



St. Margaret's Nursery

Safe guarding policy

Nursery

Reviewed: August 2022

Date for review: July 2023

Safe guarding policy

These are the agreed principles that all staff at St. Margaret's Nursery adhere to in regard to the safety of the children. Wherever the word "staff" is used, it covers ALL staff on site, including supply staff and volunteers working with the children.

This policy should be read in conjunction with St Margaret's C of E Primary School's policy on Safeguarding 2021.

GUIDING PRINCIPLE

St Margaret's Nursery recognises that the abuse of young children is a crime. The nursery is unequivocally committed to the principle that the welfare of the child is paramount, and that any child has the right to protection from neglect and abuse. Whilst everyone has a responsibility for exercising that protection and reporting any concerns, nevertheless professionals working in the education sector have an added responsibility to ensure that Sussex child protection and safeguarding procedures are followed.

This policy is in line with the West Sussex LSCB (Local Safeguarding Children Boards) local guidance and procedures.

The concept of 'significant harm' introduced by the Children Act 1989 is the threshold by which compulsory intervention by Social Services may take place. The nursery accepts the following definitions:

'Harm' means ill treatment or the impairment of health or development, where: 'ill treatment' includes sexual abuse and forms of ill treatment which are not physical; 'health' means physical or mental health; 'development' means any form of physical, intellectual, emotional, social or behavioural development; and 'neglect' means a chronic inattention to basic needs; 'physical abuse' means non-accidental injuries, bruising, wounding, burns, and fractures; 'sexual abuse' means involving a child in sexual activity; 'child sexual exploration' is a form of sexual abuse where children are exploited for money, power or status and 'emotional abuse' means persistent emotional ill treatment such as extreme denial of love, affection or approval.

In order to achieve the safety of all the children we will ensure that:

- One member of the interview panel will have undertaken the Safer Recruiting training.
- All staff will have an up to date DBS check.
- Staff will attend safeguarding training and cascade to others to keep everyone up to date.
- Safeguarding guidance and information is readily available to all members of staff.
- All visitors are required to sign and agree to the “Guidelines for Visitors” form, which identifies rules of working within the nursery environment.
- All nursery members of staff have completed the online Prevent training course.
- All nursery staff have read the St Margaret’s C of E Primary School policies on social networking and on-line safety (both are displayed in a folder in the staffroom).
- All staff have read and follow the guidelines set out in the Safeguarding policy at St Margaret’s C of E School.

The designated member of staff responsible for coordinating child protection matters within St Margaret’s Nursery is the Manager, whose responsibilities will include:

- Being the point of contact for staff who have concerns or information that a child may be suffering abuse now, or has done in the past, or is likely to in the future.
- Ensuring that all staff are aware of the correct procedure in regard to child protection.
- Provide appropriate training and support to all staff.
- Develop effective working relationships with other agencies, services, the Local Safeguarding Children Board and West Sussex Integrated front door.
- Being the point of contact for parents who have concerns.
- Informing the lead DSL concerning any necessary referrals to Social Services or Police.
- Ensuring that the nursery contributes fully to the child protection process by attending TAF (Team around the family).
- The Manager will meet weekly with the DSL team of the school to share concerns and updates.

PROCEDURE TO BE FOLLOWED IN THE EVENT OF AN ALLEGATION ABOUT A CHILD

All staff members have a duty to be vigilant to the indicators of abuse and to refer concerns to the Manager. It is not the role of any member of staff to investigate an instance, but to report to the Manager:

- any concerns that a child is suffering or is likely to be suffering some form of abuse
- significant changes in children's behaviour
- any allegations against another member of staff of abuse towards a child
- any disclosures made by children that may give cause for concern
- any unexplained bruising, marks or signs of possible abuse
- any inappropriate behaviour displayed by a member of staff

Staff cannot keep a disclosure to themselves and must refer the matter to the DSL team.

In the event of an allegation or concern regarding a child, please phone:

Integrated Front Door (IFD): 01403 229900 between 9 – 5 and 03302226664 after hours.

wschildrenservices@westsussex.gov.uk

PROCEDURE TO BE FOLLOWED IN THE EVENT OF AN ALLEGATION BY A MEMBER OF STAFF

Complaints against staff should be made, confidentially, to the Manager. Complaints about the Manager should be made to the Head teacher.

The nursery has established a procedure to be followed should an allegation of abuse be made against a member of staff, which includes the possible suspension of the person accused and a thorough investigation of the incident by, among others, the Police Child Protection Unit, the Early Years Directorate and Social Services.

In the event of an allegation against the designated child protection person, then the West Sussex Local Authority Designated Officer (LADO) should be contacted,

LADO: Miriam Williams & Donna Tomlinson

Telephone: 03302226450

lado@westsussex.gov.uk

Assistant LADO: Sally Arbuckle

Telephone: 01403229900

Within 14 days after the allegations, the nursery manager will inform OFSTED in regard to the action that has been taken in respect of the allegations made.

THE USE OF MOBILE PHONES AND CAMERAS

The use of mobile phones is prohibited during session times in the main room and toilet areas. Phones are kept locked in the staff room or office and can only be used in this room during staff breaks. No photos are to be taken on mobile phones or own personal cameras. Parents when collecting are asked to stay outside if they are using their mobile phone and then asked to put the phone away when entering the building.

Any photos that are taken on the nursery cameras will be uploaded only onto the two nursery computers for printing out.

Seesaw: learning journals are sent to parents with a secure log in and are only shared between the nursery staff. iPad are securely locked away in the nursery.

RECORD KEEPING & CONFIDENTIALITY

In the event that a member of staff has concerns then they should record this on the online system CPOMS. Staff can upload any paperwork or evidence on the system. When saved this will alert the DSL of nursery & school.

Such records form evidence and may be used in any subsequent investigation and/or legal proceeding. All referrals should be made with the knowledge that during any subsequent investigation the source (that is, the nursery, not the individual) will be made known to the family.

Information should only be shared on a strict need-to-know basis, but other staff may need to be alerted to concerns about a child for any or all of the following reasons:

- to monitor the concern

- to gather further evidence prior to a referral being made
- to assist in providing appropriate support to a child once a referral has been made

WORKING WITH OUTSIDE AGENCIES

The nursery will work in partnership with all outside agencies in relation to the children. We will share appropriate information to assist the investigative process. Where necessary and practical, the nursery will contribute to any subsequent care plan.