

General Welfare Requirement:

The provider must take necessary steps to safeguard and promote the welfare of children.

Safeguarding Children**Safeguarding Children And Child Protection****Policy statement**

Little Wonders will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is based on both local and international legislations concerning the safeguarding & welfare of children.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe	2.1 Respecting Each Other 2.2 Parents as Partners	3.4 The wider context	4.4 Personal, social and emotional development

Procedures

- *We carry out the following procedures to ensure we meet the requirements of the EYFS & other safeguarding legislations.*

Staff & Volunteers

Little Wonders is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

- *Our designated person who co-ordinates child protection issues is:*
Tamara Tucker 052 6862951
- *Our designated officer who oversees this work is:*

Swati Popat Vats 04 3487195

- *We ensure all staff and parents are made aware of our safeguarding and child protection policies and procedures.*
- *We provide adequate and appropriate staffing resources to meet the needs of the children*
- *We ensure all adults employed by us are 'suitable' and have a police clearance (Good Conduct certificate)*
- *We do not allow volunteer workers in the setting*
- *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.*
- *Visitors during the nursery day are kept to a minimum and only if necessary*

Responding to suspicions of abuse

Little Wonders is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with agencies in accordance with procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2006) and also of Federal Law No. 3 of 2016.

- *We acknowledge that abuse of children can take different forms – physical, emotional and sexual – as well as neglect*
- *When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play*
- *Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with their setting leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file*
- *We refer the concern, when deemed necessary to the Child Protection Centre and report all incidents to the Ministry of Education*
- *We take care not to influence the outcome either through the way we speak to children or by asking questions of children*

Recording Suspicions of abuse and disclosures

- *Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour, deterioration in general wellbeing, unexplained bruising, marks or signs of possible abuse or neglect, that member of staff:*
 - *Listens to the child, offers reassurance and gives assurance that she or he will take action*
 - *Does not question the child*
 - *Makes a written record that forms an objective record of the observation or disclosure that includes:*
 1. *The date and time of the observation and disclosure*
 2. *The exact words spoken by the child as far as is possible*
 3. *The name of the person to whom the concern was reported, with date and time, and;*
 4. *The names of any other person present at the time of the disclosure*
 - *These records are signed and dated and kept in the child's personal file which is kept securely and confidentially*
 - *The staff member should then report their concern to the Nursery Manager (designated person) who will report the matter to the Director. Together they will make the decision as how best to proceed with the matter*
 - *When contacting the Child Protection Centre and the Ministry of Education, the Manager will be responsible for this with the advice of the Director*

Informing Parents

- *Parents are normally the first point of contact*
- *If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except in instances where this may endanger the child*
- *This will usually be the case where the parent is the suspected abuser, in which case, the investigating officers will inform the parents*

Allegations against staff

- *We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse*

- *We respond to any disclosure by children or staff that abuse by a member of staff within the setting, may have taken, or is taking place, by first recording the details of any such alleged incident*
- *Where necessary, any such allegation is reported to the Child Protection Centre & Ministry of Education by the Nursery Manager*
- *We cooperate entirely with any investigation carried out in conjunction with the Police or other agencies*
- *The member of staff will be suspended, on full pay, 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 the children and families throughout this process*

Little Wonders is committed to promoting awareness of child abuse issues through training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

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 guidelines for making referrals*
- *We ensure that all staff know the procedures for reporting and recording their concerns in the setting*

Planning

- *The layout of the rooms allows for constant supervision. No child is left alone with staff in a one to one situation without being visible to others*
- *Each room has CCTV which can be monitored by the management. In the case of an allegation being made, the management will replay the CCTV footage to see what it shows. Sections of the CCTV can be retained providing we are notified within 10 days of the incident occurring.*
- *Staff are only permitted to use their mobile phones during their break time in the kitchen area*

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 positivity and respect for every 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*

Confidentiality

- *All suspicions and investigations are kept confidential and shared only with those who need to know*

Support to families

- *We believe in building trusting and supportive relationships with families and staff in the setting*
- *We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting concerns, providing information, and monitoring of the child through our Parent Handbook and Admission Forms*
- *We will continue to welcome the child and the family whilst the investigations are being made in relation to the alleged abuse*

Legal framework

PRIMARY LEGISLATION

- *Children Act (1989 s.7)*
- *Federal Law no. 3 (2016)*
- *UN Convention for the Rights of the Child (1989)*
- *Working Together to Safeguard Children (2013)*
- *Protection of Children Act (1999)*
- *Data Protection Act (1998)*
- *The Children Act (Every Child Matters) (2004)*
- *Safeguarding Vulnerable Groups Act (2006)*

SECONDARY LEGISLATION

- *Sexual Offences Act (2003)*
- Human Rights Act (1999)
- *Race Relations (Amendment) Act (2000)*
- *Race Relations Act (Amendment) Act (1976) Regulations*
- Equalities Act (2006)
- Data Protection Act (1998) Non Statutory Guidance

Further guidance

- *Working Together to Safeguard Children (revised HMG2006)*
- *What to do if you're worried a child is being abused (HMG2006)*
- *Framework for the Assessment of children in Need and their Families (DoH2000)*
- *The Common Assessment Framework (2006)*
- *Information Sharing, The Practitioners Guide (HMG 2006)*

This policy was adopted at a meeting of Little Wonders Nursery School

Held on: 1st September 2017

Date to be Reviewed: 1st September 2018

Signed on behalf of the Management Committee:

Name of Signatory: Tamara Tucker

Role of Signatory: