



Usk Nursery

**SAFEGUARDING AND CHILD
PROTECTION POLICY**

Child Protection Officer: Mrs Jan Henstridge

Deputy Child Protection Officer: Mrs Alison Janik

All staff at Usk Nursery are committed to the principles of the UN Convention on the Rights of the Child as the basis for its dealings with children and young people and has adopted Seven Core Aims through which it will work to ensure that all children and young people:

- have a flying start in life;
- have a comprehensive range of education and learning opportunities;
- enjoy the best possible health and are free from abuse, victimisation and exploitation;
- have access to play, leisure, sporting and cultural activities;
- are listened to, treated with respect, and have their race and cultural identity recognised;
- have a safe home and a community which supports physical and emotional wellbeing; and
- are not disadvantaged by poverty.

Definition of Safeguarding

Safeguarding and promoting the welfare of children is defined as "Protecting children from abuse and neglect, preventing impairment of their health or development and ensuring that they receive safe and effective care so as to enable them to have optimum life chances."
Safeguarding Children in Education - Circular No 05/2008

Definitions of Child Abuse and Neglect

'A child is abused or neglected when somebody inflicts harm, or fails 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 a stranger.' ~ All Wales Child Protection Procedures 2008.
(For further information please refer to All Wales Child Protection Procedures Part 1 ~ 1.1)

Usk Nursery fully recognises the contribution it makes to child protection. This policy applies to all staff and volunteers working in the setting. The staff will endeavour to ensure that all visitors have relevant clearance and any member of the public without clearance will be supervised whilst on site.

Staff have a responsibility to observe children for the outward signs of abuse. There are three main elements to our policy:

- prevention through the teaching and pastoral support offered to children;

- procedures for identifying and reporting cases, or suspected cases, of abuse;
- support for children who may have been abused.

PREVENTION

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard pupils.

We will:

- establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- ensure children know that there are adults in the setting whom they can approach if they are worried or in difficulty;
- develop activities and opportunities within PSE which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help; and
- provide opportunities to help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

PROCEDURES

We will follow the All Wales Child Protection Procedures that have been endorsed by the Local Safeguarding Children Board.

The setting will:

- ensure a designated senior member of staff has undertaken the appropriate training. Mrs Jan Henstridge is the designated Child Protection Officer. Mrs Alison Janik is the Deputy CP officer.
- ensure every member of staff:
 - ~ knows the name of the designated person and their role;
 - ~ attends child protection training to a level that is commensurate with their role and responsibilities.
 - ~ is aware that they have an individual responsibility for referring child protection concerns using agreed procedures and within the timescales agreed with the Local Safeguarding Children Board; and
 - ~ knows how to take forward those concerns where a designated person is unavailable;
- ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a child who may disclose abuse;
- ensure that parents have an understanding of the responsibility placed on the setting and staff for child protection by setting out its obligations in the setting prospectus;
- provide training for all staff so that they know:
 - ~ their personal responsibility;
 - ~ the agreed local procedures;
 - ~ the need to be vigilant in identifying cases of abuse; and
 - ~ how to support a child who discloses abuse.

- work to develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters including attendance at initial review and child protection conferences and core groups and the submission of written reports to the conferences;
- keep written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to CSSIW/Children and Young People Services immediately;
- ensure all records are kept secure and in locked locations;
- ensure that recruitment and selection procedures are made in accordance with Welsh Assembly Government guidance circular 34/2002 and
- designate a staff member for child protection who will oversee the child protection policy and practice ~ Mrs Jan Henstridge is the designated staff member for child protection.

What to do if a child tells you they have been abused by someone other than a member of staff ~ where the allegation is against a member of staff you should refer to Welsh Assembly Government guidance circular 45/2004.

A child may confide in any member of staff. Staff to whom an allegation is made should remember:

- Yours is a listening role, do not interrupt the child if he or she is freely recalling significant events;
- Limit any questions to clarifying your understanding of what the child is saying;
- Any questions should be framed in an open manner so as not to lead the child;
- You must report orally to the **designated person for child protection** immediately (Mrs Jan Henstridge);
- Make a note of the discussion, as soon as is reasonably practicable (but within 24 hours) to pass on to the setting's designated person for child protection;
- The note which should be clear in its use of terminology should record the time, date; place and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible;
- Remember, your note of the discussion may be used in any subsequent court proceedings;
- Do not give undertakings of absolute confidentiality;
- That a child may be waiting for a case to go to the criminal court, may have to give evidence or may be awaiting care proceedings; and

Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment, implementing child protection plans and attending child protection conferences and core groups where necessary.

Where a professional has a concern about a child, they will, in general, seek to discuss this with the family and, where possible, seek their agreement to making a referral to Children and Young People Services. However, this should only be done where such a discussion and agreement will not place a child at increased risk of significant harm. The designated child protection person at the setting (Mrs Jan Henstridge) should clarify with these statutory agencies, when, how and by

whom, the parents or carers will be told about any referral. They should also seek advice as to whether or not the child should be informed of the process.

INFORMATION FOR PARENTS OR CARERS

You may find the following helpful:-

- make time to talk and listen to your child ;
- familiarise yourself with your child's friends and routine;
- be sensitive to changes in behaviour;
- teach your child to feel confident to refuse to do anything they feel is wrong;

Parents/carers should be aware that settings have a responsibility to ensure the well-being of all pupils. This responsibility means that the setting:-

- will have a child protection policy and procedures;
- should make parents or carers aware of its child protection policy through the settings prospectus, and that this may require their child to be referred to the statutory child welfare agencies if they believe that the child or other children may be at risk of significant harm;
- should endeavour to work with parents/carers regarding the welfare of their child and remain impartial if their child is being, or has been referred;
- should help parents or carers understand that if a referral is made to CSSIW or the police, it has been made in the best interests of the child and that Usk Nursery will be involved in any child protection enquiry or police investigation in relation to their child's welfare and educational progress; and
- keep the parents or carers informed of the welfare and educational progress of the child.

