



### **St Anne's College Nursery – Safeguarding Policy**

We recognise that all staff and the management team have a full and active part to play in protecting our children, and their welfare is our paramount concern. The management committee takes seriously its responsibility under section 11 of the Children Act and duties under working together to safeguard and promote the welfare of Children; to work together with other agencies to ensure adequate arrangements exist within our setting to identify and support those children who are suffering harm or are likely to suffer harm.

We provide a safe, caring and stimulating environment that promotes the social and physical development of each individual child. Ensuring that the children are free from discrimination or bullying where they can learn and develop into well rounded individuals.

The safeguarding leads for the nursery are listed below. We have three leads because of our part time staff members:

- Charie Jones, Nursery Manager
- Charlotte Vowell, Deputy Nursery Manager
- Rebeka Power, Deputy Nursery Manager

This policy has been developed in accordance with the principles established by the Children Act 1989, and in line with the following:

- Working together to Safeguard Children 2018.
- Framework for the Assessment of Children in Need and their Families; 2000.
- What to do if you are worried a child Being Abused; 2015.
- Keeping Children Safe in Education; 2019.
- Oxfordshire Safeguarding Children Board guidelines.
- The Early Years Foundation Stage Statutory Framework

What does Safeguarding and promoting the welfare of children mean?

Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of their health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective and nurturing care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood.

Child Protection:

Child protection refers to the processes undertaken to meet Statutory obligations laid out in the children Act 1989 and associated guidance (see working together to Safeguard and promote the welfare of children) in respect of those children who have identified of suffering harm.

Our Environment and Safeguarding

We ensure that we provide an environment, so the children feel safe, valued and respected, are able to talk to a member of staff if they have worries or difficulties.

We make sure to:

- Support all children's development, so they feel confident and promote resilience.
- Have a robust procedure in place which is followed by all members of staff in cases of suspected abuse.
- Ensure staff are aware of the possible indications of abuse and neglect and of their responsibilities in dealing with suspected cases.
- Achieve positive working relationships with the appropriate agencies, involving in safeguarding children.
- Ensure all adults within our setting have been checked as to their suitability (plus agency and bank staff.)

Our setting procedures for safeguarding children are in line with Oxfordshire Local Authority and Oxfordshire Safeguarding children Board Child Protection Procedures, and Working Together to Safeguard Children 2015.

We ensure that:

- The Designated members of staff have undertaken the relevant training, which will be updated every two years. Our Designated Lead staff members are: Charie Jones, Charlotte Vowell and Rebeka Power.
- There is a Designated Lead member of staff available at all times, so people can discuss any concerns.
- The management Committee/Fellow of the nursery understand and fulfils its Safeguarding responsibilities.
- Policies are updated and shared annually with staff making sure they are understood as well as ongoing refresher courses held in house.
- Comprehensive induction for all new staff on Safeguarding including code of conduct, whistle blowing, allegations management policy, how to report a concern, and who to contact with a concern.
- All members of staff attend the generalist training (level2) every 3 years.
- All staff know what to do if a child tells them he/she is being abused or neglected. Staff understand how to maintain an appropriate level of confidentiality. Whilst at the same time to understand the requirement around sharing information appropriately with the designated safeguarding lead and other relevant professionals.
- Staff members are advised to maintain an attitude at all times "it could happen here" where Safeguarding is concerned.
- When concerned about the welfare of a child, staff members should always act in the best interests of the child.
- Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure they should always speak to the designated safeguarding lead.
- If staff members have any concerns about a child (as opposed to a child being in immediate danger) they will need to decide what action to take. Where possible, there should be a conversation with the DSL to agree a course of action, although any staff member can make a referral to children's social care.

All staff follow the Oxfordshire Safeguarding Children's Board Procedures/ Local Authority guidance in all cases of abuse, or suspected abuse. 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. There are, however, some children who suffer injuries that are not accidental. It's essential that we take responsibility to safeguard children. This requires us to have a duty to identify early signs and symptoms of possible abuse to Oxfordshire Multi-Agency Safeguarding Hub (MASH).

