

Child Protection and Safeguarding Children Policy

AIM

To have a clear set of detailed guidelines that will tell all staff what to do if there are concerns about a child.

To raise awareness to staff on child protection issues and appropriate agencies to us.

To identify children who are suffering.

To have a clear code of conduct for staff and children to ensure a safe and fair environment.

In the Department for Education (DfE) document Working Together to Safeguard Children (March 2013:7), 'safeguarding and promoting the welfare of children is defined 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 have the best outcomes and undertaking that role to enable those children to have optimum chances and enter adulthood successfully.

Knowle Nursery staff are committed to safeguarding the children in their care and provide a safe and caring environment for children to flourish. It is the children's right to be protected regardless of their race, culture, disability, age and gender. We will seek to safeguard children by:

Valuing them, listening to and respecting them

Adopting child protection guidelines through procedures and code of conduct for staff and volunteers

Recruiting staff and volunteers safely ensuring all necessary checks are made (refer to our Recruitment and Retention Policy)

Sharing information about child protection and good practice with children, parents, staff and volunteers

Sharing information about concerns and agencies who need to know and involving parents and children appropriately

Providing effective management for staff and volunteers through supervision, support and training

By reviewing good practice and our policy annually

Follow the guidance set out in the current guidelines on safeguarding

Following Data Protection guidelines with regards to sharing personal information and records.

Transferring Child Protection information with the child to the next setting or school.

Safeguarding/Child Protection letter is sent out by the DSL to the DSL of the other setting when a child is transferring to the nursery and when the child attends more than one setting.



Different Types of Abuse

PHYSICAL

Bruising, biting, burning, hitting, squeezing, shaking, attempting to drown or suffocate
Violence causing the child injury or suffering
Failing to prevent physical injury or suffering
Harms a child by giving them alcohol, inappropriate drugs or poison

SEXUAL

Enticing or forcing a child to engage in fondling, masturbation, oral, anal or vaginal intercourse
Making a child observe inappropriate sexual behaviour
Showing a child pornographic material or engaging them in inappropriate discussion about sexual matters

EMOTIONAL

Persistently withholding love and affection
Constantly shouting at, threatening or demeaning the child
Persistently being overprotective to the extent, the child is denied opportunities to develop
Racial, homophobic or other forms of harassment that undermine a child's self-esteem and prevent the child developing a positive self-image

NEGLECT

Any of their basic needs are not being met
They are left unsupervised in situations which represent possible dangers, whether at home or elsewhere
They are left alone when it is inappropriate for their physical or emotional development
Denied food

How to recognise the signs of abuse

Injuries which a child cannot explain, or explain unconvincingly
Injuries which have not been treated or treated inadequately
Bruising which reflects hand and finger marks
Cigarette burns or human bite marks
Broken bones
Reluctance to have their parents/carers contacted
Aggressive behaviour or severe temper outbursts
Running away or showing fear of going home
Flinching when approached or touched
Significant changes in behaviour
An excessive need for approval, attention and affection
An inability to cope with praise
An unwillingness or inability to play
Compulsive nervous behaviour such as hair twisting or rocking
Lack of confidence or a fear of making mistakes
Being constantly hungry and sometimes stealing food



Being in an unkempt state, frequently dirty or smelly
Loss of weight or being constantly under weight

Being dressed inappropriately for weather conditions
Untreated medical conditions not being taken for medical treatment for illness and injuries

Being tired all the time and frequently missing school or being late
Bruising in children who are not independently mobile
Having few friends being left alone or unsupervised on a regular basis

Dealing with a disclosure

When a child is telling a member of staff he or she has been abused, staff should:

Listen to what the child said without displaying shock or disbelief

Allow the child to talk freely

Listen, rather than ask direct questions

Try and make brief notes

Record date, time, place and the words used by the child

Refer to the Continuum of support Ithrive framework

Respond to signs of suspicions of abuse

If staff have concerns about a child's welfare it should be discussed with the nominated persons which is Bryony Creed

This should be recorded in our child concerns folder, which is kept in our locked cupboard

Inform OFSTED of the allegations as soon as possible but at the latest within 14 days of the allegations being made

If the concern is likely to put the child at risk of harm the local safeguarding children board procedures need to be followed immediately

Bryony Creed to check whether an Early Help Assessment Form has already been completed to identify the needs of the child and identify which other services are involved. We will add to the existing EHAF the information to help meet the child's needs

If an EHAF has not been completed, then Bryony Creed will do so

Concerns will be discussed with the child's family and where possible to seek their agreement to any further action that will be required, including talking about the child with other agencies

All information will be in confidence, as in line with our confidentiality policy

WHISTLEBLOWING

Allegations of abuse against another member of staff, other worker or volunteer should be reported to the Owner or Manager.

