



Bush-e-Babes Nursery School  
Stobart Hall, St Pauls C of E Church  
Bushey Hall Road  
Bushey, Hertfordshire WD23 2EQ

Telephone: 01923 800570  
Email: [info@bush-e-babesnursery.co.uk](mailto:info@bush-e-babesnursery.co.uk)

## Safeguarding children and Child Protection (Including managing allegations of abuse against a member of staff)

### POLICY STATEMENT

Working work with children, parents and the community to ensure the safety and protection of the children and to give them the very best start in life.

#### EYFS key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

### Procedures

We carry out the following procedures to ensure we meet the three key commitments of the nursery's Safeguarding Children Policy.

#### ***Key commitment 1***

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

#### ***Staff and volunteers***

- We have designated persons who co-ordinate child protection issues.
- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources and ratio to meet the needs of children.
- 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 Barring Service before posts can be confirmed. This will be done by Bush-e-Babes.

- Enhanced DBS checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- Volunteers do not work unsupervised.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
  - the criminal records disclosure reference number;
  - the date the disclosure was obtained; and
  - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

### ***Key commitment 2***

We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2006).

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

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the Headteacher who is the 'designated person'. The information is stored on the child's personal file.
- We refer concerns to the local authority children's social care department and Local Authority Designated officer (LADO) and co-operate fully in any subsequent investigation.  
NB: In some cases this may mean the police or another agency identified by the Hertfordshire Safeguarding Children's Board (HSCB).
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children

### ***Recording suspicions of abuse and disclosures***

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:
  - ❖ listens to the child, offers reassurance and gives assurance that she or he will take action;
  - ❖ does not question the child;
- makes a written record that forms an objective record of the observation or disclosure that includes:
  - ❖ the date and time of the observation or the disclosure;
  - ❖ the exact words spoken by the child as far as possible;
  - ❖ the name of the person to whom the concern was reported, with date and time; and
  - ❖ the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

### ***Making a referral to the local authority social care team***

- We record all details as above and telephone the Hertfordshire Safeguarding Children Board and record a log of the telephone call. This is backed up with written acknowledgement.
- We take the advice given and act accordingly.

### ***Informing parents***

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

### ***Liaison with other agencies***

- We work within the Hertfordshire Safeguarding Children Board (HSBC) guidelines.
- We have a copy of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify the registration authority (OFSTED) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC)

- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

### ***Allegations against staff***

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within Bush-e-Babes or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's social care department and LADO to investigate. We also report any such alleged incident to OFSTED and what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the manager and children's social care agree it is appropriate in the circumstances, the manager will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

### ***Disciplinary action***

- Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

### ***Key commitment 3***

We are committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

### ***Training***

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff are familiar with the procedures for reporting and recording their concerns in the setting.

## **Planning**

- The layout of the room allows for good supervision.

## **Curriculum**

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

## **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.
- A confidentiality form is signed by staff, volunteers, management committee and chair of Parents Association.

## **Support to families**

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by Herts County Council in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

## **Complaints**

We ensure parents know how to make a complaint.

## **Useful Numbers:**

**OFSTED: 0300 123 3155**

**Children Services: 0300 123 4043**

**NSPCC: 0808 8005000**

*Updated: Aug 2017*