

1. The Athelstan Nursery

Safeguarding Children Policy and Procedures

1. SETTING DETAILS/VERSION CONTROL

Name of Setting	The Athelstan Nursery		
Document owner	The Athelstan Nursery		
Authors			
Document approved by	Nursery Manager and Management Committee		
Lead Child Protection Practitioner	Sharon Mayhew		
Local Children's Social Care Duty and Assessment Team contact details	Hastings and Rother 01424 724144 East Sussex Local authority designated officer (LADO) 01323 466606		
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Review Plan	01.09.2019 or as LSBC guidelines change		

2. INTRODUCTION

In this policy, safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development, and
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

(Definition taken from the HM Government guidance *Working Together to Safeguard Children, 2015*)

3. THE SETTING'S VALUES AND PRINCIPLES

Children and young people have the right to be protected from neglect and abuse. **Everyone** has a responsibility to protect children and young people and to report concerns.

Children's needs are paramount and take precedence over the needs of adults in any conflict between the two. This setting's policy and procedure are to safeguard all children, to ensure they are all equally valued and to give them the best start in life.

All allegations and concerns are taken seriously and dealt with appropriately in accordance with this policy and procedure.

This setting has a comprehensive set of policies and procedures that are available to parents or carers in the setting at all times.

This policy must be adhered to by all staff, volunteers, trustees, board members, employees (contracted and non-contracted), trainees, service providers, contractors, etc.

This policy should be read alongside the document entitled *Safeguarding children: a manual for those who are for and work with children and young people (2014)* – referred to henceforth as the Manual. The Manual sets out the safeguarding procedures that all staff must follow.

4. LEGAL FRAMEWORK

This policy is based on the following laws and statutory guidance:

Children Acts 1989 and 2004 define safeguarding and promoting the welfare of 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, and
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

Working Together to Safeguard Children (2015) sets out how organisations and individuals must work together to safeguard and promote the welfare of children and young people in accordance with Children Acts 1989 and 2004

East Sussex Local Safeguarding Children Board's (LSCB) Pan-Sussex Child Protection and Safeguarding Procedures:

- ensure that there are prompt methods for alerting, reporting, investigating and managing a child's protection. The Procedures are available at <http://pansussexscb.proceduresonline.com/chapters/contents.html>

Statutory Framework for the Early Years Foundation Stage 2017

- the mandatory framework for all early years providers, maintained schools, non-maintained schools, independent schools and all providers on the Early Years Register. The safeguarding and welfare requirements are given legal force by regulations made under Section 39(1)(b) of the Childcare Act 2006

5. ROLES AND RESPONSIBILITIES

- The Ofsted 'Registered Person' is named on the first page and has overall legal responsibility for safeguarding. If concerns relate to the 'Registered Person', Ofsted should be contacted in accordance with the settings whistle-blowing policy.(policy number 30).
- The Lead Person for safeguarding is **Sharon Mayhew**. All safeguarding concerns relating to allegations against staff and volunteers should be reported to this individual and recorded. If the concerns relate to the lead person then the Registered Person (owner, Chair of Committee, Company Director, etc) should be contacted.

- The Lead Person will usually be responsible for passing on concerns, or making referrals, to the SPOA. In their absence the next most senior member of staff **Natasha Sandaver** will assume responsibility.
- All staff, volunteers, or contractors must adhere to the procedure for reporting concerns to the Lead Person or Registered Person
- All staff, volunteers, contractors and visitors to the setting must sign a register and record their exact time of arrival and departure

6. REPORTING PROCEDURES AND MAKING A REFERRAL

- The police will be informed immediately if it is suspected a criminal offence has been committed
- The Lead Person will contact the Children's Social Care Duty and Assessment Team to either discuss a concern or report an incident.
- The timing of referrals will reflect the level of perceived risk and will always be **within one working day** of recognition of risk.
- All referrals made verbally must be confirmed in writing by the referrer within 24 hours (the next section defines how records will be kept).
- Any allegation or concern about a member of staff or volunteer must be reported immediately to Ofsted and the Local Authority Designated Officer (LADO) via the Lead Person.

7. RECORD KEEPING AND RECORDS MANAGEMENT

- All staff will record and report concerns in line with *Keeping Records of Child Protection and Welfare Concerns: Guidance for Early Years Settings, Schools and Colleges (2014)*.
- The Lead Person will telephone the SPOA to notify them of a safeguarding concern and follow instructions on completion of paperwork. Further guidance on what information to provide is in the Manual.
- Where concerns relate to an allegation against a member of staff, or volunteer the referral should include the child's name, address, gender and date of birth together with full details of the complaint or allegation, including witness statements
- All records will be held confidentially but will be shared with other agencies, e.g. the police, Children's Social Care, Ofsted, where this assists an ongoing investigation. Records will be held for a reasonable period of time after children or staff members have left the provision in case they are needed for any future investigation.

