



Safeguarding and Child Protection Policy and Procedure

Clowns Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This policy applies to all staff, including senior staff managers, paid staff, volunteers, agency staff, students or anyone working on behalf of Clowns Nursery.

The purpose of this policy is to:

1. Protect the children who use our services.
2. Provide staff members, volunteers, students and visitors with information and guidance to safeguard children.

Clowns Nursery believes that a child should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and to keep them safe. We are committed to practice in a way that protects them.

We recognise that:

1. The welfare of the child is paramount.
2. All children, regardless of age, disability, gender, racial heritage, sexual orientation or religious belief have a right to equal protection from all types of harm or abuse.
3. Some children are additionally vulnerable because of their level of dependency, communication needs or other issues (this links in with our SEND policy 13.4.1). We recognise that some "looked after" children may have suffered abuse in the past or may be more vulnerable to abuse (see **6.1.3**).
4. Working in partnership with children, their parents, carers and other agencies is essential in promoting children's welfare.
5. It is of vital importance that we hold a minimum of 2 contact details for each child in our care, for use in case of emergency.
6. It is essential for the nursery to monitor each child's welfare. On the third day a child is absent from nursery the administration team will contact the family by phone or email to ascertain the reason for absence.

We will seek to keep children safe by:

1. Valuing them, listening to them and respecting them.
2. Adopting child protection practices through procedures and a code of conduct for staff and volunteers.
3. Providing effective management for staff and volunteers through supervision, support and training (all staff will go through mandatory safeguarding training every two years).
4. Sharing information about child protection, good practice with children, parents, staff and volunteers.
5. Sharing concerns with agencies who need to know and involving parents and children appropriately.

It is a condition of registration with Ofsted that Clowns Nursery reports any case of suspected abuse of children to the **Multi Agency Safeguarding Hub** within the borough the child resides, along with notification to OFSTED. To contact a duty social worker out of hours Tracy Landy or her deputy would call 020 8359 2000.

All staff are responsible for reporting any concerns that they may have directly to the Nursery Manager or her deputy. The situation will be discussed, and an agreed plan of action taken. **STAFF MUST NEVER DISCUSS WITH THE PARENT/CARER ANY CONCERNS IN RELATION TO CHILD PROTECTION.**

Referrals of Child Abuse

If a child arrives with injuries, staff should:

- Ensure immediate medical attention is given if necessary.

- If possible, ask the parent / carer how the injuries on the child occurred.
- Use the Clowns Nursery **Record of Pre-existing Injuries form (6.3.2)** and **Body Chart (6.2.3)** to record the injuries, including diagrams, and discussions and explanations given. Staff should have a witness wherever possible.
- Recording of information is vital to ensure we are able to make an appropriate referral to the **Multi Agency Safeguarding Hub – Children’s Social Care Services**. Information should be detailed and clear.
- If the staff member suspects the injuries have been caused by assault or by a failure to protect the child, the staff member must tell the Manager or Deputy who will (without delay) contact the **Multi Agency Safeguarding Hub** within the borough the child resides, along with notification to Ofsted.

Suspicion of Child Abuse

If through conversation or interaction with the child a staff member has cause to suspect physical, sexual or emotional abuse, or neglect of a child in their care, the procedure below must be followed:

- Listen to what the child says. The staff member should be comforting and sympathetic and ensure that the child feels as little responsibility as possible.
- It is vital that the staff member does not make any suggestions to the child regarding how the incident may have happened; therefore, the child must not be questioned except to clarify what he or she has said.
- The staff member should write down exactly what the child says (in their own words) and record which actions are of concern and what the staff member has said in response. The staff member must then sign and date the statement.
- Through observations of the child the practitioner may observe changes in the child’s appearance, demeanour, or clothing, which may suggest a parent’s attempt to change the child’s gender identity.
- The staff member must not make assumptions about whom the allegations may concern. If another member of staff may be involved, then the following procedure would also need to be followed to ensure the safety of the child and other children.
- Inform the member of staff in charge about your suspicion. They will contact the **Multi Agency Safeguarding Hub** within the borough the child resides, along with notification to Ofsted, who will offer advice and support whenever possible, however, they will not be responsible for conducting enquiries into the allegation / suspicion.
- Once a child is referred to Children’s Social Care Services, they will make an assessment of the child’s needs.
- Staff members will consider any additional needs the child may have, such as issues with language or SEN.
- The nursery recognises that children can abuse their peers (peer-on-peer abuse). Our nursery ethos and the support and behaviour of our staff help to minimise this possibility, but should a child make an allegation of abuse of this nature it will be investigated thoroughly. It is expected that both parties, victim and perpetrator, are to be considered ‘at risk’ and will be supported equally whilst investigations are carried out, and the situation dealt with. If serious, the case will be referred to the MASH team.

