

# Policy on Child Protection & Safeguarding

*See also the Policy on Behaviour as these are linked documents.*

## **Commitment to the protection, welfare and safeguarding of children**

The welfare of children is paramount. Crosslands Nursery (Registered Providers Samantha & Anne Mead) have a duty to protect children and are committed to putting in place policies, procedures and practices and staff training to operate in a manner that ensures the safety of all children at all times and in all situations.

This policy incorporating the procedure to be followed in specific circumstances, has been developed using the requirements and recommendations of Early Years Foundations Stage, the Government Guidance “Working Together to Safeguard Children March 2018” and Milton Keynes Safeguarding Children Board Procedures.

All parents placing children at the nursery receive personal copies of certain documents, including the Policy on Child Protection & Safeguarding and are advised of amendments as they are updated. Actual policies given and the process for handling updates are detailed in the Policy on Policy Issue, Control & Distribution.

All nursery staff must acknowledge and accept their personal responsibilities to keep children safe at all times. This includes bringing matters of concern to the attention of the Designated Safeguarding Lead. This is vital where the welfare of children may be at risk. This means that adults should report or refer any received information or observed behaviour of anyone, including colleagues, that raises concern.

All nursery staff will be vigilant in looking for signs or indicators of possible abuse and for referring them as appropriate.

## **Areas/Types of Child Abuse**

HM Government Document **Working Together to Safeguard Children** (July 2018) defines abuse as

*“A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing 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 others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children”*

This document lists the main four areas of Abuse and Neglect as Physical abuse, Sexual Abuse, Emotional abuse and Neglect. Two particular forms of maltreatment are also listed in this policy because of their specific nature. These are, Female Genital Mutilation (FGM) and Radicalisation.

As part of their training all staff members are required to know the definition, signs, characteristics and indicators of all areas/types of maltreatment described in this policy.

**Physical Abuse:** As Defined in HM Government Document Working Together to Safeguard Children (July 2018);

“A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.”

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Sexual Abuse:** As Defined in HM Government Document Working Together to Safeguard Children (July 2018);

“Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.”

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Emotional Abuse:** As Defined in HM Government Document Working Together to Safeguard Children (July 2018);

“Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development.”

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Neglect:** As Defined in HM Government Document Working Together to Safeguard Children (July 2018);

“Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.”

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs

### **Female Genital Mutilation.**

**As Defined by the World Health Organisation (WHO)**

<http://www.who.int/mediacentre/factsheets/fs241/en/>

“Female Genital Mutilation (FGM) comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons.”

Procedures fall into four major types;

Type 1: referred to as clitoridectomy,

Type 2: referred to as excision,

Type 3: referred to as infibulation,

Type 4: includes all other harmful procedures to the female genitalia for non-medical purposes.

### **Radicalisation and Extremism,**

“Radicalisation is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or undermine contemporary ideas and expressions of freedom of choice.”

As Radicalisation leads to extremism the following definition of extremism as defined by HM Government Prevent Strategy Review document at appendix A is included.

“Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs: and/or calls for the death of members of our armed forces, whether in this country or overseas”

Staff should be aware of –

- Any disclosure by children, parents/carers or other staff members of their exposure to the extremist actions, views or materials of others.
- Writing or art work promoting extremist message or images.
- Use of extremist or ‘hate’ terms that exclude others or incite violence.
- Changes in children’s behaviours e.g aggression towards others.
- Comments made by parents/carers or children.

Although this policy is written for the protection of children it must be remembered that any person can be radicalised be they a child, parent or carer and this must be guarded against.

There is no place within the setting for extremist views of any kind within the setting, whether this is from an internal source, external source/agencies.

If a concern is seen this should be reported immediately to the Designated Safeguarding Lead, this will then be assessed and if deemed necessary a referral made to the Chanel programme, MASH or by calling 101 and discussing concerns with police who will be able to support you.

The department for education has dedicated a telephone helpline to enable staff to raise concerns relating to extremism directly. (0207 340 7264)

If a child appears to be in immediate danger the police should be contacted on 999.