8. SAFER WORKFORCE AND MANAGING ALLEGATIONS AGAINST PEOPLE WORKING WITH CHILDREN

All management, staff, volunteers and contractors working at this childcare setting will undergo rigorous suitability checks.

Allegations against people working with children will be dealt with in line with our disciplinary procedure (policy 29).

9. TRAINING AND DEVELOPMENT

We are committed to ensuring all staff are qualified, have opportunities for professional development and have relevant up-to-date training in safeguarding children.

- All new staff, volunteers and students will participate in an induction programme before taking up their duties and will be allocated an experienced member of staff to mentor them for the duration of the induction.
- All staff will be required to complete online child protection training upon appointment. This will be consolidated by formal East Sussex County Council-approved training at Level 1 as soon as possible.
- All volunteers and students will be required to complete the online child protection training.
- The Lead Person will be required to complete East Sussex County Council approved Designated Safeguarding Lead Training.
- All training must reflect the requirements of Designated Safeguarding Lead Training by the East Sussex Local Safeguarding Children's Board Training strategy and plans.
- DSL is required to update their knowledge by attending East Sussex County Council-approved training every two years and all other staff to undertake online training yearly.
- Staff supervision meetings will record discussions regarding continuing professional development and subsequent identification and planning of training to meet those needs.

10. INFORMATION SHARING AND WORKING TOGETHER WITH OTHER AGENCIES

The setting respects confidentiality at all times and complies with the Data Protection Act 1998.

However the setting will share information as part of its day to day work in order to safeguard and protect children from harm but also to work together to support families to improve outcomes for all. This may involve liaison with Police, Children's Social Care, participation in multi-agency meetings, e.g. case conferences and

participation in serious case reviews, if requested to do so (see section 17 of the Manual).

11. QUALITY ASSURANCE

This setting is registered on the Ofsted **Early Years Register** and the childcare register and is required to meet **the Requirements of the Early Years Foundation Stage 2017**. These registers clearly state the minimum standards that must be met by law.

As a consequence, the setting is subject to routine and regular inspection by Ofsted. The most recent Ofsted report is available to view in the setting or online at www.ofsted.gov.uk.

12. COMMISSIONING AND PROCUREMENT

Any external agencies visiting the premises must respect this setting's policies and procedures at all times and not discuss overheard conversations or information regarding children and families outside the setting. Any concerns regarding safeguarding must immediately be advised to the Lead Person or if concerns relate to that member of staff the complainant must contact the Local Authority Designated Officer (see section 20 of the Manual).

Breaches of this Safeguarding Policy by external contractors or visitors will be taken very seriously and appropriate action will be taken.

13. WHISTLE-BLOWING AND COMPLAINTS

- A separate complaints procedure exists which should be followed by any individual who has concerns about staff or practice in the setting.
- All concerns regarding Safeguarding must be directed to the Lead Person.
- If the complaint relates to the Lead Person, the complaint must be directed to the Registered Person.
- If the complaint relates to the Registered Person, the complainant must contact the Local Authority Designated Officer (LADO) and Ofsted. See also section 20 of the Manual.
- For a full version of the Whistle blowing policy please see policy number 30

14. BREACHES OF POLICY

Breaches of this policy will be taken very seriously and disciplinary action will ensue for members of staff. A separate Code of Conduct describes this process in more detail.

15. POLICY REVIEW

This policy will be reviewed annually and involve participation of staff in order to promote continuing awareness of safeguarding policies and procedures. Parents will be informed when the policy has been renewed.

16. RELATED POLICIES

The following policies are required by law and also support safeguarding at this setting:

- Recruitment: including vetting and induction
- Whistle Blowing
- Prevent Duty
- Complaints
- Missing child
- Failure to collect a child
- Photographs and digital images
- Mobile telephones
- Social networking and e-safety
- Confidentiality and secure data in transit
- Equality of opportunities
- Behaviour management
- Communicating with parents
- Supporting children with learning difficulties and disabilities
- Emergency evacuation
- Administering medicines
- Ill or infectious children/infection control
- Health and safety including risk assessment
- Smoking
- Drugs, alcohol and medication (for adults)
- Sun safety
- Healthy eating

Nursery Manager.....

Trustee.....

Policy Date.....

Review Date.....