



## **SAFEGUARDING CHILDREN, CHILD PROTECTION AND PREVENT OF DUTY POLICY AND PROCEDURE**

### **Definition of safeguarding**

In relation to children and young people, safeguarding and promoting their welfare is defined in 'Working together to safeguard children as:

protecting children from maltreatment

preventing impairment of children's health or development

ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

Taking action to enable all children to have the best outcomes.

There is a different legislation and policy base for responding to adults' safeguarding needs. However, most of the principles and procedures that apply are the same as those for safeguarding children and young people.

Staff are supported to have a good awareness of the signs that a child or learner is being neglected or abused and know the procedure to follow.

### **Safeguarding action may be needed to protect children and learners from:**

1. neglect
2. physical abuse
3. sexual abuse
4. emotional abuse
5. bullying, including online bullying and prejudice-based bullying
6. racist, disability and homophobic or transphobic abuse
7. gender-based violence/violence against women and girls
8. radicalisation and/or extremist behaviour
9. child sexual exploitation and trafficking
10. the impact of new technologies on sexual behaviour
11. teenage relationship abuse
12. substance misuse
13. issues that may be specific to a local area or population, for example, gang activity and youth violence
14. domestic violence
15. female genital mutilation
16. forced marriage
17. fabricated or induced illness
18. poor parenting, particularly in relation to babies and young children
19. other issues not listed here but that pose a risk to children, young people, and vulnerable adults.

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Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

1. children's and learners' health and safety and well-being, including their mental health
2. meeting the needs of children who have special educational needs and/or disabilities
3. the use of reasonable force
4. meeting the needs of children and learners with medical conditions
5. providing first aid
6. educational visits
7. intimate care and emotional well-being
8. online safety and associated issues
9. appropriate arrangements to ensure children's and learners' security, taking into account the local context.

## **CHILD PROTECTION**

The welfare, safety and protection of children are paramount. Where the registered person and staff recognise their responsibilities towards those in their care, they will be aware of their roles and understand the procedures they must follow if they suspect abuse. Castle Day Nursery recognises that working in partnership with children, their parents and carers and other agencies is essential in promoting children's welfare. All members of staff receive appropriate training on Safeguarding Children at the point of induction, which is updated regularly via staff meetings, e training must be updated annually, Safeguarding Lead must undertake safeguarding training annually. When the setting is in operation the designated safeguarding leader will always have up-to-date Child Protection training. Management takes the responsibility to follow strict recruitment guidelines as set in the Equality Policy.

All staff and children in our setting have the right to be treated with equality, respect, and dignity, work in a safe/healthy environment, and be protected from harm.

### **Provide training**

All staff will attend available training and induction program after their employment commences.

All of our staff members will have attended Croydon Borough Council Safeguarding Children Training Course or completed the recommended online training as well as in-house training.

### **Prevent abuse by good practice:**

- Not one particular staff member will be left alone for an extended period of time with either one or more children.
- The layout of the room(s) will permit constant supervision of all children.
- Children will not be taken to the toilet by a member of staff who has not been checked by the appropriate authorities (DBS)
- If a member of staff needs to tend to a child, for example, changing a nappy, they must inform another member of staff where and what they are doing.
- We educate the children to understand and express their feelings and, at the same time, build up their confidence.

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- Changes in a child's appearance and/or behaviour will be investigated.
- We allow investigation to be carried out with sensitivity. Staff members in the Nursery take care not to influence the outcome, either through the way they speak to children or the way they ask questions to children.
- Parents will normally be approached first although suspicions will also be referred to the Social Services Department/referral to MASH if deemed appropriate, Parents and careers will not be informed in case of sexual abuse or physical abuse is suspected as well as if the child is in immediate danger. Policy and procedures are shared with parents via Family.
- All such suspicions and investigations will be confidential, and only those people who need to know will be informed, such as the child's Key Person, the Manager/Safeguarding Lead, and the Director. During the investigation child will be welcomed into the nursery and the family will be supported in the appropriate manner.

### **Disclosures**

If, through conversation or other contact with the child – you have cause to suspect physical, sexual, or emotional abuse or neglect of a child in your care:

- Listen to what the child says. Be comforting and sympathetic. Ensure that the child feels as little responsibility as possible.
- It is particularly important not to make any suggestions to the child regarding how the incident may have happened, therefore do not question the child except to clarify what he/she is saying.
- Write down exactly what the child says or what actions concern you, and what you have said in response. The member of staff should not question the child or promise they will not tell anyone else. Sign and date it
- Do not make assumptions as to whom the allegation might concern. If a member of staff may be involved, appropriate steps must be taken to ensure the safety of the child and other children.
- Inform the Manager/Designated Safeguarding Lead he/she will then decide on what action to take. We must make a full written record as soon as possible and always within 24 hours.