### **British Values**

Fundamental British Values are promoted within the setting –

- Democracy – Making decisions together.
- Rule of Law – Understand rules matter
- Individual Liberty – Freedom for all
- Mutual respect and tolerance for those of different faiths and beliefs.

### **Recognising Child Abuse**

Child abuse can manifest itself in a variety of different ways, some obvious - some not so obvious. All staff will receive child protection and safeguarding training and must be vigilant in recognising signs and indications of abuse or neglect.

#### **Recognition of Female Genital Mutilation (FGM)**

As part of our mandatory training requirements all staff members will undertake and are required to gain a pass certificate for the Home Office E-Learning course Recognising and Preventing FGM. This course explains and instruct ways to identify possible abuse or risk of abuse and how to identify these aspects.

<https://www.fgmelearning.co.uk/Default.aspx>

#### **Recognition of Radicalisation**

No direct guidance can be found online about the signs and indications of radicalisation in preschool children so a common sense approach must be adopted. Radicalisation of a preschool child will most likely come from the family both immediate and wider members or people the family mix or socialise with such as neighbours, and members of community groups or churches. If extremist views exist in any of these groups, then the possibility of radicalisation will be present. Signs that a child may be becoming radicalised could be using inappropriate expressions for other children or adults or no longer associating with previous friends who are of a different culture or ethnicity.

## **Staff Suitability, Support and Training**

The Registered Providers are committed to ensuring that the nursery meets their responsibilities in respect of child protection and safeguarding by operating a robust recruitment and induction process and by giving staff suitable training and support.

*See the Procedure for Staff Recruitment and Induction.*

*Also see Policy on Staff Training and Support*

- Staff and volunteers are carefully recruited, have a minimum of two references and have been subjected to, or in the process of, obtaining (see Employment Scenarios) a suitability assessment using an enhanced Disclosure and Barring Service (DBS) check.
- Known abusers will be excluded from the nursery.
- Staff and volunteers are given a copy of the child protection and safeguarding policy during their induction, and are required to read and understand its implications.
- All staff and volunteers will be required to undertake In-House Child Safeguarding Training before their Induction period can be completed. Thereafter they will receive regular training in child protection and safeguarding issues and are provided with any relevant information concerning these issues. Copies of certificates of training courses attended will be kept in their personnel file.
- Staff must disclose any information about their personal circumstances, existing or arising, which may affect their suitability to care for children.
- Staff must not be under the influence of alcohol or any other substance while they are on duty or on nursery premises.
- Staff must establish and disclose any information about the effects of any medication they are taking, prescription or otherwise which may affect their ability to care for children. Staff must not continue with care duties if there is a likelihood that their medication may affect their ability to care for children.
- Staff must ensure personal medication is stored securely and not within the reach of children.
- The Registered Providers will take appropriate actions in relation to the findings of any investigation into any suspicion or allegation of abuse.

### **Designated member of staff**

A member of staff at the setting will be designated as the Designated Safeguarding Lead (Designated Lead) responsible for Child Protection and Safeguarding within the setting. The name of this person with their responsibility will be displayed in the entrance hall of the nursery. This person will have suitable training and will be responsible for ensuring that this policy is implemented within the setting. They will also be responsible for assessing and deciding upon further action about any concerns, allegations and suspicions and then formally escalating these to the Multi Agency Safeguarding Hub (MASH) if appropriate according to this policy. This person is referred to as the “Designated Lead” throughout this policy. If the Designated Lead is not available the nursery will have appointed a deputy for this role. The Registered Providers must be fully appraised of each stage of development but this must not delay referral or escalation to external agencies.

The “Designated Lead” has the responsibility for liaising with and referring concerns to, external agencies but any staff member may make a direct approach to an external Agency themselves in the best interests of the child. (See final paragraph in Child Protection and safeguarding Statement at the end of this policy.)

### **Safe Caring & Safe working practice**

General risks in the day to day operation of the nursery exist and have been identified in the document “General Risks” kept in the nursery Risk Assessments file. This is backed up by specific assessments for individual areas such as the garden. These following practices are produced to protect children while in our care and also minimises the possibility of criticism or suspicion arising from misunderstanding or misinterpretation of the actions of a staff member.

