

The Tulips Day Nursery Ltd

Policy for Safeguarding Children

POLICY FOR SAFEGUARDING CHILDREN

The area of Safeguarding Children is one of the most sensitive areas of policy making. The overriding aim of protecting the child has to be tempered by the need to be even - handed and professional in the organisation's approach to everyone concerned.

The policy of Tulips Day Nursery Ltd which follows has been developed in line with the 'What To Do if You're Worried A Child is Being Abused' – booklet as well as Surrey Safeguarding Children Board (SSCB) Manual of Child Protection Guidelines, and with the whole nursery staff. At this nursery, every member of staff, knows that they have a duty to be aware of Safeguarding Children and to follow the procedures laid down if they have concerns.

Safeguarding Children in Context

- About three or four children in the UK die each week as the result of abuse.
- Children are abused not only by strangers but more often by people they know or members of their own family.
- Child abuse happens in all social classes and all cultural groupings.
- Children of all ages, from babies to teenagers, suffer from abuse.
- Abuse can have long lasting traumatic effects that damage children's development – both physical and psychological.

Dilemmas in Working Together in Safeguarding Children

Safeguarding Children involves different services and agencies working together towards a common goal, which may engender misunderstanding, lack of communication and other inter-agency tensions. These issues may need to be addressed through training and discussion with the whole Nursery staff.

- There is no shared body of knowledge, for example about how 'significant harm' is defined, what is 'good enough parenting', what are the 'needs of children' – every individual may have his or her own view.
- There is little knowledge of how the respective systems of different agencies work.
- As people we are all subject to our own traumas, feelings, fears and anxieties that can get in the way when dealing with a child protection issue.
- We have to balance our responsibilities to individual children, the Nursery and ourselves.
- Knowing when something amounts to child abuse.

- Knowing when to share it with someone else.
- Being aware of when it is appropriate to contact other agencies, the Local Authority, NSPCC or the police.
- Knowing when to involve the parents.
- Having concerns that the child may feel you've betrayed a trust.
- Worrying about how to cope with your own feelings and protect yourself and your family.
- Being concerned about the possible consequences of your actions, for example breaking up a family.
- Fear of losing control of the situation.
- Fear of being wrong.

Definitions and Symptoms of Abuse

There are four main categories of abuse – physical injury, neglect, sexual abuse and emotional abuse. The list of symptoms given is not exhaustive or comprehensive but consists of frequently observed symptoms. It is important to remember that most abuse involves more than one main type, for example, sexual and emotional abuse may be recognised together. These symptoms, for example cuts and grazes, may also be accidental and not a sign of abuse.

Physical Injury

Actual or risk of physical injury to a child or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, suffocation and Munchausen's syndrome by proxy. This includes excessive punishment.

Symptoms:

- Bruises
- Broken bones
- Cuts and grazes
- Behaviour changes/wet bed/withdrawal/regression
- Frequent unexplained injuries
- Finger marks
- Cigarette burns
- Afraid of physical contact
- Violent behaviour during role play
- Unwillingness to change clothes
- Aggressive language and use of threats
- Cowering
- Bruising in unusual areas
- Changing explanation of injuries
- Not wanting to go home with parent or carer

Neglect

Actual or risk of persistent or severe neglect of a child or the failure to safeguard a child from exposure to any kind of danger, including cold or starvation. Extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including failure to thrive.

Symptoms:

- Dirty
- Lack of appropriate clothing
- Cold – complaining of
- Hunger – complaining of
- Body sores
- Urine smells
- Unkempt hair
- No parental interest
- Not wanting to communicate
- Behaviour problems
- Attention seeking
- Lack of respect
- Often in trouble – police
- Bullying
- Use of bad language
- Always out at all hours
- Stealing
- Lack of confidence – low self-esteem
- Jealousy

Sexual Abuse

Actual or risk of sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature. The involvement of dependent, immature children and adolescents in activities to which they are unable to give informed consent or that violate the social taboos of family roles.