### **In the event of threshold has been reached:**

- You might want to contact the consultation line for advice.
- Contact duty social worker.
- Make an online referral to MASH.

**Professionals Consultation line (Mon-Fri) 13.00-16.30 02087266464**

**MASH line 09.00-17.00 (urgent Child Protection Referrals) 02087262888**

**EDT (out of hours 17.00-09.00) 02087266400**  
**Making referral online: Croydon MASH- Referral**

### **Keeping of records**

• When worrying changes in a child are observed, a separate and confidential record will be set up, which will include not only their name, address, and age, but also timed and dated observations that objectively describe the child's behaviour/appearance without comment or interpretation.

Only relevant, the child's exact spoken words should be noted. Each record will be signed and dated.

• Any such record will be kept in a separate lockable file and will only be accessible to the Manager/Designated Safeguarding Lead, the child's Key Person, and the Director.

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### **Sexual exploitation/radicalization/child trafficking.**

10. Any child protection and/or safeguarding concerns are shared immediately with the relevant local authority. Where the concern is about suspected harm or risk of harm to a child, the referral should be made to the local authority for the area where the child lives. Where the concern is an allegation about a member of staff in a setting or another type of safeguarding issue affecting children and young people in a setting, the matter should be referred to the local authority in which the setting is located.
11. A record of that referral is retained and there is evidence that any agreed action following the referral has been taken promptly to protect the child or learner from further harm. There is evidence, where applicable, that staff has an understanding of when to make referrals when there are issues concerning sexual exploitation/trafficking, radicalisation and/or extremism or that they have sought additional advice and support. Children and learners are supported, protected, and informed appropriately about the action the adult is taking to share their concerns. Parents are made aware of concerns and their consent is sought following local procedures unless doing so would increase the risk of harm to a child.
- 12.

### **Prevent duty guidance for England and Wales:**

guidance for specified authorities in England and Wales on the duty of schools and other providers in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism, HM Government, 2015, including specific guidance with respect to further education. The DfE has provided additional guidance for schools and childcare providers. The prevent duty: for schools and childcare providers. Additional guidance on Prevent for further education and skills providers is available on the Education and Training Foundation's website.

Castle Day Nursery promotes British Values to comply with the Prevent duty.

Department for Education dedicated a telephone help line – 0207 340 7264

Police- 101

E mail - [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

### **Allegation of abuse made against a member of staff (also a committee member or volunteer)**

If an allegation is made against a member of staff, we will follow the below procedure: The allegation should be reported to the Senior Manager. If this person is the subject of the allegation, then this should be reported to the Directors 2. The Local Authority Designated Officer (LADO), and the LSCB will then be informed immediately for this to be investigated by the appropriate bodies promptly; – A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled – The Nursery will follow all instructions from the LADO, Ofsted, LSCB and asks all staff members to do the same and co-operate where required – Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice

1. The Nursery reserves the right to suspend any member of staff during an investigation.

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2. All inquiries/external investigations/interviews will be documented and kept in a locked file.
3. Unfounded allegations will result in all rights being re-instated 95.
4. Founded allegations will be passed on to the relevant organisation (police) and will result in the termination of employment. Ofsted will be notified immediately of this decision. The company is also required to notify the Disclosure and Barring Service (DBS) to ensure their records are updated.
5. All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re- investigation.
6. The Nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry.
7. Support will be available for any member of the Nursery who is affected by an allegation, their colleagues in the Nursery and the parents. All staff members need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult. Contact numbers Should any member of staff need to contact Access and Assessment, the contact numbers are below.

**LADO Contact Numbers:**

**Steve Hall (Senior LADO) 02087266000 Ext 24334 Mob: 078258300328**

**Jane Parr (LADO) 02087266000 Ext 24817 Mob: 07716092630**

**Child Protection: 020 8255 2888**

**Childline: 0800 1111**

**Adult Helpline: 0808 800 5000**

**Croydon Police: 101**

**Croydon Borough Council: 020 8726 6000 96**

**Ofsted: 0300 123 1231 Or by email: [enquiries@Ofsted.gov.uk](mailto:enquiries@Ofsted.gov.uk) Register.**

**NSPCC: 0800 800 5000**

**CDOP- Child Death Overview Panel- When a child dies in Croydon-See CDOP file for information.**

**Bereavement Support-**

**The Lullaby Trust: [lullabytrust.org.uk](http://lullabytrust.org.uk)- 0808 802 6868**

**Information and advice 0808 802 6869**

**Castle Day Designated Safeguarding Lead:**

**Derricka Ngbanzo / Susan Wylie**

**Adrijana Owen: Out of hours Contact 07984283240**

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