



## **SAFEGUARDING AND CHILD PROTECTION POLICY**

Brockham Green Nursery recognises that unfortunately child abuse does happen. Adults who have concerns about a child always find this upsetting; however, we must remember that the care and safety of children must always be paramount. Therefore, any suspicion of abuse will be responded to promptly and appropriately. On joining the nursery all staff have to go on a Safeguarding Children Training and update every 3 years. The DSL (Designated Safeguard Lead) and Deputy DSL update every 2 years.

**'Safeguarding children is everyone's responsibility: for services to be effective each professional and organisation should play their full part and should be based on a clear understanding of the needs and views of children'**  
(Working Together to Safeguard Children: 2015)

### **Definition of Safeguarding and Child Protection**

**Safeguarding** and promoting the welfare of children is defined as:

- \* Protecting children from maltreatment
- \* Preventing impairment of children's health or development
- \* Ensuring 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

**Child protection** is a part of safeguarding and promoting welfare.

It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

It will be made clear to applicants for posts within the nursery, paid or voluntary, that the position requires an enhanced DBS check. The Disclosure and Barring Service will be used to help make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups.

- **We recognise that abuse takes many different forms including physical, sexual, child sexual exploitation, and emotional, as well as neglect. All staff receives training to recognise the symptoms, this training is regularly updated.**

## Staff and Volunteers

- The Designated Safeguarding Lead (DSL) is **Emma Robinson**
- The Deputy Designated Safeguarding Lead is **Kim Peters** – Supervisor
- We ensure all staff and parents are aware of our Safeguarding and Child Protection Policy and Procedures.
- The Designated Safeguard Lead and Deputy regularly check the website [www.surreycafis.org.uk](http://www.surreycafis.org.uk) to access the Surrey ACPC (Area Child Protection Committee) Manual and check for updates.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed.
- We abide by Ofsted requirements in respect of references and the Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We have steps in place to ensure that we have control of who comes in to the setting so that no unauthorised person has unauthorised access to the children.
- The Staff have regard to the Government's statutory guidance '**Working Together to Safeguard Children 2020.**'
- Allegations against individuals who work or volunteer with children the Surrey LADO would be contacted 0300 123 1650 option 3.  
Email: [lado@surreycc.gov.uk](mailto:lado@surreycc.gov.uk)  
Secure email: [lado@surreycc.gcsx.gov.uk](mailto:lado@surreycc.gcsx.gov.uk) or egress

## Procedures for the prevention of abuse

- If a child has an accident outside of the nursery hours, the parents are asked to inform the staff and fill in and sign a Bumps and Bruises form detailing what happened and the injury the child occurred. The form is then signed by the Supervisor or member of staff. The form is kept in the child's individual section of the Accident and Incident file. The injury would be recorded on a body map.
- Any accidents that take place within nursery hours, staff will record information on the form, in the child's individual section of the Accident and Incident File. Parents are told of the accident and asked to sign the form.
- If the child has an injury to the head, parents will be telephoned as well as the information being recorded. Depending on the seriousness of the accident, the parents will either be asked to collect the child, or the child will be monitored by the staff for any signs of distress or deterioration. Parents would be telephoned to collect the child, if this was the case.
- Parents are requested to sign the form for any obvious or unobvious injuries.
- The Accident and Incident file is regularly reviewed by the Supervisor and if there is any cause for concern, procedures would be followed.
- All parents are asked to inform staff who is the Legal Guardian for the child.
- The management team must intervene at an early stage when staff are seen to be experiencing difficulty or demonstrating impaired function in their relationship with a child, parent or carer.
- Staff record information in a 'changing children' blue book when children's clothing has been changed due to being wet or soiled, parents are told about the incident and asked to sign the book. The book is also signed if a member of staff has had to assist with toileting.