Symptoms:

- Inappropriate behaviour – language
- Withdrawn
- Change of behaviour
- Role play
- Rejecting physical contact or demanding attention
- Physical evidence – marks, bruising
- Pain going to toilet, strong urine
- Rocking
- Relationships with other adults or children for example, being forward
- Knowledge
- Stained underwear
- Bruising/marks in genital area
- Drawing – inappropriate knowledge

Emotional Abuse

Actual or risk of severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection. It is important to remember that all abuse involves some emotional ill-treatment.

Symptoms:

- Crying
- Rocking
- Withdrawn
- Not wanting to socialise
- Cringing
- Picking up points through conversation with children
- Bad behaviour
- Aggression
- Behaviour changes
- Bribery by parent
- Self infliction
- Lack of confidence
- Attention seeking
- Isolation from peers – unable to communicate
- Clingy
- Afraid of authoritative figures
- Treating others as you have been treated

Confidentiality

The Surrey Safeguarding Children Board have issued the following points as part of a guide for teachers with confidentiality concerns about child protection.

- Child Protection raises issues of confidentiality that should be clearly understood by all staff.
- Staff have a professional responsibility to share relevant information about the protection of children with other professionals, particularly investigative agencies.
- If a child confides in a member of staff and requests that the information is kept a 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 own 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.

Responsibility of the Nursery

A nursery's responsibilities are set out in the Surrey Safeguarding Children Board Manual of Child Protection Guidelines (Which is located in the Reception Area) They will include:

- All staff are aware of procedures and undertake induction training, on starting employment. Those already employed revisit the procedure on a yearly basis.
- There should be no undue delay in reporting concerns.
- If in any doubt contact the Surrey Safeguarding Children Board.
- The child **MUST** be believed and taken seriously (particularly in cases of alleged sexual abuse).
- The child should not be asked to repeat the disclosure.
- The Education Welfare Officer should be informed.
- It is essential to avoid delay in sharing concerns about a child.
- When considered appropriate, seek medical attention.
- Take care not to compromise or accidentally destroy any evidence that there may be.
- All these principles and actions also apply to all people who visit, but are not permanently based in, schools.

Responsibility of Social Services Department/Child Protection Team

- To maintain the Child Protection Register (maintained by the LEA in Scotland).
- To convene case conferences (any professional can request a case conference).
- To keep all relevant agencies updated on what is happening.
- Consider action under the Children Act 1998 (S. 47), where there is reason to suspect a child is suffering, or is likely to suffer, significant harm.
- Set up planned investigation (with police).
- Take legal action if required (such as an Emergency Protection Order).

Introduction

The date of this policy is 28/05/07 and will be reviewed 05/08

This policy has been presented to and agreed by the whole staff on Friday the 14th of September.

This policy has been presented to and agreed upon by the Board of Directors on 28/05/07

This policy has also been presented to the EYCS worker Nickki Wells

This policy is also available to:

- all staff (permanent, temporary, supply or otherwise)
- advisers/inspectors
- parents (on request)
- Tulips Day Nursery Directors.

All permanent staff have a printed copy and access to a copy saved as a 'read only' file on the Nursery computer database.

The policy can also be found in the master policy file in the Managers Office.

This policy is discussed with parents at the annual new parents' evening and will be subsequently referred to when communicating with parents at the beginning of the Nursery year. As well as being available in the Nursery brochure and on the Nursery's website.

Duty of the Nursery

Tulips Day Nursery Ltd recognises its legal duty to work with other agencies in protecting children from harm and responding to abuse.

The Directors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

Safeguarding Children issues will be addressed through the curriculum as appropriate, especially through personal, social and health education.

At Tulips Day Nursery Ltd we ensure that bullying is identified and dealt with for the benefit and social development of all concerned. All pupils are encouraged to show respect for others and take responsibility for protecting themselves.