All nursery staff should understand the child protection and safeguarding policy and have appropriate training and guidance in its principles of safe caring.

Children in nursery care will not be released to an unknown or unidentified person. When it becomes known that a child is to be collected by anyone other than those listed on the Child and Client Information Request then someone who is listed on that form as an approved person to collect the child must advise the nursery who will be collecting the child and give a brief verbal description of that person. The nursery will give a password, which must be repeated to the nursery when the described person collects the child. In both instances detailed above the nursery staff member releasing the child must satisfy themselves that the password is correct and that the physical description they have been given matches that of the person collecting the child.

The nursery is responsible for ensuring all food and drink given to a child while in our care is suitable for that child. To enable this to happen without compromising the child’s wellbeing the parent/carer for each child in nursery care is required to complete a Child and Client Information Request Form when the child starts at nursery and then update this once a year or if any other situations change. This form will identify all allergies and intolerances and dietary requirements concerning the child in the Special Dietary Requirements part of the form.

The nursery will provide the food and drinks given to a child in its care in most instances. An exception to this is when a parent brings in cakes or sweets for children to share as a celebration. Only commercially produced product that is still sealed in its original packaging can be given to children and then only if assessed as suitable by the nursery. A common sense approach must be adopted in assessing the suitability of an item and notice must be taken of each child’s individual circumstances. Homemade or unpackaged produce and sweets may be received at the discretion of the nursery manager after assessment and divided into portions to be sent home with each parent for them to consider suitability. In exceptional circumstances after a reasonable assessment has been made and the reason explained to the parent, some food may be refused.

To reinforce what is already accepted practice all staff should be vigilant in ensuring that all non employees and any employee who do not possess an Enhanced DBS check are not left alone with a child.

Situations where a child may be put in a position of possible concealed abuse must be avoided. Staff must avoid or reduce to the absolute minimum the occasions they are left alone with a child. If the situation cannot be avoided then they must always inform another staff member about what is happening and why. E.g. taking a child to the toilet/changing a nappy. In these situations staff must keep doors open, access ways clear and themselves and the child in view of other passing staff members. The child and staff member must always be “observable” as far as practically possible to other passing staff members.

If a child makes inappropriate physical contact with a member of staff, student or volunteer this must be reported to the Designated Lead and written in the General Incident book.

Staff must be aware of how and where they touch children. Unnecessary or inappropriate contact must be avoided at all times.

All staff members must report any discovery, allegation or suspicion of child abuse to the Designated Lead, who will investigate and if appropriate discuss with and escalate to MASH. If the Designated Lead is unavailable the report must be made to the second Designated Safeguarding Lead who will deputise in their absence. The report must be repeated to the Designated Lead when they are available. All incidents reported by a member of staff will be recorded, including any actions taken in the General Incident book; the member of staff should sign to confirm this. What to record and how to record it are detailed in the General Incident book is detailed in the Records and Escalation section of this Policy. Feedback about the progress and conclusion of the final outcome will be given to the member of staff who made the initial report. This Feedback loop is designed to prevent reports being forgotten or not progressed correctly or in a timely fashion. See final paragraph of the Records, Escalation and Review section of this policy.

Mobile telephones are not permitted in nursery care areas and should be left, switched off, with personal possessions such as coats and handbags in non operational care areas.

Only nursery provided equipment must be used to make records such as photographs and videos. Only senior staff members are permitted to copy or transfer these records onto nursery computers or other storage systems.

Personal use of cameras or any record making technology including, computer and peripheral equipment is not permitted. Accessing the internet for any personal reason, including social networking sites (Example, Myspace, Facebook, and Twitter etc.) is not permitted. This includes playing games. The only exception to this is if the nursery has set up a specific user identity for a staff member to support training or research and in this case use must be limited to actions associated entirely with that training.

Use of personal cameras and like equipment by parents/carers at nursery organised events is not permitted unless a prior written Declaration and Permission form has been signed and approved by the nursery. The Procedure for Use of personal cameras by Parents must be operated. The Permission form should only be given to the child's parent/carer for family use. See Policy on Parental Involvement for full conditions of use and limitations. Use of personal cameras and like equipment by parents/carers at any other time is not permitted.

