staff will not investigate these matters. We will seek and work with the advice that is provided. Should an allegation be made against a **designated safeguarding lead practitioner**: this will be reported by the staff member or volunteer raising the concern who will liaise with **LADO**.

Any information recorded will be kept in a separate secure file, and not with the child's personal file. These files are the responsibility of the **designated safeguarding lead practitioners** and information will only be shared within the setting on a need to know basis for the protection of the child.

Any Safeguarding information will be kept in the file and will be added to, copies of referrals will be stored in the file.

Reports of a concern to the **designated safeguarding lead practitioners** must be made in writing and signed and dated by the person with the concern.

If there are concerns about the welfare or safety of any child the adult will record their concerns in a special safeguarding incident book and give this to the **designated safeguarding lead practitioners**.

The Strawberry Patch Safeguarding Children Procedure

ADULTS

Allegations of abuse made against a person who works with children

Allegations Management Procedure

The named senior manager (**Emma Marsh, Room Leaders**) must contact the Local Authority Designated Officer (**LADO**) within one working day of receiving an allegation or concern. The manager should not investigate the allegation at this stage.

A LADO referral form will need to be filled out (found in documents, safeguarding folder on the computer and in the yellow safeguarding folders within each room) and emailed to LADO at LADO@Norfolk.gov.uk The duty LADO will make contact with you, once they have read the completed form. (**Appendix 4**).

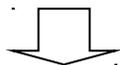
The LADO will discuss the case with the manager and will oversee it to its conclusion.

Norfolk County Council Children's Services LADO team can be contacted on

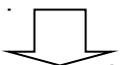
(01603) 223473

Concerns about a child (Appendix 6)

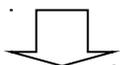
If you suspect a child may have been abused (**sexual or at significant risk from harm**)



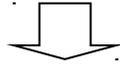
Record – date and sign your observations or describe the incident on a C.P. record of concern form (**Appendix 1**) also record any physical injury on a body map (**Appendix 2**).



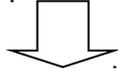
Inform the **Designated Safeguarding Lead Practitioners: (Emma Marsh, Room Leaders)**



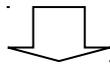
Designated person assesses the evidence to decide the next stage.



Refer to CADS on the professionals only telephone number on the CADS flowchart (found in documents, safeguarding folder on the computer and in the yellow safeguarding folders in rooms) or the police (contact number below) if the concern involves immediate significant harm, clear allegation of abuse or a serious concern about a child's welfare such as ongoing serious neglect or emotional harm immediate action is required. (**Record**)

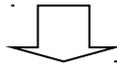


Verbal referrals should be followed in writing within 24 hours as directed by CADS with a body map attached if physical injury has been observed and sent to CADS.
(Relevant details at the end of this policy.)



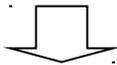
If requested, any further information should be shared with social care. (**Record**)

If you suspect a child may have been abused



If you have a concern, but without concrete evidence or there is uncertainty about whether to refer to social services, contact CADS for a professional consultation to discuss your concerns.
(Relevant numbers at the end of this policy.)

Record.



Where possible discuss actions with parents/carers unless sexual abuse or the child is at significant risk from harm.

All relevant contact numbers are listed at the end of this policy.

Ofsted

Ofsted will be informed, by the senior management, of any allegations of serious harm or abuse by a person living, working or looking after children on the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations. The notification will be made as soon as reasonably possible but within 14 days of the allegation being made.

NORFOLK USEFUL CONTACTS

Children's Services 24 hours	0344 800 8020
------------------------------	---------------

Professional Consultation	01493 448190
Norfolk Police	0845 456 4567
In an emergency please call 999	
Local Authority Designated Officers (LADO) Team	01603 223473
CADS Professionals only Telephone number	0344 800 8021
Always someone available during normal working hours.	
Norfolk Safeguarding Children Board (NSCB) Policies & Procedures www.nscb.norfolk.gov.uk	

Ofsted	0300 123 1231
--------	---------------

Peninsula 24 hour support line	0161 834 2772
--------------------------------	---------------

Key legislation and guidance

- Working together to safeguard children (2015)
- What to do if you're worried about a child Being abused (2006)
- Norfolk safeguarding Board (NSCB) guidance
- Early years Foundation Stage (20018)
- Safeguarding in Early years and childcare (2016)
- Statutory framework for the Early Years Foundation Stage (2018)
- NSPCC what to do if you are worried about a child 0808 800 5000

Appendix

1/ Cause of concern form

2/ Body Map

3/ LADO flowchart

4/ LADO Referral form

5/ CADS Flowchart

Signed: RBaillie

Date: September 2020

Review Date: September 2021