Usk Nursery will follow the following process to monitor child absence:

- All parents/carers are informed of the need to contact Nursery when their child is absent (this is requested in our Parent Handbook and on frequent newsletters throughout the year).
- Nursery staff will note absence in the register using the codes 's' (sick), 'h' (holiday), 'a' (advised absence) and 'u' (unadvised absence).
- If Nursery is not informed of absence, the Nursery manager will contact parents to check the well-being of their child on the second day of the child's absence.
- Nursery staff will monitor the register for patterns of absence.

Children with Statements of Special Educational Needs

We recognise that statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. Setting staff who deal with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse.

CONFIDENTIALITY

Confidentiality issues need to be understood if a child divulges information that they are being abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else.

However, education staff have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but that they will only tell those who need to know in order to be able to help. They should reassure the child and tell them that their situation will not become common knowledge within the setting. Be aware that it may well have taken significant courage on their part to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Please remember the pastoral responsibility of the education service. Ensure that only the supervisor and those with a professional involvement, have access to the child protection records. At all other times they should be kept securely locked and separate from the child's main file.

ALLEGATIONS AGAINST A MEMBER OF STAFF

We understand that a child may make an allegation against a member of our staff and if such an allegation is made, the member of staff receiving the allegation must immediately inform the supervisor.

The designated person for child protection (Mrs Jan Henstridge) on **all** such occasions will discuss the content of the allegation with the setting's contact officer at CSSIW - contact number 03000 628888.

Whistle-blowing

We recognise 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, where they exist, about the attitude or actions of colleagues.

We will follow procedures laid down in the WPPA Whistle -blowing policy, which will protect staff in these circumstances.

MONITORING AND REVIEW

This policy should be reviewed annually and will be updated as necessary.

This policy was written by: Mrs Jan Henstridge & Mrs Alison Janik

Verified by:

Date:31/03/12

Reviewed: 05/11/12

Updated: 16/10/14

Childline

A free 24-hour advice line offering counselling and support to young people suffering from abuse. The call won't show up on your phone bill.

0800 11 11

www.childline.org.uk

NSPCC

A free phone line offering support and advice to young people in abusive or difficult situations. The lines are open 24 hours a day and the calls won't show up on your phone bill.

0808 800 5000

www.nspcc.org.uk

Funky Dragon

Funky Dragon is a peer-led organisation that aims to make sure the views of 0 - 25 year olds are heard, particularly by the Welsh Assembly Government.

www.funkydragon.org.uk

Children's Commissioner for Wales

Children's Champion - Independent human rights institution for children.

0808 801 1000. The lines are open from 9am to 5pm (Monday to Friday).

www.childcom.org.uk

Clic

The National Information and Advice Service for young people in Wales 11 to 25.

www.cliconline.co.uk

Samaritans

Free and confidential advice and support

08457 90 90 90

www.samaritans.org.uk

Barnardo's

Barnardo's works with vulnerable children and young people, helping them and their families to overcome problems like abuse, homelessness and poverty.

020 8550 8822 (national rate, 8am-6pm Mon - Fri)

www.barnardos.org.uk

BBC One Life

This website provides advice on children and young people's rights, what to do if they are being abused and how to get help.

www.bbc.co.uk/surgery

Kidscape

Kidscape works with children and young people under the age of 16, their parents/carers and those who work with them to prevent bullying and child sexual abuse.

08451 205 204

www.kidscape.org.uk

Get Connected

Get Connected provides a free, confidential helpline that gives young people in difficult situations support and information.

0808 808 4994

www.getconnected.org

Bullying Online

Bullying Online is a website that provides information and support for a wide range of parents, pupils, teachers and youth organisations.

www.bullying.co.uk

Wise Kids

Wise Kids is a website that provides information and support on internet literacy, proficiency and knowledge of the intranet and related technologies.

www.wisekids.org.uk

We recognise that there are a number of policies that are relevant to safeguarding and promoting children's welfare. These include the following:

- Anti Bullying
- Attendance Targets
- Behaviour management
- Disability Equality Scheme
- Drugs and Substance Misuse
- Educational Visits
- Equal Opportunities
- First Aid
- Health & Safety
- Home/School Agreements
- Internet Safety
- Inclusion Policy

- LAC Policy
- Photography Policy
- PSE curriculum
- Racial Equality
- Sex & Relationships Education
- Special Educational Needs
- Staff handbook (guidance on conduct)
- Use of Positive Handling & Restraint



Reporting Abuse

In the event of an allegation or suspicion being raised regarding the treatment of a child we will follow the procedures set out below.

If a child's behaviour, appearance or they make a disclosure - causes you to suspect abuse you **MUST**

- Write down the details - in the case of a disclosure ensure you write down the child's words as accurately as possible NOT your thoughts or opinions.

- Pass these details onto the DESIGNATED OFFICER (Mrs Jan Henstridge) or in her absence the DEPUTY DESIGNATED OFFICER (Mrs Alison Janik) Remember this information is confidential and should not be discussed with other staff members. The designated Officer will then considered whether there is a cause for concern.

Does the Designated Officer feel that there is cause for concern?

