



# HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

## SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICY

*Staff/Parents Pack*

Here at Humpty Dumpty Pre-school we will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is based on the three key commitments of the Pre-School Learning Alliance Safeguarding Children Policy.

### **Procedures**

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

#### *Key Commitment 1*

The Alliance is 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***

Our designated persons who co-ordinates child protection issues is:

Jackie/Gill and Vicki      07729 434226

We ensure all staff and parents are made aware of our safeguarding policies and procedures, these are on the website/or can be given in paper form upon request.

We provide adequate and appropriate staffing resources to meet the needs of children.

Applicants for posts with the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

## Safeguarding children & child protection policy cont...

Candidates are informed of the need to carry out DBS check before posts can be confirmed.

Where applications are rejected because of 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 and Criminal Record Bureau 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.

We abide by the Protection of Vulnerable Groups Act 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 child protection concern.

We 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.

### *Key Commitment 2*

The Alliance 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'.

### ***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 Manager who is acting as the designated person. The information is stored on the child's personal file.

## Safeguarding children & child protection policy cont.....

We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. In some cases this will include the police, or another agency identified by the Local Safeguarding Children's Board.

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

We use the detailed procedures and reporting format contained in the Pre-school Learning Alliance's publication 'Child Protection Record for use in Early Years Settings' when making a referral to children's social care or other appropriate agencies.

### ***Recording suspicions of abuse and disclosure***

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 persons 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.***

The Pre-school Learning Alliance's publication 'Child Protection Record' contains details procedures for making a referral to the local social care team, as well as a template form for recording concerns and making a referral. This is based on 'what to do if you're worried a child is being abused'

Safeguarding children & child protection policy cont.....

We keep a copy of this document and follow the detailed guidelines given.

All members of staff are familiar with the Alliance's Child Protection Record and follow the procedure for recording and reporting.

### ***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 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 any 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) are also kept.

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.

Safeguarding and Child Protection Policy cont...

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

We ensure that all parents know how to complain about the behaviour or actions of staff and 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 the setting, 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 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 management committee and children's social care agree it is appropriate in the circumstances, the chairperson 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.

Safeguarding and Child Protection Policy cont....

### ***Intimate Care and Physical Contact***

Intimate care is defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene.

This Policy is designed to act as a guideline for anyone with responsibility of the intimate care of the children at Humpty Dumpty Pre-school. It outlines the guidelines for best practice.

Only Humpty Dumpty staff with a full and current DBS check is able to carry out this sort of care.

Children who are not yet toilet trained will not be excluded from any activity in the nursery.

Intimate care is discussed with all employees during their induction. Staff receive regular supervision and appraisals, which are used to identify any areas for development or further training.

All staff receive safeguarding training. Which is updated every 3 years, the designated safeguarding lead is every year.

All staff wear protective gloves and aprons for nappy changes, administering first aid or cleaning a child who has soiled themselves.

- Every child is to be treated with dignity and respect. Privacy is ensured appropriate to the child's age and situation. We have separate toilets with doors for the children to use.
- Nappies are changed in the nappy changing room (disabled toilet) on a designated mat. This is enclosed enough to give the child privacy, yet are not out of sight of another member of staff.
- The child should be involved as much as possible in his or her intimate care. Allow the child to be as independent as possible. This can be for tasks such as removing clothing or washing private parts of a child's body. Support the children in doing everything that they can for themselves.
- If a child is fully dependent on you then talk to him/her about what you are doing and give choices where possible.
- An adult who is not familiar to them will never support a child in intimate care.
- Be responsive to a child's reactions.
- Encourage the child to have a positive body image of his/her own body. Confident, assertive children who feel their body belongs to them are less vulnerable to abuse.

## Safeguarding and Child Protection cont.....

- Make sure the practice of intimate care is as consistent as possible.
- The parent should be consulted about the intimate care that is given to their child. i.e. real nappies etc.
- Children are encouraged to wash their hands after messy play, after using the toilet, before and after eating and after having their nappies changed.
- Humpty Dumpty Pre-school understands its legal obligation to meet the needs of children with any delays in any area of their development. We work in partnership with parents on an individual basis to make reasonable adjustments to meet the needs of each child.
- We seek to find out religious and cultural views around intimate care.
- Report any incident as soon as possible to the Nursery Manager. If you are concerned that during the intimate care of a child:

You accidentally hurt a child

The child seems sore or unusually tender in the genital area

The child misunderstands or misinterprets something

The child has a very strong emotional reaction without apparent cause (sudden shouting or crying)

All staff must ensure that they protect themselves by following these guidelines.

- Always tell another member of staff when you are doing a change or accompanying a child to the toilet.
- Always ensure that a child's privacy is protected.
- Always ensure that you are visible to other members of staff.
- In some instances it may be appropriate for 2 members of staff to change a child. If a child gets very distressed when being changed.
- Always wear protective gloves and aprons and dispose of the nappies in nappy sacks
- Always wash hands thoroughly after supporting a child with intimate care.
- Follow the nappy changing risk assessment. If you have any additions or comments then let the Manager know.

### Physical contact

At Humpty Dumpty Pre-school we care for very young children. There will be times when staff are required to have close physical contact with a child. It is also important for the children to feel safe, secure and loved in their environment. We understand that children can react differently to physical contact and we respect this. Staff have received training in safeguarding and child protection.

## Safeguarding and Child Protection cont.....

It should always be the child who instigates any sort of physical contact such as cuddles. If a child is very upset then the adult must ask the child if they want a cuddle. Children should not be kissed by the nursery staff under any circumstances.

This policy should be read in conjunction with the settings other policies including Safeguarding, Health and Safety, SEND, Equal Opportunity and Whistle Blowing.

### *Key Commitment 3*

The Alliance is committed to promoting awareness of child abuse issues throughout its training and 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 knows the procedures for reporting and recording their concerns in the setting.

### ***Planning***

The layout of the room allows for constant supervision. No child is 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.

Safeguarding and Child Protection cont.....

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.

***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 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.

This policy was revised and updated in January 2018  
It will be reviewed annually.