

St Anne's College Nursery - Safeguarding Children Policy

Statement

St Anne's College is committed to ensuring a safe and supportive environment for its Students and young people visiting the College. The College has a Nursery on site and is committed to following a strict safeguarding procedure to protect all children and young people in our care and expects all staff, committee members, volunteers, students and agency staff to share this commitment. This Policy places the welfare of children as paramount and aims to safeguard their well-being, in particular by protecting them from abuse of any kind. This Policy is predominately relevant for the College Nursery, however it is also relevant for students of the College and visiting Schools.

Scope

For the purposes of this policy, 'child' or 'children' refers to a person or persons under the age of 18 (as defined in the *Children Act 1989*). 'Children' therefore means 'children and young people' throughout this policy.

For the purposes of this policy, a College Member is anyone who is part of St Anne's College, working with children whether as a fellow, employee, student, or volunteer.

This Policy applies to all activities involving children and to all College Members.

The College recognises that it has a legal duty to safeguard the welfare of children who come onto its premises or come into contact with its Members under the *Safeguarding Vulnerable Groups Act 2006*, *Working together to safeguard children' 2013*, the *Health and Safety at Work etc. Act 1974*, and *'Keeping children safe in education' (July 2015)* where contact comes through schools.

Where a College Member occupies a position of trust with regard to children, an improper relationship with a child constitutes an abuse of trust under the *Sexual Offences Act 2003*.

The College also has certain powers and duties, under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* and *Safeguarding Vulnerable Groups Act 2006*, to enquire as to the criminal records history of Members to assess any risk to children.

Preventative Measures

The Designated Safeguarding Lead ('DSL') is the Senior Tutor, Shannon McKellar and the Safeguarding Co-ordinator for the Nursery is Nursery Manager, Kyle Biswell. The DSL has the leadership responsibility for the College's safeguarding arrangements. The College's Senior Outreach Officer is Hannah Snell and the Disability Advisor is Sheila Smith. All roles have undergone satisfactory DBS checks at the Enhanced level. Contact details can be found on the last page of this Policy.

All Safeguarding personnel are responsible for:

- Implementing and promoting this Policy;
- Ensuring that the Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children;
- Acting as the main contacts within the College for the protection of children in their remit;

Forms of Abuse

The UK Government guidance, *Working Together to Safeguard Children 2013 (Appendix A)*, defines four types of child abuse:

- Physical – the physical hurting or injuring of a child.
- Emotional – the persistent emotional maltreatment of a child which results in severe or persistent adverse effects on the child's emotional development. Some level of emotional abuse is present in all other categories of abuse, although it may occur independently.
- Sexual – the forcing or enticing of a child to take part in sexual activities. The activities may involve physical contact, including assault by penetration or non-penetrative acts. They may also include non-contact activities such as involving children looking at, or in the production of, sexual images, or grooming a child in preparation for abuse (including via the internet).
- Neglect – the persistent failure to meet a child's basic needs, likely to result in the serious impairment of the child's health or development. Neglect can include failure to provide the following: adequate food, clothing and shelter; protection from physical and emotional harm or danger; adequate supervision; access to appropriate medical care or treatment.

Most injuries to children are accidental and can be simply explained. Bruises, scrapes and cuts are part of the normal rough and tumble of a young child's life. No one likes to think of children being abused, but unfortunately it does happen.

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 play.

The nursery staff have a duty to identify early signs and symptoms of possible abuse. We are legally obliged to report any serious concerns about a child to Oxfordshire's Multi-Agency Safeguarding Hub (MASH). Staff are aware of the sensitivity of this issue and the confidentiality involved.

All staff are aware of the possible indications of abuse and neglect and the procedure for dealing with suspected cases. The nursery staff's duty must be to support the family but above all, to ensure the protection of the child at all times.

Referrals of child abuse

If a child arrives at nursery with injuries the staff should:

- Ensure immediate medical attention, if necessary.
- Ask the parent/carer how the injuries occurred (explanations, however puzzling should be accepted and accusations must not be made)
- Make a written record by completing a home incident form, including diagrams of observations and explanations given – have a witness wherever possible. This recording of information is to ensure that reasonably full and clear information is obtained in order to be able to make an appropriate referral if necessary.
- However, if there is a real concern that the injuries are non- accidental have been caused by assault or a failure to protect the child, the manager/designated person must be notified immediately. The person in charge will then contact Oxfordshire Multi-Agency Safeguarding Hub on 0845 050 7666.

Suspicion of abuse

If a staff member has reason to suspect physical, sexual or emotional abuse or neglect, we do the following:

- Listen to what child says. Be comforting and sympathetic. Ensure that the child feels as little responsibility as possible.
- It is important not to make any suggestion to the child regarding how the incident may have happened, therefore do not ask the child leading questions or appear disbelieving. Clarify what he/she is saying.
- Write down the exact words the child says, what actions concern you and what you have said in response. The name of the person to whom the concern was reported, with date and time and the names of any person present at the time.