If the staff member is not satisfied that the Owner/Manager or DSL will pass on the information, then they must refer to the IMPORTANT CONTACT INFORMATION. Do not wait until later make this your absolute priority. If there is a concern with regards to



abuse concerning another member of staff, the Manager or Owner then staff must contact LADO and OFSTED

Concerns will be treated in confidence and every effort will be made not to reveal the staff members identity.

When you make a referral to the appropriate authorities for investigation you will need to know:

Details of the concern or allegation, name, date of birth and address of the child or young person

Details of the service or setting being referred, including the contact details of the Manager on site

Additional relevant information regarding the child, if possible, for example ethnicity and details of other agencies involved.

DISMISSAL OF STAFF

The Disclosure and Barring service must be informed if a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

CHILDMINDERS

We must also notify Ofsted or the agency with which the Childminder is registered of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could be an instance of a significant event.

SUPERVISIONS

Our supervisions also provide opportunities for staff to:

Discuss any issues – particularly concerning children's development or well being

Identify solutions to address issues as they arise

Receive coaching to improve their personal effectiveness

USING IMAGES OF CHILDREN

At Knowle Nursery photographs are used for recording children's achievements and show their progress. We have nursery Ipads/phones which are used for this purpose. Once images are uploaded to a child's learning journal on Tapestry which is password protected, they are then deleted from the device. It is the responsibility of the Senior Room Supervisors to ensure they are deleted at the end of each week/each half of term.



All parents are asked to sign a consent form, regarding the taking of photos and parents wishes are taken into consideration if they do not want photos to be taken of their child. Or if they do not want their child's Christian name to be used or mentioned on another child's records

Knowle Nursery School has an open Facebook page along with an Instagram account called littlepeoplebigideas_ where activities are shared for parents viewing. There are never any photos of children's faces on these accounts and images are uploaded via one of the nursery camera phones

The official photographer for Knowle Nursery visits once a year (subject to management organisation) and takes portraits/photographs and is supervised at all times.

The local newspaper photographer takes photos of special events is supervised at all times.

Only children's Christian names are supplied

Webcams are not used in nursery

SOCIAL NETWORKING

Knowle Nursery has an internet server. Staff only use the Ipads/nursery phones to access online learning journal.

All staff members are advised by the owner about inappropriate social networking which may affect Nursery confidentiality. There are reminders during discussions at staff meetings.

USE OF MOBILE PHONES

Knowle Nursery has a landline alongside a mobile phone. Refer to our E-Safety Policy All staff mobile phones are kept in a clear bag in the kitchen up high away from children. All staff are aware that their personal phones are not used in the main room, children's toilets or nappy changing areas.

Staff phones are only used in conjunction with our LOST CHILD POLICY, which states the phones will be required for a coordinated search plan outside.

In outside hours and emergencies, parents have been supplied with the Owners Nursery mobile number.

NON-ATTENDANCE

Manager/Key person will contact parent/carer if a child has not arrived at nursery. Refer to our Non-Attendance Policy.

MEDICINES

Children's medication is kept in clipped plastic container in a high wall cupboard in the kitchen. Any medication required to be stored in a fridge will be kept in a lockable safe within the fridge. Staff can access this area it is locked and secure with a gate. In case of an emergency where a member of staff requires assistance, they are to call out code word 'Red, Red, Red'.

PHYSICAL INTERVENTION



There are occasions when restrictive physical intervention (RPI) is an appropriate response to the risks presented in a particular situation. However, the scale and nature of any physical intervention must be proportionate to both the behaviour of the individual to be controlled, and the nature of the harm they might cause. The use of force should, wherever possible, be avoided. Any incidents of a staff member using physical intervention will be recorded in our incidents and record book, shared and discussed with parent/carer at the end of the session. Should a child's behaviour escalate beyond staff control then the parent of that child will be called in.

POSITIVE TOUCH

Over half of the team have undertaken positive touch training run by Surrey County Council.

Staff are aware that they should:

Aim for side-by-side contact with the child. Avoid positioning themselves in front (to reduce the risk of being kicked) or behind

aim for no gap between the adult's and child's body, where they are side by side. This minimises the risk of impact and damage

- Aim to keep the adult's back as straight as possible
- Beware in particular of head positioning, to avoid head butts from the child
- Hold children by "long" bones, i.e. avoid grasping at joints where pain and damage are most likely
- Hold that there is no restriction to the child's ability to breathe. In particular, this means avoiding holding a child around the chest cavity or stomach.
- Avoid lifting mobile children where possible.

