



Child Protection & Safeguarding Children Policy & Procedure

(including managing allegations of abuse against a member of staff)

DSP. Michelle Ryan

Michelle Byron - Cooper

Millie's will ensure the safety and wellbeing of all children in our care, ensuring that child protection and safeguarding is at the heart of our daily practice and that it is constant and effective.

The all round safety of the children in our care is of paramount importance. By working with children, parents and the community we endeavour to give them the best start in life.

It is a condition from the governing body OFSTED upon registering that Millie's Nursery staff /owners and leaders will report any cases or suspected cases of abuse of children to Hertfordshire safeguarding children board KNOWN AS HSCB OR HSCP (partnership). There is a list of numbers to call on the welcome board on entry to the nursery and inside the safeguarding file on the book case in the office.

All staff members are responsible for reporting any concerns that they may have about a particular child or family to the main DSP in the first instance.

The issues will be discussed and using an action plan the next steps will be agreed.

ACTION FOR STAFF

- You observe/witness
- Share with DSP immediately
- Follow flow chart, Recognise, Respond, Refer Herts safeguarding poster
- DSP will take action and decide on next steps

- HSCP - Hertfordshire
- Safeguarding
- Children
- Partnership
- (HSCB) (Board)

Report on 0300 123 4043 Children's services

Disclosures made by children

If a child was to disclose information that concerns you the appropriate way to respond is set out in the procedure.

Any child who does disclose information or if we as staff suspect a form of abuse

the designated safeguarding person will set up a child protection file which will hold all documentation relating to the child/family whether it is from Millie's Nursery or outside agencies. They will work closely with HSCB/B to ensure that everything is/has been adhered to correctly.

Disclosures made by children support at HSCB OR HSCP will be sought to further safeguard children in any circumstance.

HSCB have 'recording by the refer 2013' advise and it should be used to support us further in any circumstance and It should be used to support our recording of disclosures appropriately.

HSCB also have 7 golden rules of information sharing with other professionals this should be used as guidance alongside information sharing HM GOV 2015

Procedures

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

Millie's is committed to developing and supporting a 'culture of vigilance' by all staff and others including parents, carers, students, visitors. In order to safeguard children from any child protection concerns, behaviours and attitudes.

Our designated person who co-ordinates child protection issues are:

Michelle Ryan

Michelle Byron-Cooper

Millie's will ensure all staff are supported to understand our safeguarding policies and procedures and that parents are made aware of them too.

All staff have up-to-date knowledge of safeguarding issues through training and ensure it is updated regularly.

Millie's will provide adequate and appropriate staffing resources 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 DBS before posts can be confirmed.

Where applications are rejected because of obtaining information that has been disclosed, applicants have the right to know and to challenge incorrect information.

We abide by OFSTED requirements in respect of references this will include a personal and last work reference and Disclosure and Barring 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 should Millie's agree for a person to volunteer.

We record information about staff qualifications, identity checks and the 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.

Millie's inform all staff 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 Millie's). This is also checked at regular supervisions and staff MUST complete the form correctly before the supervision is due to take place.

Millie's abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect 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.

Millie's have procedures for recording the details of visitors to the setting. We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Millie's take steps 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 and the nursery social media accounts. Parents sign a consent form as part of their child's welcome pack collected during settling in sessions.

Millie's is 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 2015).

Also supported by HSCB/P following guidance and information for recognise, respond and refer poster.

Responding to suspicions of abuse

We acknowledge that abuse of children can be physical, emotional, and sexual, and neglect.

We recognise that other forms of abuse exist these are specific safeguarding issues they include, FGM, A new mandatory duty for FGM is in place via the Serious Crime Act 2015

- Grooming,
- Domestic Violence,
- Child Sexual Exploitation,
- The prevent Duty (Counter Terrorism and Security Act 2015)
- Mental Health and illness
- Misuse of drugs and alcohol
- 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,
- unexplained bruising, marks or signs of possible abuse or neglect; and
- any reason to suspect neglect or abuse outside the setting.

We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.

We are aware of other factors that affect children's vulnerability such as, abuse of disabled children, fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual exploitation of children, such as through internet abuse, and Female Genital Mutilation, that may affect, or may have affected, children and young people using our provision.

We also make ourselves aware that some children and young people are affected by gang activity including county lines, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.

Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns.

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 setting leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file.

We refer concerns to Hertfordshire County Council - Hertfordshire Safeguarding Children Board HSCB/P (Partnership) and co-operate fully in any subsequent investigation.

In some cases this may mean the police or another agency identified by Hertfordshire Safeguarding Children Board.