Duty of Staff

At Tulips Day Nursery all staff seek to adopt an open and accepting attitude towards pupils as part of their responsibility for pastoral care. Staff hope that parents and pupils feel free to talk about any concerns and see the Nursery as a safe place. Pupils' worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot guarantee confidentiality if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare. If we have a concern about a child we will share information with parents/carers. However, if sharing information may put the child at risk of significant harm we will seek advice from the Duty Assessment Team via the Social Services Contact Centre. If we feel the child will be at risk of significant harm if allowed to go home with a parent/carer, we will seek advice from the Duty Assessment Team via the Social Services Contact Centre.

The Duty Assessment Team can be contacted via the Contact Centre on 08456 009009 (push Option1) between the hours of 8am to 6pm from Monday – Friday. The Emergency Duty Team can be contacted out of hours on 01483 517898 between 6pm and 8am and at weekends. Ofsted can be contacted on the Early Years Complaints line on 08456 404040

Staff who observe injuries which appear to be non-accidental, or who are told anything significant by a pupil, must report their concerns to The Manager who is the Child Protection Liaison officer.

If staff have significant concerns about any pupil which may indicate physical, emotional or sexual abuse or neglect, they must discuss these with the CPLO, who will contact the agencies responsible for investigation and child protection. Nursery staff do not carry out investigations themselves, nor do they decide whether children have been abused. That is a matter for the specialist agencies.

All staff are aware of the procedures for keeping a confidential written record of any incidents and with the requirements of the Child Protection Committee.

Information provided by a parent who has contacted a member of staff concerning abusive behaviour in their family or another pupil's family, should be treated in the same manner. If a member of staff is unsure about a parent's account of an injury or challenging behaviour, then they should pass this information on to the CPLO.

The CPLO further has the responsibility for regular reviewing of the accident book and any recorded concerns to monitor and identify any possible Safeguarding Children Issues.

Parents

Parents are expected to help their children to behave in non-violent and non-abusive ways towards both staff and other pupils. Parents will be informed if it was necessary to use minimal force to protect a pupil from injury or to prevent a pupil from harming others.

Parents should always inform the Nursery of any accidental bruising or other injuries that might otherwise be misinterpreted. They should also inform the Nursery of any changes in home circumstances, such as the death of a member of the family, separation or divorce, that might lead to otherwise unexplained changes in behaviour or characteristics.

Parents can feel confident that procedures are in place to ensure that all staff appointed have undergone procedures to ensure that they are suitable to work with children. All voluntary helpers undergo similar procedures including a police check.

If parents have any complaints about staff behaviour they should be made to the Manager in writing, in the first instance. All those involved, both pupils and staff, are entitled to a fair hearing. If parents are not satisfied with the Nursery's response, they should contact the Nursery's Directors on 01483 823925.

Useful Resources and Websites

What To Do If You're Worried A Child Is Being Abused – Summary (or any national Guidance which replaces this publication).

What To Do If You're Worried A Child Is Being Abused – Flowchart Poster.

What To Do If You're Worried A Child Is Being Abused Website:
www.doh.gov.uk/safeguardingchildren/index.htm

Surrey Safeguarding Children Board (SSCB) Manual of Child Protection Guidelines.

www.surrey.cc.gov.uk

www.ofsted.gov.uk

www.acas.org.uk or 08457 474747

www.stopitnow.org.uk Freephone Helpline 0808 1000 900

www.surreycafis.org.uk/safeguarding

www.childline.org.uk

www.nspcc.org.uk

www.direct.gov.uk

www.unicef.org

Links to Legislation

- Children Act 1989 and 2004
- Convention on the Rights of the Child, UNICEF 1989
- Data Protection Act 1998
- Every Child Matters – Change for Children 2004
- Freedom of Information Act 2000
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discrimination Acts 1975 and 1986
- Sex Discrimination (Gender Reassignment) Regulations 1999
- The Human Rights Act 2000