## **Responding to the suspicions of abuse**

- We acknowledge that abuse of children can take different forms – **physical, emotional and social as well as neglect.**
- When children are suffering from these forms of abuse, this may be demonstrated in the things they say – directly or indirectly or through changes in their appearances, behaviour or play.
- Where evidence is apparent, the staff member will record and date their concerns and discusses what to do with the Supervisor and DSL. This information is kept in the child's personal book.
- We take care not to influence the outcome through the way we speak to children or by asking the children leading questions.
- Raising concerns and making referrals to Children's Services:  
**Single Point of Access (SPA):** The Single point of Access (SPA) is the only point of contact for reporting concerns about the safety of a child, young person or adult. It aims to improve the safeguarding response for children and adults at risk of abuse or neglect through better information sharing and high-quality and timely responses.

The Surrey SPA should be contacted if you would like to report a concern about the safety of a child, young person or an adult. However, if the child already has a social worker, they should be contacted directly.

### **Single Point of Access (SPA):**

**Tel: 0300 470 9100 - Monday - Friday 9am-5pm**

**Email: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)**

**Secure: [cspa@surreycc.gcsx.gov.uk](mailto:cspa@surreycc.gcsx.gov.uk)**

- Referrals made to Children's Services are written on a Multi-Agency Referral form (Marf). If a referral is urgent, it is made verbally to the Children's Services and followed up by the Multi-Agency Referral form within 48 hours.
- Duty LADO (Local Authority Designated Officer) 0300 123 1650 option 3
- Should a situation arise between 5pm and 9am, the Emergency Duty Team can be contacted on Tel: 01483 517898.
- If a child's needs can be met through an Early Help Assessment, then contact local Early Help Hub 01737733944
- If a child is in immediate danger the Police should be called.
- If Staff don't feel concern has been dealt with appropriately, they should contact SPA

## **Recording suspicions of abuse**

- If a child makes comments to staff that causes concern or staff observe changes in behaviour, deterioration in well-being, unexplained bruising or marks. Staff will listen to the child, offer reassurance and gives assurance that she will take action. Staff will take the child seriously.
- All staff have a responsibility to protect children from all forms of abuse.
- Staff will not question the child or ask leading questions.
- Staff will write a record of the date, time of the observation or disclosure.
- Staff will write the exact words of the child, the name of the person to whom the concern is reported with the date and any other person present at that time.
- These records are signed and dated kept in the child's personal book which is stored securely and confidentially.

- Confidentiality is of utmost importance.
- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time the report is made, except for where the guidance of the Local Safeguarding Board does not allow this.
- Once a referral has been made to the children's services assessment team, they take full responsibility for future actions or enquiries.
- Information relating to suspicions and investigations of abuse will be kept confidential and shared only with those who need to know.
- Records relating to the above will be kept in a separate file.
- We notify Ofsted of any accident, incident or changes that may affect the wellbeing of children.
- We have a copy of 'What to do if you're worried a child is being abused' for information on what to do if concerned.

### **Female Genital Mutilation (FGM)**

FGM is a form of child abuse. It's dangerous and a criminal offence in the UK.

- There are no medical reasons to carry out FGM
- It's often performed by someone with no medical training, using instruments such as knives, scalpels, scissors and razor blades.
- Children are rarely given anaesthetic
- It's used to control female sexuality and can cause long-lasting damage to physical and emotional health.

FGM can happen at different times in a girl or women's life, including:

- When a baby is newborn
- During childhood or as a teenager
- Just before marriage
- During pregnancy

### **Signs of FGM**

- A relative is visiting from abroad
- A female relative has undergone FGM
- A family arranges a long holiday overseas or visits family abroad during summer holidays
- A girl has an unexpected or long absence from school
- A girl struggles to keep up at school
- A girl runs away or plans to run away from home

### **Signs it might have taken place**

- Having difficulty walking, standing or sitting
- Spending longer in the bathroom or toilet.
- Appearing quiet, anxious or depressed
- Acting differently after an absence from school
- Reluctance to go to doctors
- Asking for help – though not be explicit about the problem because they're scared or embarrassed.

### **If a child reveals abuse**

- Listen carefully to what they are saying
- Let them know they've done the right thing by telling you
- Tell them it's not their fault
- Say you'll take them seriously
- Don't confront the alleged abuser
- Explain what you'll do next
- Report what the child has told you as soon as possible

### **Prevent Duty**

The Prevent Duty is part of a multi-agency group which is set up to identify and provide support to individuals who are at risk of being drawn into terrorism. The aim of the Prevent Duty is to protect children from radicalisation and extremism and to provide a way for providers to report concerns so children and families can be protected.