A wall display of Safer Working Practice, with reference link to published documents, is displayed in nursery for quick reference purposes only and is not the same as the topics listed here.

### **Response to receiving information concerning abuse or neglect**

In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:

- Listen carefully to what the child has to say
- Make no observable judgements
- Ensure the child is safe, comfortable and not left alone
- Follow the appropriate line of procedure as detailed in this Policy

### **Security of nursery premises**

Access ways into the nursery building and rear garden must be kept secured.

Escape routes from the building and rear garden are to be accessible at all times of nursery operation. These routes will be constructed so they can be opened and used without the use of implements such as keys.

Internal playroom doors allowing access to prohibited areas for children must be kept closed.

### **Personal Hygiene**

The nursery places great importance on the personal hygiene of everyone. Keeping clean is essential for good health and to prevent the spread of germs. To ensure good practice the process detailed in the Procedure for Personal Hygiene must be followed at all times.

### **Visitors and access to the nursery**

Visitors will only be permitted access if they are known or their identity can be established. See the Procedure for checking the identity of visitors.



### **Contact with a stranger during trips or visits outside nursery premises.**

If at any time a child becomes engaged in conversation with an adult that you do not recognise stay or stand close to the child so you can hear the conversation to ensure everything is all right. Stay close to the child while the contact continues and monitor what is being said. If at any time you think the conversation is becoming inappropriate say something like “it’s time to go back now” to the child, take hold of their hand and lead them away from the situation. This instruction is produced purely to protect the child during the contact.

Follow up action concerning the behaviour of the other adult may be considered necessary and the decision for this should be made taking all relevant factors into account, but is not part of this policy. If further follow up action is considered appropriate then this shall be recorded in the General Incident book.

### **Dealing with suspicion or allegation of abuse (other than those concerning Staff or Nursery Personnel)**

The nursery is committed to their responsibility in the respect of child protection and safeguarding by treating all allegations seriously and sensitively.

It is the responsibility of the Designated Lead to investigate suspected abuse. Nursery personnel must not question the child about the suspected abuse. The purpose of this investigation is to establish if there is cause for concern and not to establish exactly what happened. The investigation may include questioning staff and/or parents but it must be borne in mind that this may lead to a criminal investigation and nothing should be done that may damage or have an impact on a future investigation by child protection agencies or the police. Where the investigation into suspected abuse reveals cause for concern at any level or when an allegation of abuse is made, the Designated Lead will make a referral to MASH. A decision to escalate will be based upon the evidence received or gathered and compared against the requirements of the Early Years Foundations Stage, the Government Guidance “Working Together to Safeguard Children (2018)” and Milton Keynes Safeguarding Children Board Procedures (Online version). Guidance can also be obtained from the MASH on a non referral basis by telephone on 01908 253169/253170. If a decision to escalate is made the Designated Lead will, without unavoidable delay, refer the concern or allegation to the MASH by telephone and Ofsted on 03001231231. The Designated Lead will advise the parents of the child that a referral to MASH has been made but only if it is clear that this will not place the child in more harm. Direction about this should be sought from the MASH. A follow up written advice of concerns or allegation will be sent to the MASH within the next 48 hours. See section “Written Referrals to Child Protection Agencies. MASH will direct how the investigation will proceed from this point.

Full records of the concern or allegation will be written and maintained in the **Suspicion & Allegation of Abuse Incident Book**. Information recorded will include full details of the alleged incident; details of all the parties involved; relevant dates; times and locations and supporting information or evidence from

members of staff; actions taken; escalations made; progress made and information received and who from. The staff will take great care to distinguish between fact and opinion when recording suspected incidents,

A log of all telephone calls will be maintained recording date, time person spoken with and brief description of what was discussed including any actions to be taken.

A report of the incident and final outcome will be sent of Ofsted at the conclusion of the investigation.

