



Sunflowers Day Nurseries (EY) Ltd

Safeguarding and Child Protection Policy

The Designated Safeguarding and Child Protection Lead Practitioner and her Deputy will keep abreast of any new government policies or procedures and this will be reflected in the staff's practice. We will amend the policy with new legislation on the review date

Sunflowers Day Nurseries (EY) Ltd will ensure there will be a Safeguarding Lead Practitioner on duty during Sunflowers Day Nurseries (EY) Ltd opening times. In their absence, the deputy Safeguarding Lead Practitioner will take on the role. In both their absences the manager and/or deputy manager will take on this role.

Sunflower Nursery _____

Safeguarding Lead Practitioner _____

Deputy Safeguarding Practitioner _____



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Safeguarding and Child Protection Policy

Sunflowers Day Nurseries (EY) Ltd has a responsibility to protect and safeguard the welfare of children and young people they encounter the need for guidelines and procedures is important to ensure that this is done with understanding and clarity.

Safeguarding and promoting the welfare of children, for the sake of this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and
- We will promote the fundamental British values of democracy, the rule of law, mutual respect and tolerance for those with different faiths and beliefs (Revised Prevent Duty Guidance-16th July, 2015)
- Taking action to enable all children to have the best outcomes

(Definition taken from the HM Government document 'Working together to safeguard children 2018').

Sunflowers Day Nurseries (EY) Ltd will aim to protect and safeguard children and young people by:

- Ensuring that all staff/volunteers are carefully selected, trained and supervised through enhanced DBS checks, an induction process, staff mentoring and performance reviews.
- Each Sunflower Nursery has a Single Central Record, where staff are asked/sign, each month on their Supervision if they have any cautions or reprimands or living with anyone on the barring list.
- Having a Safeguarding and Child Protection Policy and procedures in place and regularly reviewing and updating this in line with national and local policy developments by attending training relevant to the staff/volunteer's role.



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- Ensuring that all staff/volunteers are familiar with the Safeguarding and Child Protection Policy and Procedures through their training as part of their induction and receiving their own copy of the policy and procedures which they must sign to say they have read and understood.
- Ensuring that staff/volunteers attend Safeguarding and Child Protection training within 3 months of joining the company and update this course every 3 years.
- Ensuring that Sunflowers Day Nurseries (EY) Ltd has a designated Safeguarding and Child Protection Lead Practitioner and Deputy, at each site and that all staff/volunteers are aware of the designated persons and the process of reporting concerns to them.
- Assessing the risk that children and young people may encounter and taking steps to minimise and manage this with daily, weekly and annual risk assessments.
- Ensuring the Safeguarding and Child Protection Policy and Procedures are disseminated to parents by having a copy in the hallway, and parents are asked if they would like their own copy on cd.
- Letting parents, carers, children and young people know how to report concerns about a child, young person, staff member or volunteer or complain about anything they are not happy about by making guidelines for them to follow within the Safeguarding and Child Protection Policy.
- Giving children, young people, parents and carers information about what Sunflowers Day Nurseries (EY) Ltd does and what you can expect through our brochure, which is given to all new parents and the staff handbook which is given to all staff.

Sunflowers Day Nurseries (EY) Ltd will work with children, parents and the community to ensure the safety of children and give them the very best start in life. We intend to create in our nursery an environment in which children are safe physically and emotionally and free from any abuse or neglect, and support children to reach their maximum potential under the Early Years Foundation Stage Every Child Matters Outcomes. We will ensure that any suspicion of abuse or neglect, or signs of children from the risk of radicalisation is promptly and appropriately responded to.



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In order to carry out this policy we aim to:

- Promote children's rights to be strong, resilient and listened to by creating an environment that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- Promote children's right to be strong, resilient and listened to by enabling children to develop a sense of autonomy and independence;
- Promote children's right to be strong, resilient and listened to by enabling children to have self-confidence and the vocabulary to resist inappropriate approaches;
- Help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- Work with parents to build their understanding of and commitment to the principles of safeguarding all our children;
- Keep staff aware and up to date on all safeguarding and child protection procedures and practice by attending training every three years; and
- Work in line with the East Riding Safeguarding Children Board policies and procedures
- Ensure all staff have an understanding of The Prevent Duty and completed relevant training on this.
- Liaise with the **Early Help and Safeguarding Hub (EHASH) 01482 393339 / 395500** who work with professionals to discuss, signpost and support families



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working in a multi-agency way to encourage working together and information sharing for the benefit of families.