### **What is radicalisation and extremism?**

- It is the process of causing someone to adopt radical positions on political or social issues

### **How would it be recognised?**

- Their behaviour or attitudes might change
- They might start talking about the war or killing
- Their role play might be more violent
- Their patterns of attendance might change

If suspected that a child was being radicalised or exposed to extremism we would report it immediately following the procedure in our safeguarding and child protection policy and procedures

### **Making referrals**

If there is a concern relating to radicalisation (PREVENT) we would call ACT (Action counters Terrorism) anti-terrorism hotline: 0800789321

## **Staff**

### **Whistle blowing**

Whistle blowing is an important aspect of safeguarding where staff and volunteers are encouraged to share genuine concerns about a colleague's behaviour. The behaviour may not be child abuse, but they may not be following the code of conduct or could be pushing the boundaries beyond normal limits. Whistle blowing is very different from a complaint or grievance. The term whistle blowing generally applies when you are acting as a witness to misconduct that you have seen and that threatens other people.

### **Reasons for whistle blowing**

- Each person has a responsibility for raising concerns about unacceptable practise or behaviour.
- To prevent the problem worsening or widening.
- To protect or reduce risk to others.
- To prevent becoming implicated.
- If staff have concerns, they should talk to the DSL or Supervisor.
- We follow the guidance for the Local Safeguarding Childrens Board when responding to any complaint that a member of staff, or volunteer in the setting is suspected of abusing a child.
- We respond to any disclosure by children or staff by recording the details of any such alleged incident.
- Parents would speak to the Chairman or Supervisor, if they have concerns about the behaviour or actions of staff or volunteers. They would be asked to fill in a complaints form and follow procedures in the Complaints Policy.
- All allegations must be reported to the Children's Services Assessment Team Tel no: 0300 200 1006 and Ofsted is informed within 14 days.
- Staff must not be allowed to work in the setting whilst an investigation is being carried out.
- Staff should seek advice from the Pre-School Learning Alliance.

### **Mobile telephones policy**

To ensure the safety and welfare of the children in our care, we operate a personal mobile telephone policy.

- The Nursery stipulates those mobile telephones should not be kept by the staff whilst they are in the care of the children but put in a container in the kitchen so that they can be seen at all times.
- Only emergency telephone calls are to be taken.
- The mobile telephone belonging to the nursery is also put in this container and taken out on outings.
- Any person who spends time in the nursery also has to put their mobile in the container.

### **Babysitting**

- If a member of staff babysits outside of the nursery setting, it must be made clear that they do it on their own and nothing to do with nursery.

## **Social networking**

- Staff are made aware of the importance of confidentiality with regard sharing information on Facebook and other social networking sites.
- Staff are made aware that under no circumstances is any information or photographs to be shared in reference to nursery, on any social media, networking sites such as Facebook.
- Information regarding the nursery is not shared on these sites.
- No photographs taken at nursery will be put on these sites.

## **Fitbits**

- Fitbits if used for step counting can be worn
- Fitbits with cameras or have means of recording information will not be allowed to be worn in nursery

## **Links to Legislation**

- Children Act 1989 section 47 and 2004 and 2006
- Convention on the Rights of the Child, UNICEF 1989
- GDPR (General Data Protection Regulation 2018
- Every Child Matters – Change for children 2004
- Freedom of Information Act 2000
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discriminations Act 1975 and 1986
- Sex Discrimination (Gender Reassignment) Regulations 1999
- The Human Rights Act 2000
- Working together to Safeguard 2018/2020
- Prevent Duty Guidance for England and Wales 2015
- FGM – Multi-agency Statutory Guidance on Female Genital Mutilation FGM 2016
- Child Sexual Exploitation 2017
- Statutory Framework in Early Years Foundation Stage 2017 (in addition in align with changes to working together 2018)

**Review Date: March 2025**