



## **Safeguarding Children and Child Protection Policy**

At Peter Rabbit Nursery our primary concern and responsibility is the welfare and wellbeing of all staff, families and children in our care. To safeguard all children, we comply with local child protection procedures approved by the Surrey Safeguarding Children Board (SSCB) making sure that all staff and adults working with and looking after the children are able to put the procedures into practice. All staff have continuous training to safeguard the children in our care and are aware of safeguarding issues and how to respond to action taken in respect of allegations. Staff are trained to identify child abuse and the appropriate steps to take in dealing with children who are or are at risk of harm.

- Children have a right to protection from being hurt, and from violence, abuse and neglect (United Nations Convention on the Rights of the Child, Article 19)

### **Contact telephone numbers.**

Surrey Children's Single Point of Access (C-SPA) **0300 470 9100**

Local authority Designated Officer (LADO) **0300 123 1650 Option 3**

Emergency Duty Team **01483 517 898**

Surrey Education Safeguarding Advisor: **01483 517 777**

Ofsted **0300 123 1231**

Surrey police **101 or 999 in an emergency**

Anti-Terrorism hotline **0800 789 321**

Links to additional support for staff and parents.

Categories of child abuse

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

Domestic abuse – helping children

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/domestic-abuse/>

Domestic abuse – helping adults

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/domestic-abuse/>

**What is Abuse?** Abuse is the term used to describe ways in which children or adults are intentionally or inadvertently harmed or placed at risk of harm, usually by people that they trust.

### **Recognising Signs of Child Abuse**

Adults recognising signs of abuse is important for protecting children from harm. Staff are not responsible for diagnosing or investigating child abuse. However, we do have a clear

responsibility to be aware of, alert to signs and feel confident to report that all is not well with a child in our care to the correct person or agency.

### **Indicators of Child Abuse**

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.
- Low self-esteem
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention.

### **Types of Abuse**

Please click the link below to find out more about the different types of abuse to children.

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

### **Bruising in Children who are not Independently Mobile**

All injuries in non-mobile babies are a cause for concern. It is the responsibility of the staff to report any bruising on babies or children that are not mobile – leaflet enclosed

### **The Prevent Duty**

We have a duty to keep children and adults safe from the dangers of radicalisation and extremism. Peter Rabbit focuses on children's personal, social and emotional development by implementing fundamental values. We support children to learn right from wrong by sharing with others, making decisions, promoting independence and learning about our similarities and differences. Children gain confidence and life skills to make the right choices. Protecting children from the risk of radicalisation is part of our safeguarding duty and should be responded to as such. All staff at Peter Rabbit Nursery receive prevent awareness training to help recognise and understand radicalisation and extremism.

**Anti-Terrorism hotline 0800 789 321**

### **Reporting Procedures**

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible.

- Staff will report their concerns to the DSL (in the absence of the DSL they will be reported to the Deputy DSL)
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded, and the parent will have access to these records on request
- If there are queries/concerns regarding the injury/information given then the following procedures will take place:

**The designated safeguarding lead will:**

- Contact Surrey Children's Single Point of Access (C-SPA) to report concerns and request for support. Complete the request for support form and e-mail the form to [csmash@surreycc.gov.uk](mailto:csmash@surreycc.gov.uk) or contact C-SPA on 0300 470 9100.
- If it is believed a child is in immediate danger, we will contact the police.
- Inform Ofsted
- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not to do so by SSCB children's services team)
- The designated safeguarding lead will follow up with the SSCB children's services team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2018). We will never assume that action has been taken.

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or designated safeguarding lead (DSL). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the DSL, dated and kept in a separate confidential file.

**Allegations against adults working or volunteering with children**

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the DSL. If this person is the subject of the allegation then this should be reported to the deputy DSL instead.

The Local Authority Designated Officer (LADO) and Ofsted will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance.  
**0300 123 1650 Option 3**
- If as an individual, you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted) to determine how this will be handled
- The nursery school will follow all instructions from the LADO and Ofsted and ask 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
- The nursery school reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the SSCB children's services team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery school will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The nursery school retains the right to dismiss any member of staff in connection with founded allegations following an inquiry.

### **Staffing and volunteering**

Our policy is to provide a secure and safe environment for all children. All adults employed by Peter Rabbit nursery to care for children will undertake an enhanced clearance from the Disclosure and Barring Service (DBS). We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), C-SPA and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

### **Monitoring children's attendance**

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery within **one hour** of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the children's services team to ensure the child remains safeguarded.

This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

### **Designated Safeguarding Lead**

We have named persons within Peter Rabbit Nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL). There is always at least one designated person on duty during all opening hours of the setting. These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis.

Peter Rabbit's DSLs liaise with the children's services team, undertake specific training, including a child protection training course, and receive regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team. The DSL will regularly review the accident/incident files for recurring accidents.

The Designated Safeguarding Lead (DSL) is: **Amanda Grant**

The Deputy Designated Safeguarding Lead (deputy DSL) Kaye Norris

### **Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the SSCB.

### **Legal framework and definition of safeguarding**

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- Working together to safeguard children 2018

- Keeping children safe in education 2018
- Data Protection Act 2018
- What to do if you're worried a child is being abused 2015
- Counterterrorism and Security Act 2015.

Policies specific to child protection:

- Online safety
- Human Trafficking and Modern Slavery
- Prevent Duty and Radicalisation
- Domestic Violence, Honour Based Violence (HBV) and Forced Marriages
- Looked After Children

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the 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.

*(Definition taken from the HM Government document 'Working together to safeguard children 2018').*