



EYFS Requirement

This policy has been written in line with the Early Years Foundation Stage Safeguarding and Welfare requirements (section 3.1 to 3.8)

Related Policies

Mobile Phone and Camera Policy
Safe Recruitment Policy and Procedure
Internet Use Policy
Confidentiality Policy
Admissions Policy
Disciplinary Procedure

Legislation

Working together to Safeguard Children 2013
Children Act 1989
Children Act 2004 (Every Child Matters)
Children Act 2006
Data Protection Act 1998
Safeguarding Vulnerable Groups Act 2006
Rehabilitation of Offenders Act 1974
Equality Act 2010

Introduction

At Stepping Stones we will provide a safe and secure environment for all the children in our care at all times. We aim to provide an environment in which the children in our care feel that they can talk, be listened to and believed. Any action that is taken is always in the best interest of the child involved. We will encourage the children in our care to develop self-confidence and vocabulary in order to articulate their feelings. At Stepping Stones we will build trusting and supportive relationships with the parents and children.

The main principles of this policy are to:

- ensure that the welfare of the children remains paramount at all times regardless of age, gender, disability, culture, or language

- ensure that the children can participate in a safe and protected environment
- make sure that staff are aware of their role in regards to safeguarding children
- ensure that staff are aware of any signs that may be a concern regarding a child's welfare
- make parents aware of the procedures that we follow with regards to safeguarding children

Staff

All staff at Stepping Stones whether paid or voluntary have the responsibility to report any concerns to Caroline Betts who is the Safeguarding Co-Ordinator. In her absence any concerns will be reported to Clair Dodd. All staff will attend training in Safeguarding Children every three years in order to ensure they are kept up to date with good practice and to enable them to deal with any concerns promptly and effectively. All candidates are informed of the need to carry out enhanced disclosure checks with the Disclosure and Barring Service (DBS). Volunteers and students who work within the setting will never be left alone with the children. We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for all staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

Visitors

At Stepping Stones 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 in to the setting so that no unauthorised person has unsupervised access to the children.

Parents

At Stepping Stones we are not here to pass judgement on parenting styles and we recognise that children can and often do have accidents in non abusive situations, however we do have a legal and moral role to protect the children in our care

Code of Conduct for Parents and Carers

We are committed to ensuring that all children are safeguarded whilst in our care. Parents and carers can help us do this in the following ways:

- sharing information with staff about your child's health development and wee being
- collecting your child on time from the setting
- let us know if someone else is collecting your child
- ensure you safely transport your child to and from the nursery
- speak to staff if you have any concerns or worries

While in the nursery please refrain from:

- shouting at your child or physically punishing them
- using inappropriate language
- collecting your child when you are under the influence of drink or drugs
- discussing sensitive issues in front of the children
- using your mobile phone or camera

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.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Admissions

Before a child starts at Stepping Stones parents/carers have to fill out a Family Information Form which includes:

- full name
- date of birth
- parent/carer name and address
- emergency contact details
- who has parental responsibility

Parents/carers are given a copy of the Child Protection Policy and Procedure in their Admission Information Pack. The Child Protection Policy and Procedure is also available to view in the reception area of the nursery.

Recording Information

Recording an accurate account of disclosures, conversations, child's behaviour and observations is vital to ensure that factual and clear information is passed on. Information to include:

- child's personal details such as, age, date of birth, home address, any disability or particular need
- name of the person with parental responsibility or primary carer
- date, time and location of observation or allegation
- who was present
- child's and parents behaviour or emotional state
- child's appearance
- child's relationship with other children and staff
- details of any other agencies or professionals involved with the child
- exact words of the child

All records will be up to date and stored safely in a locked cupboard. All records, suspicions and investigations are kept confidential and shared only with those who need to know.

Safeguarding Officer Role

- to ensure staff, volunteers, students and parents are made aware who the safeguarding lead is.
- to liaise with safeguarding children agencies in any child protection situation and ensure staff are aware of child protection issues, including possible indications of abuse or

neglect, and receive training and support to enable them to implement Child Protection Policies and Procedures.

- to liaise with safeguarding children agencies in any child protection situation
- to ensure that all relevant people are kept informed on issues such as case reports, referrals, and where appropriate disciplinary action
- to provide information, advice and support to nursery practitioners
- to regularly review accidents, incidents and any recorded concerns in order to monitor and identify any possible safeguarding issues
- up to date safeguarding training
- access the CSCB regularly
- under the duty of care that all staff have a responsibility to report any safeguarding issues to the appropriate agencies and may in some cases report incidents direct to first response or the LADO.