We will therefore:

- Ensure that we refer a child if there are possible indicators of abuse or neglect to social care.
- Ensure that a detailed and accurate written record of concern about a child are kept separate from children's individual records even if there is no need to make an immediate referral.
- Ensure that the Designated Lead attends case conferences, family support meetings, or other multi agency planning meetings, and provides a report which has been shared with parents.
- Ensure staff are aware of our child protection policy and procedures, and understand their responsibilities and know how to recognise and refer any concerns.
- Keep ourselves up to date with knowledge to enable us to fulfil our role. This training should include child sexual exploitation and radicalisation, as well as generalist and Designated Lead training.
- Ensure we have staff on interview panels who are Safer Recruited trained.
- Ensure that all staff and volunteers are expected to disclose to the Manager any circumstances which indicate that a member of staff or volunteer could be barred from working with children under the terms of the childcare Regulations 2006.
- If, a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately. Anyone can make a referral.

### Categories of abuse:

Listed below are the four main categories of abuse as defined by the department of health's Working Together to Safeguard Children 2010 document. All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

- Abuse

A form of maltreatment of a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them, or more rarely, by others (e.g. via the internet). They may be abused by an adult/s or another child or children.

- Neglect

The persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairments of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide food, clothing and shelter.
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision.
- Ensure access to appropriate medical care or treatment.

### *Possible Indicators and obvious signs of lack of care include:*

- Problems with personal hygiene.
- Constant hunger.
- Inadequate clothing.
- Emaciation.
- Lateness or non-attendance at the setting.
- Poor relationships with peers.
- Untreated medical problems.
- Compulsive stealing and scavenging.
- Rocking, hair, twisting, thumb sucking.

- Physical abuse

May involve hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

*Possible indicators of Physical abuse include:*

- Physical signs that do not tally with the given account or occurrence.
- Conflicting or unrealistic explanations of the cause.  
Repeated injuries.
- Delay in reporting or seeking medical advice

- Sexual abuse

Forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, penetrative or non-penetrative acts and also includes involving children in watching pornographic material or watching sexual acts. Encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

*Possible indicators of Sexual Abuse include:*

- Sudden changes in behaviour.
- Displays of affection which are sexual and age inappropriate.
- Tendency to cling or need
- Regression to younger behaviour- e.g. thumb sucking, acting like a baby.
- Tendency to cry easily.
- Wetting/soiling day or night.

- Emotional abuse

The persistence emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

*Signs of emotional abuse include:*

- Rejection.
- Isolation.
- Child being blamed for actions of adults.
- Child being used as carer for younger siblings.
- Affection and basic emotional care giving/warmth, persistently absent or withheld.

Other areas we safeguard against as a College and a nursery include:

- Child sexual exploitation (CSE)
- Child Criminal Exploitation (CCE)
- Fabricated or induced illness (FII)
- Forced marriages (FM)
- Female Genital Mutilation (FGM)
- Prevent: The Counter Terrorism and Security Act

## Dealing with disclosures

The key points for staff members are to: **respond, record, report.**

### **Respond**

- If a child discloses to you always stop and listen quietly, giving your undivided attention.
- Do not appear shocked or disbelieving and allow the child to feel secure and give them time.
- Reassure and stay calm, and make no judgements.
- Never promise that you will keep what they say secret. Give reassurance that only those who need to know will be told.
- React to the child only as far as is necessary for you to establish whether or not you need to refer this matter, but don't interrogate for full details.
- Do not ask leading questions it's important to allow the child to talk and not to interrupt and limit questions to avoid leading. It may be appropriate to ask further questions to clarify, rather than jumping to conclusions. (Tell me, explain to me, describe to me.)
- Never take a photo of the child's injury.

### **Record**

- Make notes about what the child is actually telling you at the time.
- Try to record what was actually said rather than your interpretation of what they are telling you. Record, date, time, place, name of staff member, signed- who was present.

### **Report**

If there are serious concerns and immediate advice is needed, the Designated Lead for Safeguarding will contact the MASH (Multi Agency Safeguarding Hub) immediately.