The following actions will take place if abuse has or is suspected to have occurred:

- Where actual or suspected abuse is brought to the attention of the staff they must immediately report it to the Designated Lead.
- Staff are supported and encouraged to trust their professional instincts, if they suspect that abuse has been taking place they should report it to the Designated Lead.
- The Designated Lead will be responsible for getting written records signed as required and maintaining confidentially.
- Staff will ensure that any allegations are dealt with sensitively and confidentially.
- Any children involved in the alleged abuse will be comforted and reassured.
- Continued support will be given to the family.

### **Dealing with suspicion or allegation of abuse concerning Staff or Nursery Personnel**

The nurseries are committed to their responsibility in the respect of child protection and safeguarding by treating all allegations seriously and sensitively.

Local authorities must, have designated a particular officer, or team of officers (either as part of multi-agency arrangements or otherwise), to be involved in the management and oversight of allegations against people that work with children. In Milton Keynes this is called the Safeguarding Service and this incorporates the function of a Local Authority Designated Officer (LADO). For the purposes of this document this function will referred to as the LADO.

When an allegation or suspicion concerning a member of staff is received from any source, no matter if this is about suspected or alleged actual abuse, the Designated Lead must be alerted immediately. Without unavoidable delay the Designated Lead will refer the allegation to The Milton Keynes Local Authority Designated Officer (LADO) by telephone on 01908 254300 and Ofsted on 03001231231. If it has not been possible to speak personally with the Local Authority Designated Officer a message should be left. If the allegation concerns a nursery child the Designated Lead will advise the parents of the child that a referral has been made.

The Local Authority Designated Officer will respond within 24 hours but, as a failsafe, if no contact has been received within that time telephone contact with the LADO must be attempted again. If it has not been possible to make personal contact within a further 2 hours then MASH on 01908 253169/253170 must be advised. If requested a written referral should be sent following the directions given

in the “Written Referrals to Child Protection Agencies” section of this policy. The Local Authority Designated Officer will direct how the investigation will proceed from that point.

If the allegation concerns the Designated Lead then the initial escalation must be made directly to the Registered Provider who will assume the role of the Designated Lead.

Full records of the concern or allegation will be written and maintained in the **Suspicion & Allegation of Abuse Incident Book**. Information recorded will include full details of the alleged incident; details of all the parties involved; relevant dates; times and locations and supporting information or evidence from members of staff; actions taken; escalations made; progress made and information received and who from. The staff will take great care to distinguish between fact and opinion when recording suspected incidents,

A log of all telephone calls will be maintained recording date, time person spoken with and brief description of what was discussed including any actions to be taken.

A report of the incident and final outcome will be sent of Ofsted at the conclusion of the investigation.

The following actions will take place:

- The member staff shall be advised that an allegation of actual or suspected abuse has been made. Details must not be disclosed.
- The member of staff will be directed to leave the nursery immediately and not to attend while an investigation is carried out.
- The nursery should look to give personal support to the member of staff while they are suspended but must not discuss or relay any information regarding the investigation.
- If a nursery child is involved, the child must not be questioned about the concern or alleged abuse.
- If appropriate the nursery may investigate the circumstances of the allegation in an attempt to gather facts and this may include questioning staff and/or parents but it must be borne in mind that an allegation of abuse may lead to a criminal investigation and nothing should be done that could interfere with a future investigation by child protection agencies or the police.
- Ofsted will be informed of any allegations made against staff.
- Staff will ensure that any allegations are dealt with sensitively and confidentially.
- Any children involved in the alleged abuse will be comforted and reassured.
- If a nursery child, continued support will be given to the family.
- At the conclusion of the investigation the member of staff will be written to and informed of the outcome and advised what the nursery’s future direction will be.
- Findings of the investigation will be acted on and if appropriate disciplinary action taken against the staff member according to nursery disciplinary procedures.

