



Little Orchard Montessori Nursery

Palstone Park,
Exeter Road
South Brent
Devon TQ10 9JP

Tel: 01364 73131 or 01752 698494
Email: littleorchard123@btinternet.com

SAFEGUARDING CHILDREN POLICY

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and in line with government publications: "Working Together to Safeguard Children" 2006, "Framework for the assessment of Children in Need and their families" 2000, "What to do if You are worried a Child is being Abused" 2003. The guidance reflects "Safeguarding Children and Safer Recruitment".

We have a commitment to all our children to provide them with protection. All those who come into contact with children and families in their everyday work, including people who do not have a specific role in relation to child protection, have a duty to safeguard and promote the welfare of children.

Little Orchard has a duty to the children, parents and staff to act quickly and responsibly in any instance that comes to their attention, including the reporting of suspicions around abuse to the Local Authority. As such staff and managers at Little Orchard will follow procedures set out in the guidance provided by Devon Safeguarding Board and Plymouth, Torbay & Devon Area Child Protection Committees and will follow their advice and guidance on any action necessary

All staff believe that the setting should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child. We will support the child's development in ways that will foster security, confidence and independence.

The environment will enable children to feel safe, secure, valued and respected and feel confident and know how to, approach adults if they are in difficulties, believing they will be effectively listened to.

Safe Staff

Little Orchard Montessori will ensure that:

- All staff working within the setting who have access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory CRB check (according to guidance).



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- All members of staff understand and fulfil their responsibilities.
- The setting has a designated officer for safeguarding **Tracey Bruce** who has undertaken the Devon Safeguarding Children Board (DSCB) Two day Level 3 Multi-Agency Safeguarding Children Training and who undertakes to update their training at least every 3 years.
- All members of staff are provided with child protection awareness at induction, including relevant safeguarding policy, so that they know who to discuss a concern with. All staff members will be given a copy of the Safeguarding Policy with the Designated Officer's name clearly displayed, as part of their induction
- All other staff have child protection awareness training, to be arranged by the Designated Officer every 3 years, to maintain their understanding of the signs and indicators of abuse.
- All members of staff, volunteers and management know how to respond to a child who discloses abuse through delivery of the awareness raising booklet "What to do if you are worried a child is being abused".
- Any concerns arising regarding a child must first be discussed with the nursery manager or designated member of staff, **Tracey Bruce**, and an informed decision can then be taken about any necessary course of action.
- All concerns, discussions, and decisions regarding a child's welfare will be recorded on an incident form and kept in a lockable file. This form will be signed by parents/cares unless to do so puts the child at risk of significant harm.
- Social services will be informed if the child is deemed at risk of significant harm by the manager or the nominated person, **Tracey Bruce**.
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- All parents and or carers are made aware of the responsibility of staff members with regard to child protection procedures through publication of the Safeguarding Policy.
- Allegations against adults working in the setting of a child protection type are referred to the Local Authority Designated Officer (LADO)¹ for advice and that any member of staff found not suitable to work with children will be notified to the Independent Safeguarding Authority (ISA)² for consideration for barring, following resignation, dismissal or when they cease to be used as a volunteer.
- Procedures will be regularly reviewed and updated.

Responsibilities

The Designated Officer **Tracey Bruce** is responsible for:

- Referring a child if there are concerns about possible abuse, to the Children and Young People Services (CYPS) Social Care and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call.
- Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidential and securely, separate from a child's records.
- Liaising with other agencies and professionals.
- Ensuring that they or a nominated member of staff, for example the child's Key Worker, attends case conferences, or other multi-agency planning meetings,

¹LADO can be approached by contacting the Referral Co-ordinator on 01392 386013
For advice for from the Early Years and Childcare Service contact the following individuals:
Senior District Co-ordinator Teignbridge, South Hams and West Devon – 01392 384926
Registration and Inspection Support Team Manager – 01392 385533

² Contact the Local Authority Designated Officer (LADO) for guidance in any case



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contributes to assessments and provides a report which has been shared with the parents.