The procedures we will follow to achieve the aims are:

1) Responding to suspicions of abuse

- Concerns need to be recorded to build up a **comprehensive picture**. Every child has a **Chronology Sheet** in their personal files. If a child comes to nursery with a bruise, cut, graze or mark they have done outside the nursery, parents are asked how the marks appeared and we complete the **Pre-Existing Injuries Form** stating how the marks were made, with a member of staff. If a member of staff notices a bruise, cut, graze or mark when parents have left their child, the staff member will complete a **Pre-Existing Injuries Form** to the best of their ability, asking the child how their injury happened. The staff member will share this information with the parents when they collect the child and ask them any information to complete the form, staff member completing form.
- If the parent refuses to complete a **Pre-Existing Injuries Form**, then two staff members co-sign it and write that the parent has refused to sign. Each case is dealt with individually depending on the circumstances, where further action is required staff will discuss with the Safeguarding and Child Protection Lead Practitioner and follow the Safeguarding and Child Protection Policy.
- These reports are reviewed by the Safeguarding and Child Protection Lead Practitioner daily, staff ensuring these are given to designated person or management within 24 hours of completing the form. If a cause for concern is not immediately serious, in the case of a child being neglected due to poor parenting, the key worker will complete a **Supervision Form** where their concerns are noted, and the action required by the parent. This Supervision Form will be shared with parents and reviewed in two weeks or as necessary.



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- A total of **three Supervision Sheets** can be completed, each sheet recording one event. These completed sheets are kept in the child's registration folder in a locked drawer in the office.
- When the Supervision Sheets are reviewed, if a child has three recordings in their file which are close together, all staff involved with the child will meet and complete Supervision Sheet 2. From their discussions about the events that have taken place they will decide as a team what the next course of action should be.
- The purposes of the Supervision Sheets are to keep a **chronological** record of the child and any events that occur. The Supervision Sheets are to be shared with parents but if they decide not to sign staff need to record this on the sheet.
- If the Safeguarding and Child Protection Lead Practitioner and key worker feel uncomfortable with any explanation given by parents with regard to their concerns for a child, the referral process will be followed.

2) Seeking consent for a Referral

- Sunflowers Day Nurseries (EY) Ltd will follow the guidance from the 'Working Together to Safeguard Children' (HM Government 2018) which states that professional's should seek in general to discuss any concerns with the family, including the child where appropriate, and where possible seek their agreement to making referrals to the Local Authority Central Duty Team. This should only be done where such discussion and agreement seeking will not place the child at an increased risk of significant harm.
- It should be noted that parents, carers or child may not agree to information being shared, but this should not prevent referrals where child protection concerns persist. The reasons for dispensing with consent from the parents, carer or child should be clearly recorded.



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- ☀ In cases where an allegation has been made against a family member living in the same household as the child and it is your view that discussing the matter with the parent would place the child at risk of harm, or where discussing it may place a member of staff/volunteer at risk, consent does not have to be sought prior to the referral being made.
- ☀ If staff at Sunflowers Day Nurseries (EY) Ltd are unsure about whether to seek parental consent prior to a referral being made then they will seek advice from the **East Riding Children's Social Care Team at the Early Years and Safeguarding Hub (EHASH) 01482 395500.**

3) Disclosures

If a child discloses any information about abuse to you:

1. Discuss confidentiality, and that you will try to offer support, but that you may have to pass the information on to keep them safe;
2. Allow the child to speak without interruption, accepting what is said; use the **T.E.D** method **T**ell me, **E**xplain and **D**escribe.
3. Beware of body language if a child is disclosing;
4. Alleviate feelings of guilt and isolation, while passing no judgement;
5. Reassure the child that they have done the right thing by telling you;
6. Report to the designated person for the safeguarding officer or the person in charge, immediately;
7. Never tell the child that everything will be alright, as often it may not be;
8. Be honest with the child if you do not know what the outcome will be say 'I don't know but will find out for you';



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9. Complete a disclosure form with as much detail as possible, in the child's words, timing, setting and people present, sign and date it appropriately; (disclosure forms are kept in the office in the cupboard in the Safeguarding file) you can add to the disclosure form if you recall any details of the disclosure at a later date as long as you sign and date all additions.
10. The Manager will inform Ofsted of any cases of abuse/neglect within 14 days.

4) Allegations against staff

It is essential that any allegation of abuse made against a member of staff, volunteer, carer or adult on placement is dealt with fairly, quickly and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation.

