

*Les Enfants Private Day Nursery
Ltd*

Safeguarding Policy

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INTRODUCTION

“ Children learn best when they are healthy, safe and secure. Providers must take necessary steps to keep all children safe and well”. (EYFS 2012)

This policy is written in line with the Kirklees Safeguarding Children Board Child Protection Procedures www.kirkleessafeguardingchildren.co.uk, “Working Together to Safeguard Children” (2010) and ‘What to do if you are worried a child is being abused’ (2006) and “The Early Years Foundation Stage Framework” (2012).

This policy applies to all adults, including volunteers, working in or on behalf of the nursery.

‘Everyone working in or for our nursery service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our nursery setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our nursery setting’.

NURSERY COMMITMENT

Les Enfants Private Day Nursery Ltd is committed to Safeguarding and Promoting the Welfare of all of its children. Each child’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at nursery, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our children

PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

1. Safer Recruitment and Selection

Les Enfants Private Day Nursery Ltd pays full regard to current DFE guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007.

We ensure that all appropriate measures are applied in relation to everyone who works in the nurseries who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- a CRB Enhanced Disclosure is obtained for **all** new appointments to our nursery's workforce through staffing personnel and payroll
- all new appointments to our nursery workforce who have lived outside the UK will be subject to additional checks as appropriate
- our nursery ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- identity checks must be carried out on all appointments to our nursery workforce before the appointment is made, in partnership with the LA

Julie Lodge the Lead Director has undertaken the National College for school Leadership Safe Recruitment training (www.ncsl.org.uk). One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

2. Safe Practice

Our nursery will comply with the current Safe Practice guidance to be found in Kirklees Safeguarding Procedures at www.kirkleessafeguardingchildren.co.uk

Safe working practice ensures that children are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question;
- discuss and/or take advice from nursery management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- be aware of confidentiality policy;

- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3. Safeguarding Information for children

All children in our nursery are aware of a range of staff who they can talk to. The nursery is committed to ensuring that children are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All children know that we have a senior member of staff with responsibility for child protection and know who this is. We inform children of whom they might talk to, both in and out of nursery, their right to be listened to and heard and what steps can be taken to protect them from harm.

Our nursery will ensure that children are made aware that information can be found at the following

Websites: www.kirkleessafeguardingchildren.co.uk; www.nspcc.org.uk; www.ceop.gov.uk.

4. Partnership with Parents

The nursery shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. We are prepared at any time to discuss with parents any concerns they have about their child's welfare. The nursery manager, general manager or lead director will undertake to facilitate such discussion. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child's welfare.

Les Enfants Private Day Nursery Ltd will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see Appendix 3 Action by Lead director).

We encourage parents to discuss any concerns they may have with the nursery manager, general manager or lead director. We make parents aware of our policy and provide a link to the policy via our nursery website; parents are made aware that they can view this policy in hardcopy on request.

Les Enfants Private Day Nursery Ltd is committed to ensuring the welfare and safety of all children in nursery. All Kirklees nurseries, including Les Enfants Private day Nursery Ltd, follow the Kirklees Safeguarding Children Board procedures. The nursery will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the nursery will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The nursery will, of course, always aim to maintain a positive relationship with all parents; however the welfare of the child will always be paramount.

5. Partnerships with others

Les Enfants Private day Nursery Ltd recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Kirklees Safeguarding Children Board. We promote positive relationships with partner services in order to secure a safe and supportive environment e.g. LA, Social Care, Barnardo's, Police, Health, NSPCC, National Youth Advocacy Service, Surestart, CLDT, CAMHS Youth Offending Team, Children with a Disability Team etc.) There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

6. Nursery Training and Staff Induction

The nursery's senior member of staff with designated responsibility for child protection undertakes basic child protection training and training in inter-agency working, (provided by the Kirklees Safeguarding Children Board) and refresher training at 2 yearly intervals. All other nursery staff undertakes appropriate induction training to equip them to carry out their responsibilities for child protection effectively, (including who is the designated person to contact).

Basic Awareness online training www.kirkleessafeguardingchildren.co.uk/course-signup.html

Whole nursery Basic Awareness Training can be booked via the Kirklees Safeguarding Children Board on 01924 482161.

All staff (including temporary staff and volunteers) are provided with the nursery's child protection policy and informed of nursery's child protection arrangements on induction. During recruitment processes, our commitment to safeguarding children will be a high priority and candidates will both informed of procedures and made aware of the need to strictly follow those procedures.

7. Support, Advice and Guidance for Staff

Staff will be supported by the nursery manger, general manager and directors, additional support will be sought from a range of partner agencies as assessed necessary.

8. Related nursery Policies

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as child health and safety, bullying and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, nursery security, intimate care for physically disabled child's, drugs and substance misuse, positive behaviour etc. Although reference may be given to safeguarding children in a range of policies, the overriding practice and procedures outlined herein remain the guiding principles.

Safeguarding Children and ICT

All our computers to which children have access are blocked so that the children cannot gain access to the Internet.

Confidentiality

School has regard to "Information Sharing: Practitioner's guide" HM Government, 2006 www.ecm.gov.uk/deliveringservices/informationsharing.

The nursery's policy on confidentiality does not preclude information sharing with relevant agencies in order to safeguard a child. Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration. Senior staff will take decisions with regard to:

- a) When information must be shared with police and Social Care where the child/young person is / may be at risk of significant harm;
- b) When the child's and/or parent's confidentiality must not be breached ;
- c) When information is shared on a need to know basis with some or all staff based on an expectation of professional concern and involvement.

9. Child Information

In order to keep children safe and provide appropriate care for them the nursery requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives ;
- names and contact details of all persons with parental responsibility (if different from above);
- emergency contact details (if different from above;)
- details of any persons authorised to collect the child from nursery (if different from above);
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been on the Child Protection Register or subject to a care plan;
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child.

The nursery will collate, store and agree access to this information where a safeguarding issue is identified.

10. Roles and Responsibilities

Les Enfants Private Day Nursery Ltd will:

- the nursery has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the nursery operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the nursery has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- a senior member of the nursery's leadership team is designated to take lead responsibility for child protection (and deputy);
- staff undertake appropriate child protection training;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- where services or activities are provided on the nursery premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the nursery on these matters where appropriate;
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged.

The Directors will ensure:

- the policies and procedures adopted by the Les Enfants Private Day Nursery Ltd or Proprietor are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

The designated safeguarding co-ordinator at this nursery with responsibility for Safeguarding is LESLEY O'NEILL who will:

Referrals

- refer cases of suspected abuse or allegations to the relevant investigating agencies;
- make judgements about the appropriateness of additional support for children with more acute needs via in-school Additional Needs Team referral or initiating a Common Assessment Framework process;
- act as a source of support , advice and expertise within the educational establishment;
- liaise with the lead director to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

Named members of staff will be supported in undertaking training in order to:

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of how Kirklees Safeguarding Children Board operate, the conduct of a child protection case conference and be able to attend and contribute to these;
- ensure that all staff have access to and understand the nursery's child protection policy;
- ensure that all staff have induction training;
- keep detailed accurate secure written records and/or concerns;
- obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness of the Policy

In order to ensure transparency of this policy and its processes, nursery will undertake to:

- ensure the child protection policy is updated and reviewed annually and work with the Les Enfants Private Day Nursery Ltd regarding this;
- ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;

All staff and volunteers will:

- fully comply with the nursery's policies and procedures;
- attend appropriate training (where identified);
- inform the designated person of any concerns;
- fully comply with all associated policies, e.g. Child Not Collected from nursery.