



Safeguarding Children

(Channel Referral form attached)

This policy represents the agreed principles for Safeguarding Children throughout the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

Introduction

The health, safety and welfare of all our children are of paramount importance to all the adults who work in our Nursery. Our children have the right to protection, regardless of age, gender, race, culture, background or disability. They have a right to be safe in our Nursery. This policy is in line with LSCB (Local Safeguarding Children Boards) local guidance and procedures.

Aims and objectives

Our aims are:

- to provide a safe environment for children to learn in;
- to establish what actions the Nursery can take to ensure that children remain safe, at home as well as at school;
- to raise the awareness of all staff to these issues, and to define their roles and responsibilities in reporting possible cases of abuse. Safeguarding is addressed and updated at EVERY staff meeting.
- to identify children who are suffering, or likely to suffer, significant harm;
- to ensure effective communication between all staff as well as work in partnership on child protection issues;
- to set down the correct procedures for those who encounter any issue of safeguarding.
- Actively promote British values, promote their welfare and prevent radicalisation and extremism.

Statutory Framework

This policy is formulated using the following legislation and guidance:

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- The Children Act 2004
- Education Act 2002 (section 175)
- Statutory Framework for the Early Years Foundation Stage (DfE 2017)
- Working Together to Safeguard Children (DfE 2015)
- The Prevent Duty under section 26 of the Counter-Terrorism and Security Act 2015 (DfE 2015)
- What to do if you are worried a child is being abused DfE(2015)

The Prevent Duty builds children's resilience to radicalisation by promoting fundamental British values and provide a safe space in which children and staff understand the risks associated with terrorism. The EYFS supports this through personal, social and emotional development and through understanding the world.

The Children Act 2004 states that the child's welfare is paramount, and that every child has a right to protection from abuse, neglect and exploitation.

The Early Years Foundation Stage general welfare requirement *Safeguarding and promoting children's welfare* states 'the provider must take necessary steps to safeguard and promote the welfare of children' incorporating the EYFS principles: Unique child, Positive Relationships, Enabling Environments and Every Child Matters outcome: Stay Safe.

Working Together to Safeguard Children (2015) identifies that Early Years providers have a duty under section 40 of the Childcare Act 2006 to comply with the welfare requirements of the Early Years Foundation Stage. Early years providers should ensure that:

- staff complete safeguarding training every 3 years that enables them to recognise signs of potential abuse and neglect; and
- they have a practitioner who is designated to take lead responsibility for safeguarding children within each early years setting and who should liaise with local statutory children's services agencies as appropriate. This lead should also complete designated person training.

The Designated Senior Persons (DSP) Miss Leigh Oliver (Senior & Prevent Lead) Mrs Nicky Hobson (Deputy)

The Designated Senior Persons (DSP) for Safeguarding are the managers of the Nursery. The DSPs' role is to:-

- ensure that the Hertfordshire Area safeguarding Committee's Safeguarding Procedures are followed in the Nursery
- ensure that all staff are aware of these procedures
- ensure that appropriate 3 yearly training and support is provided to all staff
- develop effective working relationships with other agencies and services

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- decide whether to take further action about specific concerns (e.g. refer to Children Schools and Families Referral and Assessment Team)
- decide whether to take further action about specific concerns and refer to the Channel Programme which focuses on providing support in the early stages to people who are identified as being vulnerable to being drawn into terrorism.
- liaise with Social Work Teams over suspected cases of child abuse
- ensure that accurate records relating to individual children are kept in a secure place and marked 'Strictly Confidential'
- submit reports to, and attend, Safeguarding Core groups and Conferences.
- ensure that the nursery effectively monitors children who have been identified as 'at risk'
- provide guidance to parents, children and staff about obtaining suitable support.
- Keep up to date with all relevant procedures and legislations
- Attend TAC (Team Around the Child) and CAF (Common Assessment Framework) meetings and CIN (Child in Need) meetings.

Nursery Procedures

- if any member of staff is concerned about a child he or she must inform the DSPs'
- information regarding the concerns must be recorded by the member of staff on the same day on a 'cause for concern' sheet (which has an outline of a body on it – staff must accurately record their concerns). The recording must be a clear, precise, factual account of the observations and must be dated. These sheets are kept in the DSP's 'Children Causing Concern' file, which is kept securely in the managers locked cupboard.
- the DSP will decide whether the concerns should be referred to Children Schools and Families. If it is decided to make a referral to Children School and Families this may be done without prior discussion with parents
- if a referral is made to Children Schools and Families, the DSP will ensure that a written confirmation of the concerns is sent to the 'Call Centre' within 48 hours when requested
- particular attention will be paid to the attendance and development of any child who the nursery believes to be 'at risk', 'vulnerable group' or who has been placed on the Safeguarding children Register. Children's attendance will be monitored and recorded and parents/ carers will be contacted as to the reason why their child has not attended and logs will be monitored.