- Do not make assumptions about what the allegations might concern. If a member of staff is involved, appropriate steps must be taken to ensure the safety of the child and other children.
- Inform the manager or person in charge, of your concerns and suspicions so that, if appropriate, they can contact Oxfordshire's Multi-Agency Safeguarding Hub on 0845 050 7666.
- Once a child is referred an assessment will be made of the child's needs.
- We keep a copy of the document on "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.

Allegations against a member of staff

To protect the children, all staff who work in the nursery are required to have completed a Satisfactory Disclosure and Barring Service Check (DBS). Staff who are waiting for their check to clear and other nursery visitors/helpers will always be supervised and never left alone with the children. We have procedures for recording the details of visitors to the setting.

If a member of staff suspects a colleague of abusing a child they must report it to the manager or person in charge immediately.

The nursery manager would confide in the nursery fellow, informing them about concerns and or any action to be taken. A meeting would be held to share information taking into account total confidentiality.

It is at the Nursery fellows/Nursery Manager discretion as to how and why the parents are informed if an allegation is made against a member of staff.

The member of staff concerned would be suspended immediately, pending a thorough investigation led by the Nursery Fellow/ Nursery Manager.

Any member of staff who has had an allegation made against them should be aware that they can contact Ofsted - Tel: 0300 123 1231, who will be able to offer them support and advice.

Procedure for dealing with allegations or suspicions about a College Member

It can be difficult to accept that a colleague or friend may deliberately harm a child. When a concern arises, there are three processes that may need to take place:

- A child protection investigation;
- A criminal investigation;
- Action by the College/University to discipline or remove the Member.

Any suspicions or allegations should be addressed to the DSL for the College, as outlined in above. The DSL will inform the LADO at the Oxfordshire Safeguarding Children Board within one working day. The advice of the LADO will be followed appropriately.

If the College removes a member from working with children because the person poses a risk of harm to children, the College must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

Subsequent action

The Nursery Manager Kyle Biswell, is the named person for safeguarding children in the nursery and she attends all training and relevant meetings available to gain information with regard to up-to-date issues. In addition the Deputy Manager Katrina Tanner attends the Specialist Children training to ensure someone with appropriate knowledge of referral procedures is on the premises at all times.

Following any referral of abuse, enquiries will be undertaken by Social Services and possibly the police. Staff may be required to provide statements and attend an initial child protection conference.

Use of mobile phones and cameras in the nursery

Staff are supplied their own cameras to use in the nursery to take photographs of their key children for observation purposes, which are then put into the children's folders. Mobile phones are strictly prohibited from the nursery and garden. Staff are required to keep their phones in their bags, and used in an emergency only. Staff are not permitted to take photographs on their mobile phones.

Students under the age of 18

The College may admit students who commence their studies before their 18th birthday. The College recognises that:

- Anyone under the age of 18 is a child as a matter of law;
- The College has special duties of care towards a child;

- The College is not in loco parentis, except in the case of a medical emergency where written permission has been previously obtained from the parent or guardian of the child;
- Where appropriate Tutors and other peripheral staff may be asked to complete DBS checks in line with Safeguarding procedures;

The Senior Tutor is responsible for ensuring that DSL, Admissions Officer, the Dean and the HR manager are informed of the admission of any students who will commence their studies before their 18th birthday.

Confidentiality

The College has an obligation to respect the privacy and confidentiality of all individuals. Nevertheless, complete confidentiality to informants in circumstances of alleged abuse cannot and should not be promised.

Risk Assessment

A risk assessment must be completed by the organisers of any activity specifically intended for children and which brings children onto College premises or into contact with College Members. Once completed, the risk assessment pro forma must be approved by a Safeguarding Officer before the activity is undertaken.

It is expected that for visits by schools where members of staff of that school are in attendance, the school will complete its own risk assessment and take its own child protection steps in accordance with local education authority guidelines.

Contact Information

Designated Safeguarding Lead	Shannon McKellar – Senior Tutor Tel. 01865 274858
Nursery Designated Safeguarding Lead	Kyle Biswell – Nursery Manager Tel. 01865 274868
Nursery Safeguarding Officers	Rebeka Power & Charlotte Vowel Tel. 01865 274868
Safeguarding Officers	Hannah Snell - Senior Outreach Officer Tel. 01865 274825

TBC – Outreach officer
Tel. 01865 274831

Oxfordshire Children’s Social Care

Tel. 01865 323048 (Office Hours)
Tel. 0800 833408 (Out of Hours)

Oxfordshire Safeguarding Children Board
(LADO)

Jo Lloyd
Local Authority Designated Officer

lado.safeguardingchildren@oxfordshire.gov.uk
Tel. 01865 815956

Police Child Protection Unit

Tel. 01865 335199

NSPCC Helpline

Tel. 0800 800 5000 (24 hours)