



## Safeguarding

### Code of Practice

As an Early Years setting, we aim to keep children safe by adopting the highest possible standards and taking all reasonable steps to protect children from harm.

The purpose of this Child Protection Policy is to set a clear protocol of action and a framework of our responsibilities and legal duties in relation to your child's welfare.

The hope is to ensure a reliable and effective response in the event of any concern for your child's welfare, and to support your child and your family.

All parents and carers are asked to read this document carefully, prior to a child being placed.

We aim to put children's needs first at all times. We hope to encourage children to be confident and assertive, and to develop a trusting and respectful relationship with the children in our care, so that they know they will be listened to and believed.

This Child Protection Policy complies with all relevant legislation and other guidance or advice from the Local Safeguarding Children Board.

This Child Protection Policy adheres to the following concepts from the United Nations Convention on The Rights of the Child:

- *Non discrimination* - All the rights apply to all children equally regardless of their race, sex, religion, language, disability, opinion or family background. (Article 2)
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- *Best interests of child* - When adults or organisations make decisions which affect children, they must always think first about what is best for the child. (Article 3)
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- *The child's view* - Children have the right to say what they think about anything which affects them. When courts or official organisations make decisions which affect children, they must listen to what children want and feel. (Article 12)

### Parents' & Carers' Responsibilities

The best way to ensure the highest care for your child is to develop a good partnership and to ensure a continuity of care between your home and our care.

We can do this together by sharing information regularly about your child. This is where are daily diaries and Accident Book comes in...

If your child has any health problems or has suffered an accidental injury away from our care, you must inform us when you leave a child in our care so that we can keep a record of it. We will both sign and date this record. Likewise, if your child suffers an injury in our care, we will record it and we will both sign and date this record.

Equally there is always a reason behind a child's behaviour that is why it is imperative that there is regular communication between parents and the nursery as to any changes at home or elsewhere. This may be done in a number of ways, through the diaries, face to face with the child's key worker or indeed a meeting with the manager. All conversations and information will be kept confidential with only relevant parties needing to know.

## Definition of Abuse

There are many different types of abuse. Children can be abused by an adult's direct actions (e.g. hitting a child) or because of an adult's inactions (e.g. not feeding or bathing a child) and even by an adult's indirect actions (e.g. domestic violence, addiction, etc).

Children can be abused by men and women, as well as by other young people or children. Children's Social Care will be notified if any professional suspects that a child is either suffering or at risk of suffering significant harm.

Significant harm may constitute a single traumatic event or a build up of concerns or a series of incidents over time.

The law recognises the following categories of abuse under the Children Act (1989):

- Physical Abuse
- Emotional Abuse
- Neglect
- Sexual Abuse

## Our Responsibilities

- Training in safeguarding children every 2 years.
- Child Protection our legal duty to pass on our concerns to the appropriate professionals, you will be informed if we have done this unless this would put the child at greater risk.
- We will inform LADO if any allegations are made against any member of staff, we will also contact Ofsted
- Good communication to provide good continuity of care and work with the family to protect their children
- Confidentiality
- Registration requirements for both children, staff ( DBS and reference checks), and the premises ( safe according to the guidelines set out by Ofsted)
- Accident and Injury book ie adequate recording of illnesses and injuries sustained in our care as well as injuries noted and recorded that were sustained at home. In an emergency we will use the emergency consent forms to act in loco parentis and ensure your child receives necessary police, medical, social or emotional care they require.
- Photography for record keeping using the nursery camera, as well as consent forms for outings and events

## Safeguarding Disabled Children

Disabled children have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve the Every Child Matters outcomes as non-disabled children.

Disabled children do however require additional action. This is because they experience greater risks and 'created vulnerability' as a result of negative attitudes about disabled children and unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairment (Safeguarding Children, DCSF, July 2009) Tam's House will ensure that our disabled children are listened to and responded to appropriately where they have concerns regarding abuse. In order to do this we will ensure that our staff and volunteers receive the relevant training to raise awareness and have access to specialist staff in the event they have concerns regarding abuse of a child.

## Information Sharing

The Data Protection Act 1998 is not a barrier to sharing information – it simply provides a framework to ensure that information is shared appropriately. It reinforces common sense rules of information handling, and helps us strike a balance between the many benefits of public organisations sharing information and maintaining safeguards and privacy of the individual.