We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

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 will, Listen to the child,

Offers reassurance and gives assurance that she or he will take action.

Be sympathetic and caring when listening to a child.

Do not question the child.

You MUST NOT question the child other than to clarify what the child has already said and avoid leading questions.

Make a written record that forms an objective record of the observation or disclosure that includes the following,

The date and time of the observation or the disclosure.

The exact words spoken by the child as far as possible.

Include your part of the conversation as well as the actions/injuries/incident that was the initial cause for concern.

You MUST NOT make any suggestions to the child about how the incident occurred.

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.

NEVER make assumptions

These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

DSL's informed of the issue at the earliest opportunity.

Where the Local Safeguarding Children Board - HSCB - stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the HSCB.

Making a referral to the HSCB - Hertfordshire Safeguarding Children Board - Policy & Procedure

HSCB contains detailed procedures for making a referral to the local social care team, as well as a template form for recording concerns and making a referral.

We keep a copy of this document and follow the detailed guidelines given alongside the procedures for recording and reporting set down by HSCB which we will follow.

Informing parents: Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger. We inform parents when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of Hertfordshire 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 Local Safeguarding Children Board 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. Or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere).

Notifications to OFSTED are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

If a referral is to be made to the local authority at HSCB, 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 made against a member of staff

In the event of an allegation being made against a member of staff please follow the set procedure
Initially follow the complaints procedure:

- Ensure that all complaints are in writing addressed to management
- Management may call a meeting with the child's parents / carers to obtain a first hand account of the situation
- Management will call a meeting with the member of staff involved to obtain their account of the situation
- The staff in question may be offered a non contact position within the nursery if appropriate
- Once we have reported any incidents we will be informed and notified of any findings and decisions made as to whether the member of staff can be reinstated.

We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises, which may include an allegation of abuse.

We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes: inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.

We follow the guidance of the Local Safeguarding Children Board - HSCB when responding to any complaint that a member of staff, or volunteer within the setting, someone working on the premise, has abused a child.

We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or someone working on the premises, 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 Designated Officer (LADO) to investigate: number is on the board in the office/reception. 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 teams in conjunction with the police.

Where management and children's social care agree it is appropriate in the circumstances, we will suspend the member of staff, 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 volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service (DBS) of relevant information so that individuals who pose a threat to children (and vulnerable groups), can be identified and barred from working with these groups.

Millie's is 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

Millie's will 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 will ensure that all staff know the procedures for reporting and recording their concerns in the setting

Millie's will ensure that the designated person has received the appropriate training as recommended by the local safeguarding children board.

Planning

The layout of the room both inside and outside allows for constant supervision. No child should be left alone with staff or volunteers in a one-to-one situation without being visible to others.

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.

Millie's will introduce the principles of online safety with the children around the curriculum to develop their understanding of being safe online.

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 - HSCB.

Any sensitive issues will be discussed on a need to know basis only. Staff should be aware that monitoring of child protection issues may be taking place without their knowledge. Any staff member who has any concerns however slight must always raise them with the management team privately

If it is considered necessary any concerns will be reported to the duty social worker.

To enable the nursery to continue working with the family in a supportive manner the police child protection officer or the duty social worker will discuss any concerns with the family.

Support to families

We believe in building trusting and supportive relationships with families, staff and volunteers in the group.

We make it 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 the child's social care worker 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.

SUBSEQUENT ACTION

Following any referrals social services or the police will deal with any enquires. On occasion it may be necessary for staff to provide a statement and attend an initial child protection conference.

Supported framework and legislation

Children Act (2004) amended Act from 1989

Protection of Children Act (1999)

Data Protection Act (1998)

Safeguarding Vulnerable Groups Act (2006)

The prevent Duty (HM G March 2015)

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Equalities Act (2010)

Data Protection Act (2018)

Serious crime Act 2015

Counter terrorism and security act 2015

The Children Act (Every Child Matters) (2004)

Working Together to Safeguard Children (HM G 2018)

What to do if you're Worried a Child is Being Abused (HM G March 2015)

Early intervention

Early Help advise line 01438 737 511

www.herfordshire.gov.uk/familiesfirst

Families First assessment and early help module.

Information Sharing: (HMG 2015)

Independent Safeguarding Authority: www.isa.homeoffice.gov.uk

September 2021



Millie's Day Nursery Shenley, Shenley Village Hall, London Road, Shenley, WD7 9BS.

Millie's Day Nursery Borehamwood, Meadow Park, Brook Road (car park), Borehamwood, WD6 5HG.

www.milliesdaynursery.com