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- As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.
Staff are aware and confident in how to refer concerns to channel regarding an individual who maybe vulnerable to being drawn into terrorism. The prevent duty (2015) is displayed in the setting.
All staff;
- Have completed an online awareness course and all managers have attended WRAP training and shared this information with staff.
- Continually discuss what behaviours may cause them to be concerned about a child.
- Be alert to anything out of the ordinary a child may say to you for example stating they do not like particular groups of people
- Children deciding not to be friends with some children related to their culture/race, refusing to sit near them
- Bullying and being aggressive towards some children
- Children acting out violent scenes in the role play area depicting negative images they may have seen at home
- Older children who access the internet having access to online forums talking about terrorism
- Children talking about new people staying at their house; who are these people? Have the parents openly shared this information with you?
- Children suddenly being absent from the setting; have they gone away without telling you? Where have they gone and why?
- Younger children may show a change in behaviour that you cannot account for, for example being withdrawn or aggressive, frightened,
- Notice any changes in the Parents behaviour for example comments they may make to you about other parents related to their culture/ethnicity, being discriminatory; any views they share with you that causes you concern for example sharing extreme political views
- Any concerns you may have of work colleagues who hold extreme views or make discriminatory remarks
- records relating to Safeguarding children will be kept in a secure locked place, separate from the child's general file
- if a child who is known to be on the Safeguarding children Register changes nursery school, the DSP will inform the social worker responsible for the case and transfer the appropriate records to the receiving School/Nursery, in a secure manner, to a named person, and separate from the child's general file.

Prevent Abuse by means of good practice

- Adults will never be left alone for long periods of time, with individual children or with small groups
- Adults that have no CRB or DBS certificate or relevant childcare qualifications will **never** be left alone with a child.
- Children will have regular circle time and discussions on appropriate behaviour and appropriate touch.
- All staff are aware of where to access the response phone number. It is clearly displayed on notice boards within the nursery and designated areas around the setting.

Staff training/ safer recruitment/ Staff meetings

A clear vetting and barring training is in place for all new staff and clear policies are in staff handbook. All adults in the Nursery receive regular training to raise their awareness of abuse, and to improve their knowledge of Safeguarding procedures that have been agreed locally. The maximum period of time before refresher training must take place is three years. All staff have Termly supervisions and yearly performance management appraisals which are informed by peer on peer and management observations. The DSP has completed WRAP training and all staff on line training on protecting children from the risk of radicalisation. Staff are aware of the settings E-Safety procedures within the acceptable use policy as well as Inclusion procedures.

When to be concerned

Staff should be concerned about a pupil if he or she:-

- has any injury which is not typical of the bumps and scrapes normally associated with children's injuries
- regularly has unexplained injuries
- frequently has injuries (even when apparently reasonable explanations are given)
- gives confused or conflicting explanations on how injuries were sustained
- exhibits significant changes in behaviour, performance or attitude
- indulges in sexual behaviour which is unusually explicit and/or inappropriate to his or her age
- discloses an experience in which he or she may have been harmed
- gives other cause to believe that he or she may be suffering significant harm
- poor attendance or pattern in attendance

Dealing with a disclosure

If a pupil discloses that he or she has been abused in some way, the member of staff should:-

- listen to what is being said without displaying shock or disbelief
- accept what is being said
- allow the child to talk freely
- reassure the child but not make promises which it might not be possible to keep
- not promise confidentiality – it might be necessary to refer to Children Schools and Families
- reassure him or her that what has happened is not his or her fault
- stress that it was the right thing to tell
- listen, rather than ask direct questions
- if necessary, ask open questions, not leading questions
- not criticise the alleged perpetrator
- explain what has to be done next and who has to be told.

Record keeping and monitoring

When a pupil has made a disclosure, the member of staff should:-

- make brief notes during and as soon as possible after the conversation
- not destroy the original notes in case they are needed by a court
- record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
- complete the diagram with an outline of a body shape, to indicate the position of any bruising or other injury
- record statements and observations rather than interpretations or assumptions on the incident report form.
- At every monthly staff meeting the DSP leads a safeguarding update and refresher session

Dealing with a disclosure from a child, and a Safeguarding case in general, is likely to be a stressful experience. The member of staff should, therefore, consider seeking support for him/herself and discuss this with the DSP.