- Multi-Agency Safeguarding Hub: 0345 050 7666
- Emergency Duty Team (outside office hours) 0800 833 408.

Staff can also report even if the manager/deputy isn't available. OSCB advice you to contact the locality and community support service (LCSS) on:

- Kim Costar: LCSS Worker: 07880 042655  
(Working days and times Tuesday to Thursday 08:30-17:00 and Friday 08:30-16:00)
- Central tel: 0345 2412705

No names consultation can be accessed; however, the member of staff must disclose their name, then it must be followed with an email.

Never attempt to carry out an investigation of suspected abuse by interviewing the young person or others involved. This is a highly skilled role and attempts by yourself could affect possible criminal proceedings.

## Record keeping

Any incident or behaviour change in a child that gives cause for concern should be recorded on an incident sheet, copies of which are kept securely on the Safeguarding children's file. Records must be signed, dated and timings.

Information must be recorded:

- Child's name and date of birth.
- The incident with dates and times.
- If recording bruising/injuries indicate position, colour, size, shape and time on a body map.
- Action taken.

What support is available to you?

- There is regular staff training on Safeguarding.
- All staff receive an induction which includes an explanation of the procedures to be followed when concerned about a child but also guidance on appropriate staff behaviour around children and whistle blowing.
- Any staff that may be affected by issues arising from concerns for children's welfare or safety can seek support from their designated person for child protection.

#### Use of Mobile phones and cameras.

Mobile phones and cameras are strictly prohibited within the setting indoors/outdoors.

- Staff and visitors are required to keep their bags locked in a cupboard. Visitors will not be able to use mobile phones or their own cameras when on the premises.
- Staff however are able to use the nursery's camera when on the premises to capture photographs for the children's profiles and for displays.

#### Confidentiality

All matters relating to child protection are confidential and all staff are aware of this. The designated lead will only disclose personal information about a child to other members of staff if necessary.

- Staff must understand that they have a professional responsibility to share info with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety and or well-being or that of another.
- We will take no names consultations with our local Assessment teams/MASH team to discuss concerns we may have. However, we understand that if they ask for a name we will discuss the details and it will become a referral.

#### Peer on peer abuse

Children can be vulnerable to abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures.

#### Allegations against staff

All staff should take care not to place themselves in a vulnerable position with a child. We understand that a child may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Manager or the Deputy. The manager will discuss the content of the allegation with the designated officer for the Local Authority (LADO), before taking any action. In our county, contact should be made with:

**Jo Lloyd**, Local Authority Designated Officer  
**Sophie Kendall**, Education safeguarding Advisory Team  
**Becky Langstone**, Education safeguarding Advisory Team  
**Telephone:** 01865 810603  
**Email:** [Lado.Safeguardingchildren@oxfordshire.gov.uk](mailto:Lado.Safeguardingchildren@oxfordshire.gov.uk)

If the allegation made to a member of staff concerns the manager themselves, then it needs to be reported to the Fellow of the nursery, Edwin Drummond, and the Committee members who will consult with the LADO, without notifying the manager first.

Suspension of the member of staff against whom an allegation has been made needs careful consideration, and will consult with LADO and HR.

### Whistle Blowing

We understand that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team where necessary.

### Anti- bullying

We acknowledge that bullying is not accepted in the setting and taken very seriously. Any matters of bullying if left unresolved can become a child protection matter. We therefore ensure that any concerns will be addressed and action taken to protect pupils where appropriate.

### Supporting Children

We recognise that a child who is abused, who witnesses violence, or who lives in a violent environment, may feel helpless and humiliated, may blame themselves and may find it difficult to develop and maintain a sense of self-worth. We expect that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

We will support all children by:

- Encouraging the development of self-esteem and resilience in every aspect of life.
- Promoting a caring, safe and positive environment.

### Children with Special Educational Needs

At our setting we recognise that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. This policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability with further exploration.
- Children with SEN and disabilities can be disproportionately impacted by things like bullying-without outwardly showing any signs.
- Communications barriers and difficulties in overcoming these barriers.