### **Written Referrals to Child Protection Agencies**

If after making a telephone referral to MASH or The Local Authority Designated Officer a written referral is requested then the following procedure will be used:

- An “electronic” copy of the referral form must be obtained by telephoning MASH on 01908 253169/253170. An email containing the form as an attachment will be sent on request.
- The referral form must be completed and emailed back with any supporting material included as an attachment to the person or agency requesting the information.
- After sending the completed referral, confirmation of receipt must be confirmed by telephoning the recipient. A record of these events must be made.
- Ofsted will be informed of any allegations of abuse against a member of staff, student or volunteer, or any abuse allegations that have taken place on the premises or during visits or outings.

### **Records, Escalation and Review**

It is the policy of the nursery to safeguard the children in our care at all times. Therefore, it is required that all information concerning incidents or accidents is recorded in the relevant books.

These records are confidential to the Nursery. It is also at the discretion of the Nursery whether a single major incident or a series of minor incidents are escalated. If the escalation concerns a nursery child the parents will be notified if appropriate following liaison with MASH. In cases of a serious childcare incident Ofsted will be informed using the Notification of Serious Childcare Incident report form.

- 1 **Accident Book** – Kept in nursery for use by all staff. Any instances of a child sustaining an injury that results in a visible mark or bump being left on their skin or body should be recorded. If an impact to the head has occurred even if there is no visible mark or bump then this should also be recorded. The record should include the child’s name the activity any equipment being used how and what happened, the extent of the injury, and what was done to resolve the situation. The report must be signed by the member of staff making the report and witnessed by a second staff member. The parent must also sign the report and they will be given a copy. This book should be reviewed on a four weekly basis to identify possible dangers from equipment or activities.

- 2 **Incoming Incident Book** – Kept in nursery for use by all staff. Any incident that has occurred prior to the time that the child enters Nursery premises should be recorded. These reports include any noticeable marks such as cuts, bruises, scratches etc. Parent/Carer will be asked to sign the report to acknowledge that the incident occurred outside of Nursery care. This book should be reviewed on a four weekly basis to identify possible emerging patterns.
- 3 **General Incident Book** – Kept in nursery for use by all staff. All incidents that occur relating to the Nursery setting, staff or children that are regarded as unusual will be recorded using this process. These records will include any occurrence where the safety of a child has, or could have been compromised. There are a wide range of situations where the safety of a child could be threatened including but not limited to, building security, unsafe items or activities, and physical or emotional harm to the children themselves from an unidentified source. Information recorded will include full details of the incident; details of all the parties involved; relevant dates; times and locations and supporting information or evidence from members of staff; actions taken; escalations made; progress made and information received and who from. This book should be reviewed on a four weekly basis to identify possible emerging patterns.
- 4 **Suspicion & Allegation of Abuse Incident Book** - This book must be kept confidential in the secure document storage area. Access to this book must be limited to the Registered Providers, the Manager and the Deputy Manager only. The specific details to be recorded in cases of suspicion or allegation of abuse are given at the sections headed **Dealing with suspicion or allegation of abuse (other than those concerning Staff or Nursery Personnel)** and **Dealing with suspicion or allegation of abuse concerning Staff or Nursery Personnel** within this policy.

After raising a concern about suspected abuse staff members must not consider that this concludes their obligation to the safety of the child because the problem has been escalated. To ensure all concerns are dealt with correctly a review of the progress of any concern raised will be made until a conclusion has been reached and recorded by or communicated to the nursery. The conclusion will be recorded in the relevant records listed above. The conclusion reached must be communicated to everyone who has been involved with raising the concern. If after being notified of a conclusion the concerns or suspicions that led to the first report being made still exist or there are concerns that the conclusion is unsatisfactory it is the duty of staff members to make another report or to escalate it to other people or agencies. The purpose of this feedback is to ensure that a report of suspicion of abuse has not “slipped through the net” and is pursued to a correct conclusion. See paragraph ten of the Safe Caring & Safe working practice section of this policy.

### **Confidentiality**

The nursery reserves the right to share any information regarding child abuse with other childcare professionals. See policy on confidentiality.

## **Whistle blowing**

Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion and in the knowledge that their employment rights and position in the nursery will remain unaffected. Concerns should always be escalated within nursery in the first instance so the appropriate Policy or Procedure can be operated. Whistle blowing is intended to be used when usual methods to have concerns addressed have failed. It is the final option not the first.