Whistleblowing

It is important to Jack in the Box that any fraud, misconduct or wrongdoing by employees or people at Jack in the Box is reported and properly dealt with. At Jack in the Box we encourage all individuals to raise any concerns that they may have about the conduct of others in the setting or the way in which the setting is run. At Jack in the Box, we recognise that effective and honest communication is essential if malpractice is to be effectively dealt with. Whistleblowing relates to all staff and volunteers who work within the setting, who may from time to time think that they need to raise with someone in

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confidence certain issues relating to Jack in the Box. Whistleblowing is separate from the grievance procedures. If you have a complaint about your own personal circumstances you need to follow the grievance procedures highlighted in the 'staff hand book' or call the **Whistleblowing hotline on 0300 123 3155** If you are concerned about malpractice within Jack in the Box the following procedures need to be followed:

- Report any concerns to Jenny Underwood or Zoe Tearle
- All staff are aware of preventing and eliminating wrongdoing within Jack in the Box and are watchful for illegal, inappropriate or unethical conduct and report anything of that nature to the managers.
- Staff understand that any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- No one will be victimised for raising the matter under this procedure and continued employment and opportunities for future promotion or training will not be prejudiced because of a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure Jack in the Box disciplinary procedure will be used, in addition to any appropriate external measures.
- If a malicious, vexatious or false allegation is made then this will be considered to be a disciplinary offence and disciplinary action will be taken.
- Any instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concerns, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to either Jenny Underwood or Zoe Tearle.

Allegations against staff

If an allegation is made against a member of the nursery staff (or a volunteer helper), advice would be taken from the LADO and Children Schools and Families will be contacted immediately. If it is felt, after these initial investigations, that a further enquiry is needed, then the member of staff will be suspended. Suspension is a neutral act, and in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person concerned, and the Nursery will do all it can to balance the interests of any individual with that of the need to keep children safe. The Nursery will seek advice from Children Schools and Families on these matters, and comply with national and locally agreed guidance.

Restrictive physical intervention

When a child repeats a behaviour(s) that may place themselves or others at risk of harm, the staff must undertake an Individual child risk assessment plan, using the Herts Steps planning tools. When faced with a challenging behaviour it is the responsibility of staff at Jack in the Box to follow the

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guidance provided in the Herts Steps training to support the child. This can be achieved through one of or a combination of the following as appropriate:

- Positive phrasing e.g. - “Stand next to me” - “Put the toy on the table” - “Walk beside me”
- Limited choice e.g. - “Put the pen on the table or in the box” - “When we are inside, Lego or drawing” – “Talk to me here or in the garden”
- Disempowering the behaviour e.g. - “You can listen from there” - “Come and find me when you come back”
- Use of a De-Escalation Script e.g. - Use the person’s name – “David” Acknowledge their right to their feelings – “I can see something is wrong”. Tell them why you are there – “I am here to help” Offer help – “Talk to me and I will listen” Offer a “get-out” (positive phrasing) – “Come with me and.....”
- Children with SEN may need extra time to process this information so will be allowed longer to ‘take up’ the information and react.

Confidentiality/ Data protection/ Information sharing

DfEE 10/95 acknowledges that Safeguarding Children raises issues of confidentiality that must be clearly understood by all staff. The Circular advises that all staff in the nursery have:

“a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Children Schools and Families and the Police). If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child’s sake. Within that context, the child should, however, be assured that the matter will be disclosed only to people who need to know about it. Staff who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts. Child Protection records should be kept securely locked”.

Employment and recruitment

Jack in the Box ensures that people looking after children are suitable to fulfil the requirements of their roles. We have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children are suitable and have been thoroughly inducted.

Practitioners must tell managers if they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting) and complete a pre- appointment check and

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disclosure form. Jack in the Box does not allow people whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for. Managers record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records disclosure, reference number, the date a disclosure was obtained and details of who obtained it).

Jack in the box meets their responsibilities under the Safeguarding Vulnerable Groups Act 2006.

We will do all we can to ensure that all those working with children in our nursery are suitable people. This involves scrutinising applicants, verifying their identity and obtaining references, as well as the mandatory checks and enhanced DBS check. We follow the DfES guidance set out in Safeguarding Children: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service, DfES.

We ensure that all staff have sufficient understanding and use of English to ensure the wellbeing of children in our care.

Family Support

The Nursery School will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers in the group. Where abuse at home is suspected, the Nursery School will continue to welcome the child and family while investigations proceed. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms.

Liase with other bodies

The Nursery School and children's schools and families will work together:

0300 1234040	Safeguarding Children Concerns (general enquiries)
0300 123 4043	Children's social care (Emergency out of hours)
999	Police
0800 789 321	Anti-terrorist hotline
01992555420	LADO
08088005000	NSPCC Confidential Hotline

This policy was adopted by the managers and staff in April 2017

Signed on behalf of Jack in the Box

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