Subsequent Action

Following a referral, enquiries will be undertaken by Children’s Social Care Services and possibly the police. Staff may be required to provide statements and attend an initial protection conference.

Confidentiality

Need to know basis – all staff need to be aware that child protection monitoring may be in place without their knowledge and must always raise any concerns with Tracy Landy separately.

If it is considered necessary to report the concerns, the Duty Social Worker and/or police child protection officer will discuss the concerns with the family if necessary. This way the nursery can continue to work with the child.

Allegations Made Against a Staff Member

In the event of an allegation being made against a member of staff, the procedure to be followed is listed below:

- The complaints procedure should be followed, and all complaints must be made in writing and addressed to Tracy Landy or the Deputy.
- We have an obligation to contact the **Local Authority Designated Officer** within one working day, who will offer advice, guidance, and help to determine whether the allegation sits within the scope of procedures. This must be done before any investigation is started within the nursery.
- The LADO helps co-ordinate information, sharing with the right people, and will also monitor and track an investigation with the aim of resolving it as quickly as possible.
- The allegations will then be discussed with the member of staff and Clowns Nursery procedure discussed in detail. The member of staff against whom the complaint was made will be suspended from duty until the investigation has been carried out satisfactorily. Depending on the allegation a non-contact position may be found within the nursery, with the staff member being supervised.
- The authorities will then notify us of their findings and a decision would be made by management as to whether the staff member is to be re-instated.

It is important to remember that in the nursery the details of child protection issues are not discussed generally with the staff team. The information is shared on a need to know basis. This ensures that the child is not isolated and that the care parent is confident that the crisis is being dealt with without the staff team discussing their personal business.

All staff must have two references, a doctor's letter deeming them fit both physically and mentally to work with children, and a fully completed clear status DBS check before starting work at the nursery. In addition, Clowns ensures all staff members have signed an annual declaration within which they are to disclose whether they are under any restrictions regarding working with children.

All staff have access to a list of the Regulations and what constitutes a disqualification to enable them to declare honestly and with full knowledge. If something is disclosed, they would then need to apply to Ofsted for a waiver, in order to continue working with children. Whilst awaiting Ofsted's decision the staff member would be placed on supervised duties. If the waiver was not granted, the staff member would be dismissed.

Reporting concerns

If any staff member, student or trainee has concerns about any child with regards to child protection, they must bring their concerns to the attention of Tracy Landy. At this stage, Tracy Landy, with the child's key person, will decide on the seriousness of the situation.

A decision will be made to either observe using our observational sheets or make a referral. If observations are being carried out they should last no longer than four weeks.

Tracy Landy will assess the situation and work in partnership with:

- Local Prevent Co-ordinators
- The Police
- LSCB-Local Safeguarding Children's Board
- Channel Police
- Ofsted

In all cases (apart from sexual abuse) it will be necessary for Tracy Landy to discuss the concerns with the parents and inform them of our actions.

Need to know basis: all staff need to be aware that a Child Protection monitoring may be in place without their knowledge and must always raise any concerns with Tracy Landy separately.

Contact Points

The Department of Education has a dedicated telephone helpline (020 7340 7264). Concerns can also be raised by email to: counter.extremism@education.gsi.gov.uk

Depending on the seriousness of the concern OFSTED should be informed in writing at 'Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD'.

Multi Agency Safeguarding Hub – Barnet 020 8359 4066
Out of Hours 020 8359 2000

Multi Agency Safeguarding Hub – Camden 020 7974 3317
Out of Hours 020 7974 4444

Local Police 020 8209 1212
Emergency Police 999/112

Ofsted 0300 123 1231
Whistleblowing Hotline (8am – 6pm) 0300 123 3155
Email whistleblowing@ofsted.gov.uk

LADO – contact Barnet MASH and ask for the
Local Authority Designated Officer (Shrimatie Bissessar) 020 8359 4528

NSPCC helpline 0800 800 500
Email help@nspcc.org.uk
Report online : <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/report/>

Contact the NSPCC helpline or information service for people who work with children to help find the latest policy, practise, research and news on Child Protection and related subjects.

NSPCC FGM Helpline 0800 028 3550

In the event of a serious infringement around online
safety, the local police would be contacted 020 8209 1212

NB: Where appropriate we will incorporate children's awareness of their own safety within our curriculum.

This policy should be viewed in line with: 7.1.1 Online Safety Policy, 7.2 Mobile Phone Policy, 7.3 Camera and Image Policy.

Any allegations of ICT abuse or other unlawful activity should be reported immediately to the Safeguarding and Child Protection lead practitioner, who will ensure procedures outlined in this Safeguarding and Childcare Protection Policy are followed with immediate effect.

Reviewed September 2020