An allegation is any complaint or concern however, and by whoever, raised that might indicate that:

- ☀ a person has harmed a child or put a child at risk of harm;
- ☀ has displayed behaviour involving or related to a child that might constitute a criminal offence;
- ☀ has behaved in a way that raises concern about his/her suitability to work with children.

Any suspicion that a child has been abused by someone within Sunflowers Day Nurseries (EY) Ltd should be reported to **Local Authority Designated Officer (LADO) on 01482 393999** and reported to a member of the Management Team. **LADO** oversee the investigation of all allegations made about staff and maintains detailed records of any investigation, their actions and outcome.

In the case that any concern or allegation relates to the Management of Sunflowers Day Nurseries (EY) Ltd the matter should be reported directly to the Local Authority Designated Officer (**LADO**) on **01482 393999**.



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The **LADO** will involve the police and children's social care as appropriate.

The parents/carers of the child will be contacted as soon as possible following advice from the Social Services Department.

Sunflowers Day Nurseries (EY) Ltd policy is to suspend the member of staff for the duration of the investigation, this is not an indication of admission that the alleged incident has taken place, but it is to protect the staff as well as families and children throughout the process.

Sunflowers Day Nurseries (EY) Ltd will inform Ofsted as soon as is reasonably practicable, but at the latest within 14 days of the allegation being made, as failure to comply with this requirement without reasonable excuse is an offence.

5) Referral Process

Sunflowers Day Nurseries (EY) Ltd will make referrals of all children in need, including those where there are child protection concerns. If the child is from the East Riding of Yorkshire area, then you need to ring **Children's Social Care Team** at Early Years And Safeguarding Hub (EHASH) on the **01482 395500** or the Police Family Protection Team. If the child is from the **Hull area then the number to ring to make a referral is 01482 448879.**

The Safeguarding and Child Protection Lead Practitioner or a member of the Management Team will make the referral and should be prepared where possible to give the following information:

- The nature of the concerns/allegation
- Whether the child will need immediate action to ensure their safety
- Are the parents aware of the concerns? Has consent for the referral been sought? If not, the reasons for this.
- Information about the child and family, including other siblings
- The nature of their involvement with the family



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- The source of the referral, is it based on an assessment of the needs of the child, a reported allegation or disclosure, or has the concern been reported by another person, if so who?
- Child's current whereabouts and where they were last seen
- If it is considered the child is suffering or at risk of suffering significant harm, who is the source of that harm and their current whereabouts?

6) Seeking Medical Attention

If a child has a physical injury and there are concerns of abuse, Sunflowers Day Nurseries (EY) Ltd will seek emergency medical attention if this is required, by phoning for an ambulance. The action following this would be to follow procedures for referring a child protection concern to East Riding Children's Social Care.

7) Confidentiality

- Confidentiality shall always be maintained.
- Information shall be handled and shared on a need to know basis only but will always include the referrer.
- Information should be stored in a secure place with limited access to designated people in line with data protection laws which incorporate that information is accurate, regularly updated, relevant and secure.

8) Mobile Phones

As part of our practice in safeguarding children, Sunflowers Day Nurseries (EY) Ltd do not allow staff to have their mobile phones in their rooms or on their person while working. Parents are politely asked to not use their phones on the nursery premises. Staff mobile phones are either stored in a wall pocket situated in the manager's office, or in the staff room.

9) Cameras/Tablets

Sunflowers Day Nurseries (EY) Ltd take photographs of the children with parental consent only. All photographs are used for the children's diaries, Learning Journey or



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for displays throughout the nursery. The photographs are printed by us within the nurseries.

When parents visit the nursery for parties, open days or special events such as the Easter bonnet parade, they are informed they cannot take photographs the nursery will take them.

Sunflowers Day Nurseries (EY) Ltd have a face book page where photographs of the children are posted, we do not display the children's faces or their names. Parents give consent for the use of photographs on the registration form.