PREVENT AND FUNDAMENTAL BRITISH VALUES

Prevent is about all forms of Terrorism under the Counter Terrorism and Security Act 2015. Prevent is part of the Home Office's Counter Terrorism Strategy known as Contest. Protecting children from the risk of radicalisation is part of our safeguarding duty. We support prevent by promoting and following our Fundamental British Values, we have these displayed on the wall in both main rooms. We encourage children to see their views count, value each other's views and talk about their feelings demonstrating democracy. We have regular team meetings; staff discuss and reflect ways in which we are following the British Values. Sally Duck has completed the training and other members of staff will be completing the online Prevent training the Prevent e-learning package.

Alongside the staff team's awareness of prevent is –

Honour Based Violence (HBV)
Female Genital Mutilation (FGM)
Forced Marriage (FM)
Breast Ironing (BI)
Child Sexual Exploitation (CSE)
Disguised Compliance



Concerns relating to Terrorism are immediately referred to:

Front door for Prevent: Email referral form – preventreferrals@surrey.police.uk

SPA – Single Point of Access – 0300 470 9100

CONTINUUM OF SUPPORT AND SAFEGUARDING

We aim to work in partnership with families and provide them with the help and support they need so that children can remain living safely within their families.

We will do this by ensuring:

Staff know how to access help for children and their families, with the family's consent. Children with additional and complex needs are identified early, they and their families are offered help at the earliest opportunity.

The majority of children's needs will be met without statutory intervention and only when it is evident children are at risk of significant impairment to their health or development or significant harm as a result of care given/not given to them by their families.

Adults are given support to help meet their own needs and this will enable them to have a better focus on parenting.

The Surrey Children's single point access (C-SPA) is the umbrella term for the front door to support, information and advice. The C-SPA is the conduit for access to services at Continuum of Support Ithrive framework..

ESCALATION

In the normal course of work with children and families. It is expected that disputes are resolved through constructive dialogue between individual practitioners or their managers in the first instance. Matters that cannot be resolved at this stage should be escalated to more senior managers and ultimately, to the Safeguarding Executive Group. This group will also arbitrate or mediate on any dispute in respect of multi-agency policies and procedures. Any consideration of disputes and escalations should always have the wellbeing and interests of children and young people as the paramount concern. If you feel that your genuine concern for a child is not being addressed you can call the [Whistleblowing Hotline 0300 123 1650](tel:03001231650).

FAST PROCESS

Should be used when You believe a child is at risk now. You can answer yes to one of these questions:



Are you concerned about a decision or practice related to a child that you are working with?

Is the child being put at risk of harm as a result?

Have you already raised your concern through normal channels ?

ALL MEMBERS OF STAFF HAVE UNDERTAKEN SAFEGUARDING/CHILD PROTECTION COURSES

THE NAMED DESIGNATED SAFEGUARDING LEAD IS SALLY DUCK
THE NAMED DEPUTY DESIGNATED SAFEGUARDING LEAD IS ANGIE HALSTEAD
THE MANAGER ANN LEONG HAS COMPLETED FULL DSL TRAINING

OPERATION ENCOMPASS

The following 3 points below are taken from www.operationencompass.org

Knowle Nursery School have signed up to Operation Encompass through Surrey CC and relevant training was completed in November 2018 by the DSL however to date (December 2023) this system has not been used.

WHAT WE DELIVER

Operation Encompass directly connects the police with schools to secure better outcomes for children who are subject or witness to police-attended incidents of domestic abuse. Rapid provision of support within the school environment means children are better safeguarded against the short-, medium- and long-term effects of domestic abuse.

WHAT WE DO

Operation Encompass provides an efficient, confidential channel of communication between police forces and Key Adults within schools. This enables the immediate and discrete recognition of the child's situation by the Key Adult, ensuring a secure and sympathetic environment is provided and the broader effects of abuse are addressed.

WHO WE ARE

Operation Encompass is a charitable organisation set up in 2011, which has since enabled effective interventions to many thousands of children who've experienced domestic abuse. Our volunteers, trustees, and patrons are working tirelessly to ensure that police and schools throughout the country are able to address victims of domestic abuse consistently and coherently.