## **Child Protection and Safeguarding Statement**

Local Authorities have a statutory duty to investigate where they have reasonable cause to suspect a child is suffering or is likely to suffer significant harm.

The nursery child protection and safeguarding policy and associated procedures comply with all the relevant legislation and other guidance and advice from the Multi-Agency Safeguarding Hub.

Parents/carers have the responsibility to report injuries their children may sustain outside the nursery and to provide an explanation of how the injury or accident occurred. Nursery staff in all cases will record the incident.

Nursery Staff have a responsibility to record and report any injuries to children, which are not consistent with the explanation given by the parent/carer, or where no explanation is given. The matter must be reported to the Designated Lead immediately.

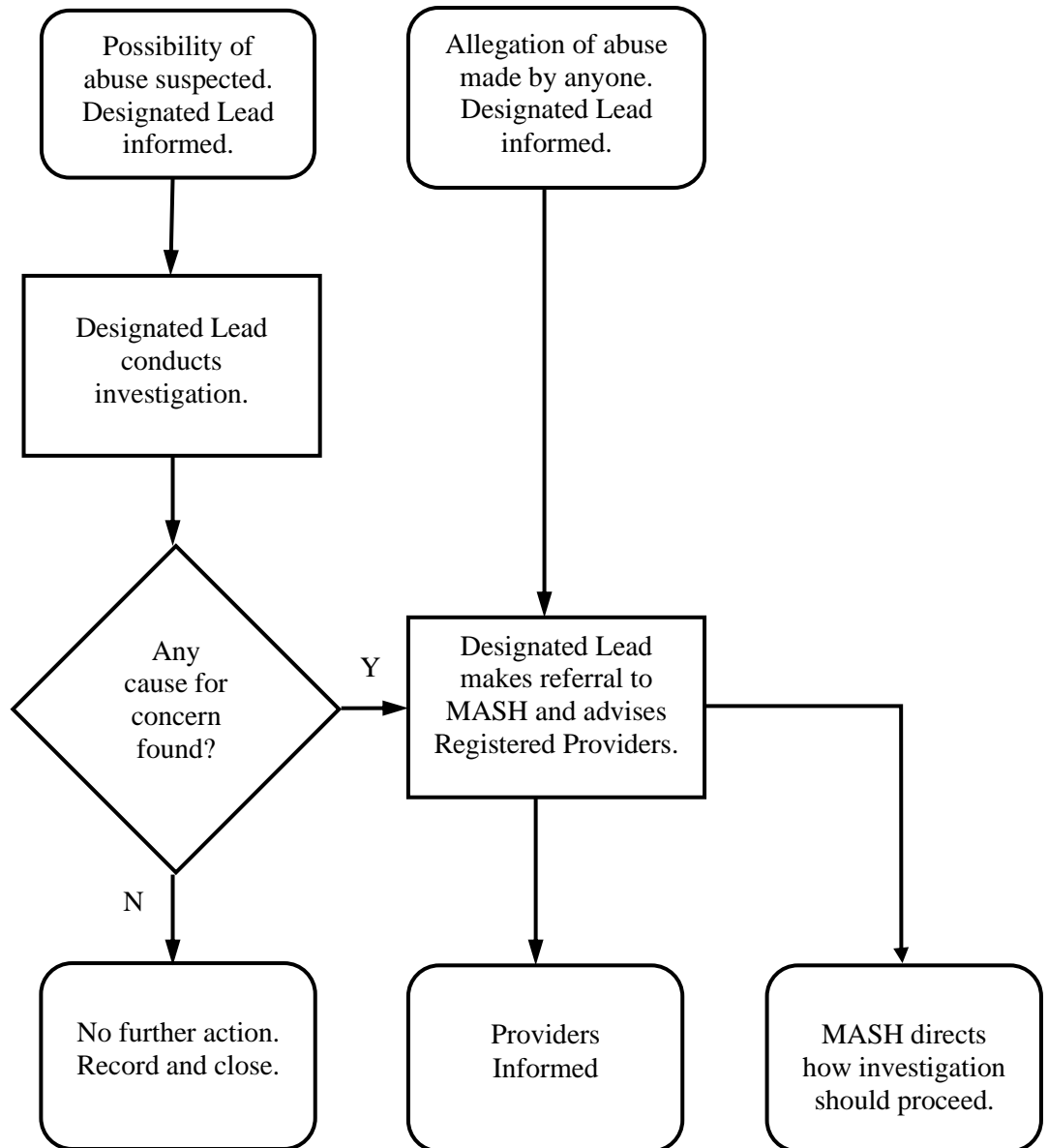
The Designated Lead will seek an explanation from the parents/carers and if there are still concerns they will make an assessment with due regard to frequency of previous incidents and lack of suitable explanation and a referral to MASH will be made if considered necessary.