Seven Golden Rules for Information Sharing (*Information Sharing*, 2008)

1. Remember that the Data Protection Act is not a barrier to sharing information
2. Be open and honest with families about what information can be shared and in what circumstances
3. Seek advice if you are in any doubt
4. Share information with consent, where appropriate and where possible
5. Consider safety and well-being and who may be affected by your sharing this information
6. Necessary, proportionate, relevant, accurate, timely & secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is only shared with people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is securely shared
7. Keep a record of your decision and reasons for sharing information
8. When a child leaves your setting, you should send any Child Protection records to the new setting, addressed to their Nominated Safeguarding Children Adviser ( ie Tamsyn Parry)

## Record Keeping

Records are to be kept whenever there are any concerns that might indicate possible abuse or neglect. This includes physical presentations on the child's body, change in moods or behaviour, statements or drawings from the child, and any concerns around parental behaviour or non-attendance.

Records should include specific and objective accounts, the date, year and time of the incident, the name, date of birth and address of the child(ren), action taken, who information has been shared with, and a stated opinion or interpretation of the facts.

## Mobile Phones, Cameras and Tablet/ Computers

Tam's House has policies and procedures in place with regard to the use of mobile phones, cameras, the tablet or computer in the setting and on visits.

## Current Safeguarding Issues

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law of England. Tam's House do not condone practices that are illegal and which are harmful to children. See Prevent Duty policy.

## Safer Recruitment

At Tam's House, it is vital that we adopt recruitment and selection procedures that help deter, detect, and reject people who might harm children, or are otherwise considered unsuitable to work with them.

We are committed to ensuring that all staff are vetted and subject to DBS checks and several followed up references from previous employers. Updated conviction forms are periodically signed.

## Domestic Violence

Seeing, hearing or knowing of a parent being abused is traumatic for children and can have long-term damaging emotional and psychological effects. Wherever Domestic Violence is suspected in a home where a child is resident, we have a duty under Hackney's Corporate Domestic Violence Policy to refer this information to Social Care services.

## Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent.
- A person who is not a parent but has parental responsibility.
- A close relative.
- A Local Authority.

for more than 28 days and where the care is intended to continue. It is a statutory duty for us at Tam's House to inform the Local Authority where we are made aware of a child or young person who may be subject to private fostering arrangements.

## Training

All members of staff will have access to safeguarding training through the Learning Trust at least every two years in line with Ofsted recommendations. We will also, as part of our induction, issue information in relation to our Safeguarding policy and any policy related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers. Any updates to the safeguarding requirements will be made known to staff during staff meetings.

Our Safeguarding Designated Officer will undertake further safeguarding training, which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. This will support both the SDO to be able to better undertake their role and support the setting in ensuring our safeguarding arrangements are robust and achieving better outcomes for the children in our setting.

## Allegations

All staff have a legal responsibility to report concerns about professional conduct of colleagues whose behaviour might harm a child, and to ensure that every allegation against a member of staff is given consistent and fair consideration. *Working Together to Safeguard Children* (2010): 'Everyone shares responsibility for safeguarding and promoting the welfare of children and young people, irrespective of individual roles' (2.1).

All allegations against staff members should be 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. Guidance recommends that most allegations should be thoroughly investigated by the local authority within a month. See *Working Together to Safeguard Children* (2010) for a thorough outline of Allegations Protocols.

An allegation is information or a concern which suggests that an adult working with children and young people has;

- harmed or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she is unsuitable to work with children

Tamsyn Parry (NSCA) should be informed immediately, unless that person is the subject of the allegation in which case it should be reported to the designated alternative Kerrie Bell who is to contact the LADO (0208 3568082) immediately and remove said person from the nursery, until investigation is complete by LADO. Ofsted informed (08456 404 040)

## Child Protection Procedures

If there are concerns a child has been abused or is at risk of serious harm.....

9. Concern is discussed with Tamsyn (NSCA) or Kerrie (deputy in her absence)
10. NSCA discusses concerns with child's parents unless there is concern that this will place the child in further harm
11. NSCA make a referral (both by phone and written within 24 hours) to Hackneys First Response Team  
(0208 3565114 / 5116)
12. Case groups and conferences are attended as required and information is continued to be shared with appropriate professionals to work to support the child and his/her family

## Other Useful Numbers

NSPCC 24 hour helpline: 0808 800 5000

The Learning Trust- Safeguarding in Education Team: 0208 820 7551

## Legislation relating to this policy:

Children Act 1989, 2004

Education Act 1996, 2002 (Section 175)

School Standards and Framework act 1998

Safeguarding Children and Safer Recruitment in Education Guidance DfES 2007 Every Child Matters

Statutory Framework for the Early Years Foundation Stage 2012

Working Together to Safeguard Children 2013