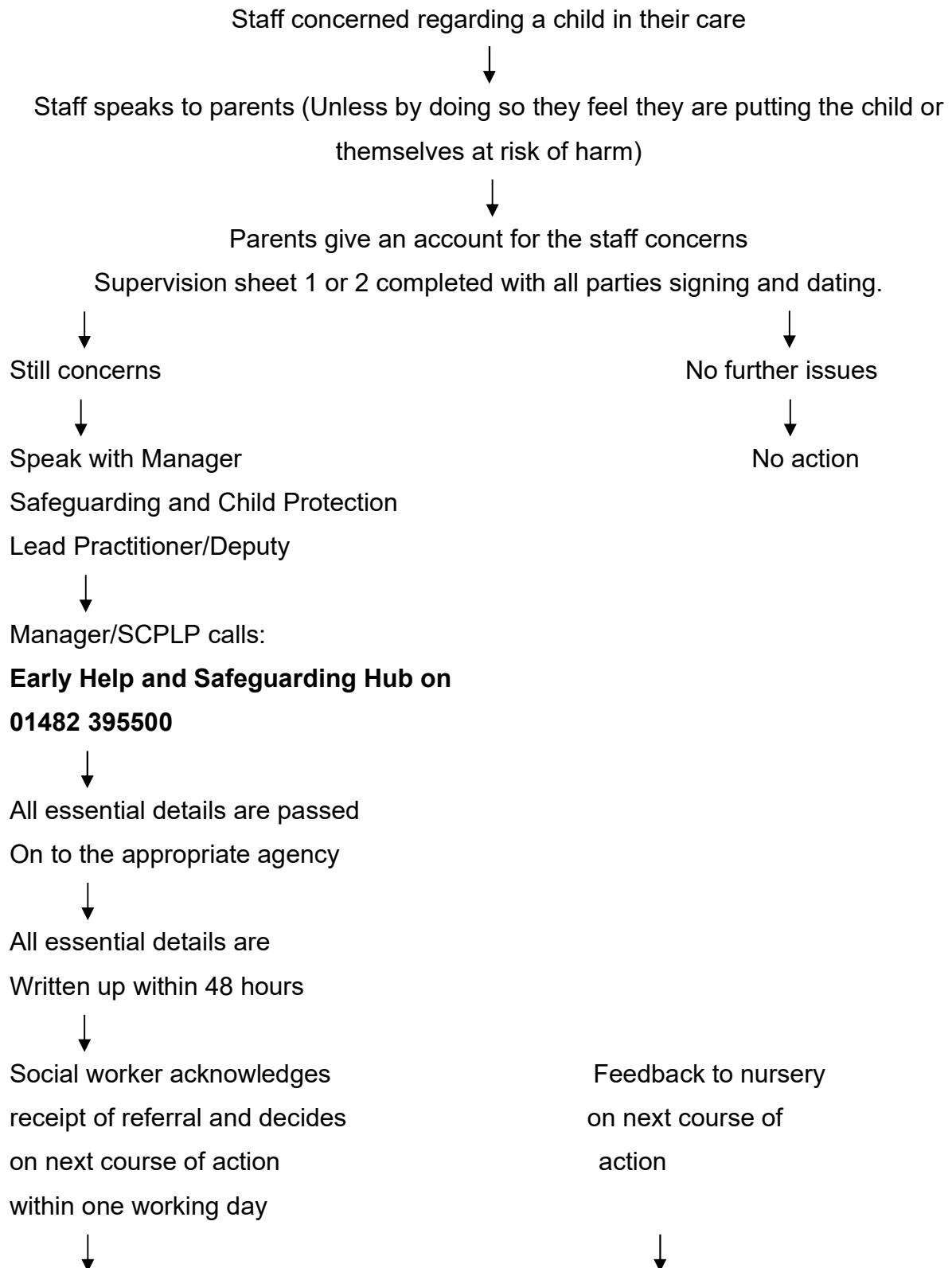
Regard to the need to prevent people from being drawn into Terrorism, and to protect children from the risk of Radicalisation.

Staff are able to identify children who may be vulnerable and promote children's welfare and prevent radicalisation and extremism by promoting fundamental British values.

Staff	Date	Review date
Karen/Tracy/Amy/Sheila/Hannah	April 2021	December, 2021



Referral Process





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Initial assessment required



Concerns about child's
immediate safety



Ofsted will be informed as soon
as it is reasonably practicable,
but at the latest within 14 days
of the allegation being made.

The Safeguarding Board will also
inform Ofsted.

No further LA Children's
Social care involvement
at this stage, although
other action may be
necessary e.g. onward
referral.



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Disclosure Form

Date:

Child's full name:

Age:

Date of birth:

Address:

Telephone number:

Please write a clear, objective account of exactly what the child has said, when you used the T.E.D method – Tell me, Explain, Describe.

Witness name and signature:

Date:

Name and signature of staff completing this form:

Time and Date:

Have parents been informed? If no, please state why.