### Supporting staff

We recognise that staff working in the setting who have become involved with a child who has suffered harm, may find the situation stressful and upsetting. We will support the staff by providing an opportunity to talk through their anxieties with the designated person and to seek further support. This could be provided from the members of the Committee or a representative of a professional body, as appropriate.

In consultation with all staff, we have adopted a code of conduct for staff at our setting. This forms part of staff induction and is in the staff handbook. We understand that staff should have access to advice on the boundaries of appropriate behaviour.

## Domestic Abuse/Domestic Violence

Domestic abuse is widespread, often escalates, and almost always impacts on children in the household. From 2007 domestic abuse has been defined in legislation as harmful and abusive to children. It affects their emotional wellbeing, behaviour, attainment, and long-term life chances: the younger the child the greater the risk. Getting help:

- Oxfordshire Domestic Abuse helpline-0800 731 0055
- Open Monday-Friday 9.30am-6pm, Saturday 10am-4pm

## Children missing from nursery

We enter children's arrival and departure on a paper copy register, and on a more formal document which includes address, names of parents and contact details. We ask the parents/carers to inform the nursery at the earliest convenience either by phone or email to let us know if their child will not be attending nursery. If we fail to make contact with the parent for 10 days then we will inform the multi-agency Safeguarding hub (MASH).

## Child collection

The nursery requires contact details of parents, and authorised adults who are able to collect their child (the home address and telephone number, place of work including telephone/mobile numbers). Parents should introduce any friends and family who may collect their child to the staff and on which days they will collect their child. If this is not possible a photograph of the person collecting should be provided, and a form will need to be completed by the parents, with an arranged password.

In an emergency, a child may need to be collected by an adult that members of staff have not met. The name, address and telephone number of the authorised person is recorded, we also require some form of identity, for example, a driving licence or an official letter addressed to them.

## What to do if you suspect a child is at risk

- Immediate danger to a child call the Emergency services on 999
- Immediate danger safeguarding concerns contact:
  - o **MASH:** 0345 050 7666 during office hours. (8.30am-5pm, Monday to Thursday and 8.30am-4pm, Friday)
  - o **Emergency Duty Team (EDT):** 0800 833 408 outside office hours.
- If you think a child or young person is being sexually exploited, contact the **Locality Community Support Service**, if you have concerns that do not require an immediate Safeguarding response.
- Need support or guidance with an Early Assessment or TAF wish to complete a No names Consultation contact:
  - o **LCSS central** (Oxford and surrounding areas) 03452412705  
[LCSS.central@oxfordshire.gov.uk](mailto:LCSS.central@oxfordshire.gov.uk)
- Concerns or allegations about a professional working with children: if you are a practitioner and have concerns about another practitioner or Volunteer who works with children, or you need to support them, you will need to contact
  - o **Local Authority Designated Officer (LADO)** on 01865 810603
  - o **Oxfordshire Safeguarding Children Board** on 01865 815843
  - o **Team email** [oscb@oxfordshire.gov.uk](mailto:oscb@oxfordshire.gov.uk)

### Summary of Key Contact Details

Key Personnel	Name (s)	Contact details
Designated Safeguarding Lead (DSL)	Charie Jones	01865 274868 Nursery Manager
Deputy DSL(s)	Charlotte Vowell Rebeka Power	01865 274868 Deputy Nursery Manager
Chair of committee	Edwin Drummond	01865 284672
Nominated Safeguarding Committee member/ College Safeguarding Officer	Shannon McKellar	01865 274858 Senior Tutor
Education Safeguarding Advisory Team / Local Authority Designated Officers (LADOs)	<b>LADO Team</b> Jo Lloyd  Sophie Kendall (ESAT) Becky Langstone (ESAT)	01865 810603  <a href="mailto:Lado.safeguardingchildren@oxfordshire.gov.uk">Lado.safeguardingchildren@oxfordshire.gov.uk</a>
Linked Locality Community Support Service (LCSS) worker	Kim Costar	<b>07880 042 655</b> working days and times Tuesday to Thursday 08:30-17:00 and Friday 08:30-16:00  LCSS Team 0345 2412705