All staff understand that if they are not satisfied with the way any incident has been concluded or they believe inappropriate action has been taken, they should raise this with the Designate Safeguarding Lead. If they still have concerns they may make a direct approach to MASH (01908 253169/253170, Out of Hours 01908 265545) or Ofsted (0300 1231231) or any other appropriate external agency themselves in the best interests of the child.

The address to write to Ofsted is,  
The National Business Unit, Ofsted  
Piccadilly Gate, Store Street  
Manchester, M1 2WD

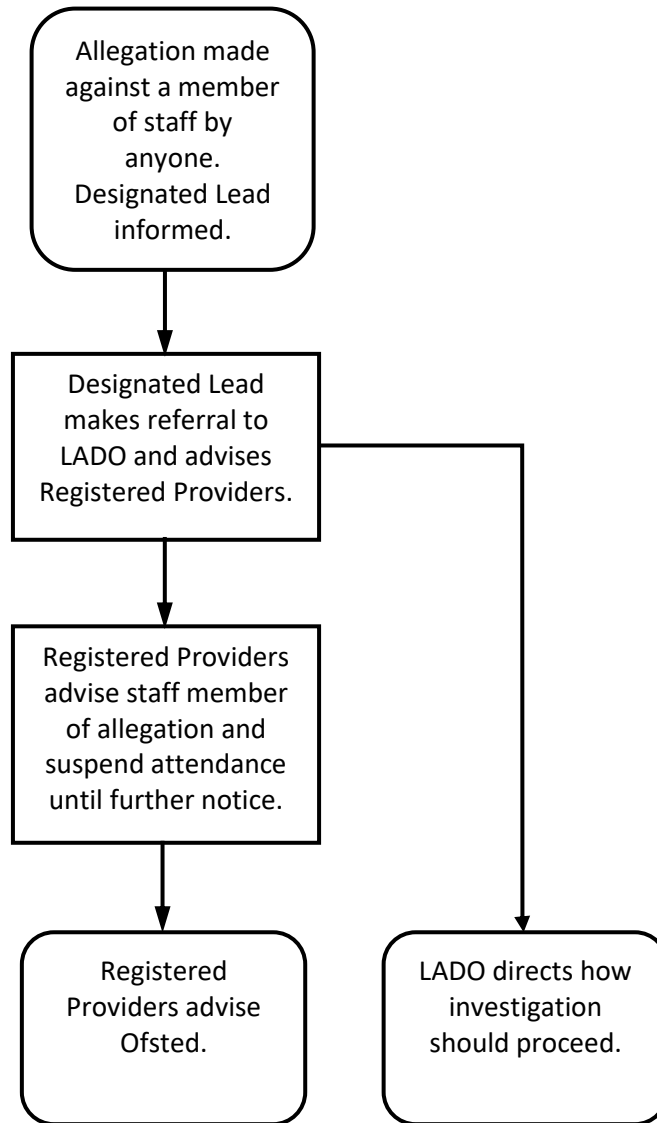
**Flowchart of initial action concerning suspicion or allegation of abuse  
(other than those concerning a member of staff)**

This is an overview only. See policy text for details.



**Flowchart of initial action concerning suspicion or allegation of abuse concerning a member of staff**

This is an overview only. See policy text for details.



**This policy was reviewed and amended on 23rd September 2019**