IMPORTANT CONTACT INFORMATION – EGRESS CONTACT OWNER/MANAGER FOR LOG IN

Police – 999 For immediate risk or 101 non- emergency

For Referrals OR Consultation call C- SPA – Single Point of Access – 0300 470 9100
Out of hours emergency duty team – 01483 517898
edt.ssd@surreycc.gov.uk

Contact a social worker / family support worker already allocated to a family
Waverley – 0300 123 1640

For concerns for a child or young person: cspa@surreycc.gov.uk for secure email accounts please send via Egress.

For concerns for an adult cspa@surreycc.gov.uk for secure email, please send via Egress.

If in your professional opinion as the DSL or DDSL you feel the child's needs can be met through an Early Help Assessment, then you can contact your Early Help Hub directly.

Early Help Hub – helpingfamilies.early@surreycc.gov.uk

OFSTED – 0300 1234 666 (reporting an allegation against a member of staff or volunteer and reporting a case of child abuse).

Ofsted – 0300 123 1231 – general helpline

www.ofsted.gov.uk

Ofsted Number: EY469375

(OFSTED are informed if there are any allegations of serious harm or abuse made against a member of staff on or off the premises/Owner/Manager to inform if there are any other abuse that has taken place on the premises and the action taken in respect of these allegations about a member of staff not the DSL0. DBS to also be informed.

NSPCC – Child Protection Helpline – 0808 800 500 (24 hrs)

LADO – Allegations against staff – 0300 1231 650 (Option 3)
(Local Authority Designated Officer)

Email: LADO@surreycc.gov.uk

Technology at Knowle Nursery School

Main Mobile Phone	Black Cover	All Staff to Use
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Phone 2	Purple Cover	Michelle Matthews
Phone 3	Pink Cover Light pink phone FS	Kerry Rowe / Forest School
Main Computer	Mac Desktop	All Staff to Use
Laptop	Mac Book Air	Catherine Gray SENCO
Ipad 1	Orange	Catherine Gray
Ipad 3	Pink	Angie Halstead
Ipad 4	Purple	Anne Taylor
Ipad 5	Light green	Tanya Neville-Towle
Ipad 6	Red	Sally Duck
Ipad	Blue	Penny Lynch
Ipad 9	Green NEW	Ann Leong
Ipad 10	Turquoise	Jo Mitchell
Ipad Mini	Purple	Hannah Weatherley
Ipad Mini	Green	Carolyn Morrison-Koen

Coronavirus – Covid-19

We are ensuring to safeguard all staff, children and parents/carers during a pandemic, we are taking precautions and following Government guidelines as follows:

Symptoms –

A new continuous cough

A high temperature

A loss, or change in your normal sense of taste or smell (anosmia)

If anyone has any of the symptoms, they should self-isolate at home for 7 days. If you live with someone who has the symptoms you must self-isolate for 14 days from when the symptoms started.

Developing Symptoms of Covid-19 whilst at Nursery

If anyone develops the symptoms whilst at nursery they will be sent home and advised to follow the staying at home guidance.



A child who is awaiting collection, they will be moved to a room where they can be isolated behind a closed door with a member of staff, who will be wearing PPE. A window will be opened for ventilation.

If they need to go to the toilet while waiting to be collected, they will use a separate bathroom and the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk. To limit the spread of coronavirus (COVID-19)

Anyone attending the nursery must be symptom free, have completed the required isolation period or received a negative test result. All staff and children will have their temperature recorded using a digital hand held thermometer before entering the nursery. If a temperature is recorded of 37.8°C or greater they will be sent home.

The team/staff will wear PPE at certain times of the day (nappy changing, toileting assistance, first aid administration) which will include a mask, plastic apron and gloves.

To ensure the safety of all, social distancing between staff and other adults will be maintained. There will be times when this is not practical with young children. If a child is upset then we will comfort them as best as possible by either placing them on an adult's lap, facing away with their back to the adult or placing them next to them.

If a child's behaviour escalates then we will call the parent/carer to collect the child.

At going home time, children will be passed to their parent/carer.

Visitors

During the pandemic, we will not be inviting/allowing visitors to enter the building.

Please refer to our Coronavirus Policy for full details.

Amended May 2020	Contact information page - Children's Single Point of Access (C-Spa) email address change
May 2020	Covid-19 – Coronavirus Policy details
December 2023	Added Positive Touch Training Connected to the Park Mead School secure internet server – changed to individual server as of December 2023 Added landline Technology document added Coronavirus-19 removed from document Early Help Hub – email address added / phone number removed

May 2024 - Family Resilience is now Continuum of Support I-Thrive framework



Staff phones storage from both rooms to the kitchen.

Medicine storage is in the fridge in a lockable safe box.

