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| Policy 04 | Review date | November 2017 |
| **Safeguarding Children Policy** |  |

St James’ Cottage Nursery and its entire staff have a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be taken if we have reason to believe that a child in our care is subject to emotional, physical or sexual abuse, neglect or being drawn into Terrorism. St James’ Cottage Nursery is also aware of its responsibilities of Prevent Duty under the Counter-Terrorism and Security Act 2015, we do this by encouraging British Values. See appendix in purple policy folder, all relevant information is stored on the office computer in the Safeguarding folder.

Our primary responsibility is the welfare and well being of all children in our care. As such we believe we have a duty to the children, parents/main carers and staff to act quickly and responsibly in any instance that may come to our attention. We will share information deemed relevant with other childcare providers that your child attends or moves on to.

St James’ Cottage Nursery has a duty to report any suspicions around abuse to Children’s Social Care (local office) whether this stems from allegations against staff, volunteers, carers or the general public. The Children Act 1989 (Section 47(1)) places a duty on Children’s Social Care to investigate such matters. St James’ Cottage Nursery will follow the procedures set out in the Local Safeguarding Children’s Board Guidelines and as such will seek their advice on all steps taken subsequently.

If we are informed by parent/carers, social care or any other agencies of any incidents regarding safeguarding that have occurred to a child outside of the setting which has been formally dealt with. We will document and keep any records securely filed until the child reaches the age of 21.

St James’ Cottage Nursery will notify Ofsted within 14 days if Children’s Social Care are investigating a child protection matter related to the group.

The Designated Safeguarding Lead (DSL) or Deputy (DDSL) will take the lead in dealing with any concerns raised initially, and will then decide whether to take advice from outside agencies such as social care. The manager will be informed of these decisions as they occur. If it is decided to discuss such issues with the parents/carers of the child this staff member will facilitate the discussions (although no discussions will take place if it is believed this would place the child at risk of significant harm).

An allegation of child abuse or neglect could lead to a criminal investigation so staff will not do anything that may jeopardise a police investigation, for example, ask a child leading questions or attempt to investigate the allegations of abuse.

Social care takes the lead role in enquiring about child protection issues related to the child. However, if the allegation is involving a staff member, volunteer or carer the employer retains the responsibility for disciplinary actions.

1. **Physical Abuse**

Action will be taken under this heading if the staff has reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. (see appendix for more detailed definition**)**

**Indicators**

* Bruises, black eyes or injuries that cannot be explained convincingly.
* Untreated or inadequately treated injuries.
* Injuries to parts of the body where accidents are unlikely to happen, such as thighs, back, or abdomen.
* Bruising which looks like hand or finger marks.
* Cigarette burns, human bites.
* Scalds and burns.

This list does not cover every physical abuse indicator. You may see other things in a child’s behaviour that gives you cause for concern.

1. **Sexual Abuse**

Action will be taken under this heading if any staff have witnessed occasions where a child indicated sexual activity through words, play, drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour. (see appendix for more detailed definition**)**

**Indicators**

* Pain, itching, bruising or bleeding in the genital or anal area.
* Genital discharge or urinary tract infections.
* Stomach pains or discomfort walking or sitting.
* Sexually transmitted diseases/pregnancy
* Quiet and withdrawn
* Difficulty concentrating
* Fear or distrust of a particular adult
* Sexually explicit behaviour

This list does not cover every sexual abuse indicator. You may see other things in a child’s behaviour that gives you cause for concern.

1. **Emotional Abuse**

Action will be taken under this heading if any staff have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection. (see appendix for more detailed definition**)**

**Indicators**

* Frequently feel frightened of parent/carer
* Constantly ‘put down’ humiliated or insulted
* Living in a home where there is drug or alcohol misusing parents / carers.
* Living in a home where there is domestic violence.

This list does not cover every indicator of emotional abuse. You may see other things in a child’s behaviour that gives you cause for concern. Remember – that emotional abuse is linked with the other categories of abuse but it can happen on its own.

**4. Neglect**

Action will be taken under this heading if any staff have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child’s health or development, including non-organic failure to thrive. (see appendix for more detailed definition**)**

**Indicators**

* Frequently dirty, hungry or inadequately dressed.
* Left in unsafe situations or without medical attention.
* Left in charge of younger brothers and sisters.
* Underweight and very small for their age.

This list does not cover every indicator of neglect. You may see other things in a child’s behaviour that gives you cause for concern.

**Procedure**

For all safeguarding procedures see following page for details.

**Procedure**

1. Any sign of neglect, emotional, sexual, physical abuse or mark/injury to a child when they come into St James’ Cottage will be recorded by the designated member of staff for safeguarding (DSL) or her Deputy. (Team Leader if DSL/Deputy not present)after discussion with the parent, If for an injury at home the parent will be asked to countersign the Visible Injury form as found in the Welcome Pack.
2. Such discussion will be recorded and the parent/carer will be informed and have access to such records unless it is believed this would place the child at risk of significant harm.
3. If staff have any concerns they will take advice from the either the children’s social care office at Ferndown 01202 877445 or the safeguarding officer for Dorset Early Years Patrick Crawford (01305 221122)
4. If Children’s Social Care have requested a written referral after the initial telephone discussion this needs to be with them in 48hours. We will inform parents of this action unless it is believed this would place the child at risk of significant harm.

**Prevent Duty**

Providers are required to have due regard to prevent people from being drawn into terrorism.

We will do this by encouraging **British values**

* Not unique to Britain
* Universal values of equality
* Helping all children to become compassionate, considerate adults who form part of a fair and equal society.

If you have a concern about radicalisation, extremism or terrorism with regard to any of our families, you need to follow procedures as you would for any safeguarding issues.

* Talk to Designated Safeguarding Lead or Deputy
* Refer to Social Care
* Police 101
* Department for Education dedicated helpline for concerns regarding extremism 020 7340 7264 or non-emergency email counter.extremism@education.gsi.gov.uk

Individual or group may be referred by above agencies to “Channel” a programme that provides support at an early stage within a multi-agency approach.

**Allegations against member of staff or volunteer**

Action will be taken under this heading if allegations of child abuse/neglect are made against a member of staff or volunteer working at the Group.

**Procedure**

Immediately contact your local office of Children’s Social Care. The matter will also be reported to Ofsted and the Local Safeguarding Children Officer Patrick Crawford 01305 221122.

Such discussion will be recorded and the parent /main carer will have access to such records.

The DSL Carol Potter and DDSL Sue Lambert will report the incident to their manager and employer (e.g. Trustee).

The Trustees will need to decide whether to suspend the member of staff/volunteer pending Investigations.

If there appear to be any issues or concerns regarding the circumstances Children’s Social Care will notify the Police.

**Confidentiality**

The aim of this childcare setting is to promote an environment of respect with reference to confidential information relating to the children, families or group users and the groups business (please see our confidentiality policy.) However, if it becomes necessary to disclose information concerning a child and/or member of staff (if the allegation is made against a staff member/volunteer) to an outside agency. Patrick Crawford Safeguarding Officer for Early Years & Children’s Social Care advice will be sought before any action is taken.

We also have a policy about mobile phone/digital image and E-Safety use by staff (see Policy 26 & 27)

**PLEASE NOTE:**

**IF ANY CHILD IS THOUGHT TO BE IN IMMEDIATE DANGER, PRE-SCHOOL/NURSERY STAFF WILL CONTACT CHILDREN’S SOCIAL CARE ON TEL: 01202 877445 AND/OR THE POLICE ON TEL :999 IMMEDIATELY!!!!!**