



SAFEGUARDING POLICY

Objective: This policy is designed to address the rights of both children and parents/carers.

Barney Bear's Nursery will provide an environment that ensures that all children are safe from potential neglect, harm, or abuse. We will respond to all concerns of potential abuse in any way, which respects the child's rights and reinforces the adult's responsibilities to the children. We will take appropriate action in relation to known or suspected abuse.

To Prevent any abuse:

The nursery follows a safer recruitment procedure to ensure all employees have been fully checked and are suitable to work in a children's day nursery, (please refer to our safer recruitment procedure)

All employees will have a full induction being made aware of all our strict policies and procedures on child protection and safeguarding, we also give all staff a safeguarding handbook. All Permanent employees will be subject to a probationary period and will only be made permanent once their six-month probation has successfully come to an end and we are completely satisfied.

There is a designated safeguarding lead. Please see the staff photo board for more details.

All staff attends regular training on safeguarding. Spot checks are carried out with staff's supervisions and will work in line with staff's professional development plan.

No staff member will be left alone for long periods with individual children.

Temporary staff (not employed by Barney Bears), students and volunteers will all have an interview process and induction. They will also be given our company's handbook detailing our policies and procedures and our safeguarding briefing sheet which it is their duty to carry out during their time at the nursery. They must never be left alone with children and will not take any responsibility for any child.

All staff and students must pass a DBS check (a copy of the DBS details must be recorded on the DBS log and held in the office) before they can start working at Barney Bears Nursery.

The categories of abuse are:

- **Physical Abuse** – When someone hurts or harms a child or young person on purpose.
For example; hitting, slapping, kicking, shaking, throwing, poisoning, burning, biting, scratching breaking bones and drowning.
- **Emotional Abuse** – The persistent emotional maltreatment or neglect to cause severe adverse effects on the child's emotional development.
- **Neglect** – The persistent failure to meet a child's basic physical and psychological needs.
- **Sexual Abuse** – When a child is forced or persuaded to take part in sexual activities including child pornography.

REMEMBER PENS!

The procedure for a referral:

Parents/carers will normally be the first point of contact, although suspicions will be referred as appropriate to MASH.

Any concerns and investigations will be kept confidential and shared only with those who need to know.

If you have further concerns or feel your concerns have not been addressed you must follow the borough's escalation process.

Confidentiality and Record keeping:

Whenever worrying changes are observed in a child's behaviour, appearance or condition, a confidential record will be set up.

This record will include:

- Child information Sheet
- Professional Contact Details
- Safeguarding concerns/observations
- Call Logs
- Referrals
- Professional Reports
- Minutes from Meetings
- Minutes from ICPC or Strategy Meeting
- Information Requests (S17/S47)
- MASH Consultation Log
- Other

Such records will be kept in a locked file and will only be accessible to staff which are appropriate.

Designated Safeguarding Lead

A designated safeguarding lead (DSL) is a person that is responsible for overseeing all aspects of safeguarding and child protection within the setting. The DSL acts as the main point of contact for any safeguarding concerns, ensures that policies and procedures are followed and works in partnership with external agencies when necessary. The DSL also provides support to staff, ensures appropriate training is delivered and maintains accurate records of concerns and referrals. The DSL must attend training that is designed for staff caring for children aged 0-5 years old. This training should be through a reliable training company which offers face to face training. This training must be completed every 2 years.

Liaison with other bodies:

If you have concerns of child abuse you would first liaise with the Designated safeguarding lead.

We will operate in accordance with the local authority. Confidential records kept on the children about whom we are concerned about will be shared with the MASH team if we feel that adequate explanations for changes in the child have not been provided.

If we are to report to Social Services, the child's parents/carers may be informed at the same time as the report is made depending on the concerns raised.

The nursery will maintain on-going contact with the MASH team where appropriate, keeping names and numbers of social workers to ensure that we could work together in an emergency.

Supporting families:

The care and safety of the children are paramount and with this in mind, we aim to do all we can to support and work with parents/carers.

Where abuse at home is suspected, we will continue to welcome the child while investigations proceed.

Confidential records held on a child will be shared with the child's parents/carers.

Key person system in place to support the child and family.

Attendance/child absent policy is in place to monitor attendance.

Promoting children's awareness of their own safety:

We will actively promote messages to children about their own safety and protection, such as personal safety, labelling body parts, stranger danger, telling an adult, expressing feelings and good and bad secrets.

Please note:

- **Never be afraid to pass on concerns that you have about a child or young person**
- **You may have vital information that could safeguard a child from harm**
- **You are the eyes and ears that can help safeguard children and young people from harm**
- **If you think a child is in danger and/or at risk of immediate harm you must call 999.**
- **If you are worried about a child even after contacting the Mash team and the child is not in immediate danger, contact the police by calling 101.**

Allegations of a staff member:

The person handling allegation will inform **Local Authority Designated Officer (LADO) Alex Mihiu or Evelyn Millyard 0203 373 3803 / 0203 3736706 (out of hours)** and will ask for immediate advice and request a visit within 24 hours. **Ofsted** needs to be also informed that a complaint has been made **08456 404040**.

Please refer to our allegation against a staff member policy for more information.

Please refer to the 'Working together to safeguard children 2018' on the government website for more information as well as you LSP (Local Safeguarding Partners).

*Our policies and procedures are reviewed annually. Copies are kept in the office and are available to staff and parents when requested.

The above is taking into account any advice from our Local authority and the LSCB. (Working Together to Safeguard Children 2013)

Useful contacts/links:

LADO (Local Authority Designated Officer): Alex Mihiu / Evelyn Millyard
0203 373 3803

Lado@newham.gov.uk

Referrals to be made on the Newham portal.

MASH: 0203 373 4600 (Between the hours of 9-5)

Emergency duty team : 0203 373 4600

Referrals to be made on the Newham portal.

Whistleblowing hotline:

0300 1233 155

whistleblowing@ofsted.gov.uk

[Working Together to Safeguard Children 2018 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[Working Together to Safeguard Children: Statutory framework \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[Keeping children safe | NSPCC](https://www.nspcc.org.uk)

[Worried about a child? \(nspcc.org.uk\)](https://www.nspcc.org.uk)