- Ensuring that any child currently with a child protection plan who is absent without explanation is referred to their Social Worker, Social Care Team.
- Organising Safeguarding Awareness Training and update training every 3 years, for all staff.
- Providing with the management an annual report for the setting detailing any changes to the policy and procedures; training undertaken by the Designated Officer, and by all staff and number and type of incidents/cases.

Supporting Children

- Staff recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth.
- Staff recognise that the setting may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- Staff accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- No child is ever allowed to leave the provision with an adult who is not the normal collector of the child without prior permission being obtained.
- All visitors must sign in a Visitors' Book. No adults, other than staff are ever left unattended with the children. Any person visiting the provision in an official capacity, not previously known to staff, are required to provide proof of identity.



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The setting will support all children by:

- Encouraging self-esteem and self-assertiveness, through the daily activities as well as relationships, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the setting.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Social Care as soon as there is significant concern.
- Providing continuing support to a child about whom there have been concerns; who leaves the setting; by ensuring that appropriate information is copied under confidential cover to Children and Young People's Services-Social Care.
- If a child arrives at nursery injured, immediate medical attention will be given if required and all details recorded then witnessed. Parents/carer's must sign the existing injury book unless to do so would put the child at risk of significant harm.
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Confidentiality

- Staff recognise that all matters relating to safeguarding are confidential.
- Little Orchard Montessori or [Tracey Bruce](#) will disclose any information about a child to other members of staff on a need to know basis only.³
- The nursery will cooperate in any way deemed necessary. This may include providing statements, helping with Police inquiries, or attending an Initial Child Protection Conference
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety and wellbeing.
- The setting undertakes to share an intention to refer a child to Social Care with their parents/carers unless to do so could put the child at greater risk of

³ Guidance about sharing information can be found in the booklet "What to do if You are Worried a Child is being Abused" DoH 2003. www.doh.gov.uk and *Information Sharing: Guidance for practitioners and managers* and in the handy *Information Sharing: Pocket guide*, available on the [Every Child Matters website](#).



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harm, or impede a criminal investigation. If in doubt, the provider or Designated Officer will consult with Social Care at Children and Young People's Services.

Supporting Staff

- The setting recognises that staff working in the setting who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- The setting will support such staff by providing an opportunity to talk through their anxieties with [Tracey Bruce](#) and seek further support as appropriate.



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Allegations against staff

- All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- All staff should be aware of the setting's own Behaviour Management policy.
- Guidance about conduct and safe practice will be given at induction. Useful guidance can be found at www.devon.gov.uk/docbank.
- The setting understands that a child and or parent may make an allegation against a member of staff.
- If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or being made aware of the information, will immediately inform the Designated Officer or management.
- The management on all such occasions will discuss the content of the allegation with the duty Local Authority Designated Officer (LADO). This will be followed up by notification to Ofsted the same day.
- If the allegation made to a member of staff concerns the manager/owner/committee, the person receiving the allegation will immediately inform another senior member of the committee/management or the Local Authority Designated Officer (LADO) directly.
- The setting will follow the procedures set out in its policy for managing allegations against its staff.
- Suspension of the member of staff against whom an allegation has been made needs careful consideration and the management will seek the advice of the LADO. The member of staff against whom an allegation has been made will not be informed about the allegation until advice has been sort from the LADO so as not to impede a criminal investigation.

Whistle-blowing

- Staff recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- Any concerns regarding staff or volunteers should be brought to the attention of the manager who will immediately take the appropriate action



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- All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the setting, they should speak in the first instance, to the LADO following the whistle-blowing policy.⁴
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Physical Intervention

- The setting's approach on physical intervention by staff follows the guidance set out in the Statutory Framework for the Early Years Foundation Stage (page 28). This acknowledges that staff must only ever use physical intervention as a last resort, when a child is endangering himself / herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
 - Such events should be recorded as an incident and signed by a witness in the incident book.
 - Staff should receive appropriate behaviour management training on induction and be given the behaviour management policy and information file to read.
 - The setting understands that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
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- Reviewed, February, 2010.

⁴ [Safeguarding children: Ofsted's whistleblower hotline](#)