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.

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. Stepping Stones will ensure that all staff know the procedures for reporting and recording their concerns in the setting.

Types of Abuse – What to look for:

- **Physical** bruising in unusual places, bite/burn marks, shy away from touch, fear of adults, aggression towards others
- **Emotional** low self-esteem, poor social skills, afraid of doing something wrong, neurotic behaviour
- **Sexual** making sexual references, pain in genital areas, drawing sexual pictures, lack of trust in adults, fear of adults
- **Neglect** untreated medical problems, unwashed clothes, poor hygiene, constant hunger/tiredness

All staff are trained to understand how to recognise signs of abuse and to respond in a timely and appropriate way. They things they look out for are:

- significant changes in children's behaviour
- deterioration in children's well-being
- unexplained bruising, marks or signs of possible abuse or neglect
- children's comments which give cause for concern

If a child reports abuse to us at Stepping Stones we will:

- act calmly
- not promise confidentiality to the child

- make full records of what has been said by a member of staff as quickly as possible
- inform the child of what we intend to do next
- reassure the child that they are not to blame
- always take them seriously
- not force the child to repeat anything
- not ask questions that may suggest what has happened
- inform the appropriate agencies for example; First Response Team immediately and Ofsted as soon as is reasonable practicable or within 14 days.

Recording Suspicions of Abuse and Disclosures

Staff will make an objective record of any observation or disclosure and include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of observation and disclosure
- Exact words spoken by the child
- Exact position and type of injuries or marks seen
- Exact observation of the incident including any witnesses
- Name of person who the child disclosed to or reported the concern
- Any discussion held with parent if appropriate

If we suspect a child is being abused we will:

- discuss with the safeguarding officer or the owners about any concerns
- record all concerns based on fact not opinion
- contact social care, Mast for advice via phone 01422 393336 or by their secure email MAST@calderdale.gcsx.gov.uk (no names will be given)
- if it necessary refer to children's social care, we will always inform parents unless it puts the child at any further risk – at this point full details will be given.
- Any referrals into children's social care are received and screened by the MAST team within 24 hours. Further information is gathered in relation to referrals by screening social workers, and referrals identified at level 4 or 5 on the continuum of Need are discussed in daily Multi agency meetings or strategy discussion as part of decision making process. Referrals not reaching this threshold may be returned to the referrer with advice for further action, signposted for other services and support, including our local early intervention panel. The MAST team offers advice on whether to make a referral or register a CAF (common assessment framework)
- contact Ofsted to inform them
- co-operate fully and keep in contact with social care and Ofsted or the police

If a staff member is suspected of abuse we will:

- inform First Response and LADO within 1 working day of the allegation, if unable to contact them then the police must be contacted
- record allegations and outcomes clearly
- follow instructions given by the LADO

- notify local authority and Ofsted about the allegation
- support any staff members dealing with or being accused of abuse accordingly,
- get appropriate help for those involved

In order to support families we will:

- build trusting and supportive relationships with families, staff and volunteers in the group.
- 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.
- continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- 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 the child and their family, subsequent to any investigation.
- ensure that 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 Policy and only if appropriate under the guidance of the Local Safeguarding Children Board.

At Stepping Stones we will always make ourselves available to parents to discuss any problems or concerns that they may have. We will always support parents accordingly when involved in a safeguarding issue but the child’s welfare will always remain paramount. We visit the local safeguarding website every month to update ourselves on any new information and news or just a refresh on things we are already aware of. The website is www.calderdale_scb.org.uk

Important Contacts

Mast – Multi Agency Screening Team	01422 393336 / MAST@calderdale.gcsx.gov.uk
First Response Team	01422 393340
Emergency Duty Team(out of hours)	0845 1111 137
LADO	01422 394086
OFSTED	0300 1231 231
Police Emergency	999
NSPCC	0808 800 5000
Child Line	0800 1111
CQDC Manager Gill Holden	07824474471 or 01422394193

The contacts are checked every month to ensure that they are up to date.

This policy was reviewed in; August 2014

Signed on behalf of the setting; (Caroline Betts) Signature.....

Date for review; August 2015 (or sooner in accordance with legislative changes)