



BROOK HOUSE NURSERY Ltd

SAFEGUARDING POLICY AND PROCEDURE

Safeguarding children is everyone's responsibility.

'Everyone who works with children... has a responsibility for keeping them safe'. 'No single professional can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.'

'Safeguarding children is the action we take to promote the welfare of children and protect them from harm – it is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.'

Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children March 2015

Brook House Nursery endeavours to provide an environment which ensures that children are safe from potential abuse. This is achieved by:

- 1) Ensuring that all staff/ references are checked by the Manager.
- 2) Ensuring that all staff have been DBS checked.
- 3) Requiring all staff to work for a probationary period.
- 4) Each member of staff is familiar with Government statutory guidance 'Working Together to Safeguard Children' and safeguarding policy and procedures.
- 5) Encouraging staff to attend Multi-Training programmes in Safeguarding which will help them to recognise and respond to suspected abuse of children whether physical, emotional, sexual or neglect.
- 6) Not allowing any unregistered adult to be left alone with a child.
- 7) Staff are made aware that they should report any doubts to the designated person Dominika Tomczyk-Wodnicka or Sophie Weller.
- 8) Ongoing records of children's development are kept so that any significant changes can be noticed.
- 9) Work with parents to support and offer continuity of care for the child.
- 10) Maintain confidentiality
- 11) Mobile phones are not allowed on nursery floor at any time. They are kept in lockers throughout the day and the photographs are only taken with the setting camera with prior agreement with parents

Single Point of Access (SPA)

020 8891 7969

You can contact the SPA on 020 8891 7969 from 8am to 6pm, Monday to Friday,
or 020 8770 5000 out of hours

Types of abuse:

Neglect

Physical Indicators :	Behavioural Indicators:
<ul style="list-style-type: none">• Loss of weight• Unattended medical needs• Persistent hunger• Dirty or smelly• Inappropriate clothing	<ul style="list-style-type: none">• Tired or listless• Frequently absent or late• Constantly asks for food• Self- inflicted wounds• Running away• Child seems happy at the Nursery but not with the parent

Physical Abuse

Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none">• Unexplained bruises(in various stages of healing)• Welts, human bite marks• Unexplained burns or emersion marks• Unexplained fractures• Lacerations or abrasions	<ul style="list-style-type: none">• Changes in behaviour• Aggressive behaviour• Severe tantrums• A don't care attitude• Complaining of soreness• Fear of returning home• Fear of one particular

Sexual Abuse

Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none">• Have soreness or bleeding in throat, anal or genital areas• Frequent urine infections• Stomach pains for no medical reason	<ul style="list-style-type: none">• Continual masturbation• Aggressive and inappropriate sex play• Withdrawal• Isolated• Mistrustful of adults• Becomes hysterical when nappy is changed or clothed removed• Poor sleeping, with nightmares• Sexual language

Emotional Abuse

There are unlikely to be physical symptoms of emotional abuse.

Behavioural indicators
<ul style="list-style-type: none">• Lagging development• Overreaction to mistakes• Sudden speech disorders• Extremes of passivity or aggression• Has few friends• Appears depressed• Seems out of control

Female genital mutilation (FGM)

Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none">• Damage to the genital area and/or adjacent tissues• Pain or difficulty in sitting• Bleeding or infection• Urine retention• Fracture or dislocation as a result of restraint	<ul style="list-style-type: none">• A child may talk about a special procedure or ceremony that is going to take place• Prolonged absence from the setting• Change in behaviour on return• Psychological damage, including depression, anxiety, and sexual dysfunction

Domestic violence and abuse

The cross-government definition of domestic violence and abuse is 'any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Signs which may suggest children are exposed to domestic abuse:
<ul style="list-style-type: none">• Aggressive behaviour• Displaying anti-social behaviour• Acting out their experiences• Suffering from depression or anxiety• Not achieving potential - due to difficulties at home or disruption of moving to and from refuges.

Children who may be particularly vulnerable to abuse:

- Looked after
- Disabled or have special educational needs
- Living in a known domestic abuse situation
- Affected by known parental substance misuse
- Asylum seekers
- Living in temporary accommodation or living transient lifestyles
- Living in chaotic, neglectful and unsupportive home situations
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- Do not have English as a first language
- Having a parent with enduring or untreated mental health problems.

Neglect

Action will be taken under this heading if the staff team have reason to believe that there has been a persistence of 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 healthy development, including non organic failure to thrive.

Physical Abuse

Action will be taken under this heading if the staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or a reasonable suspicion that the injury was inflicted or knowingly not prevented.

Sexual Abuse

Action will be taken under this heading if the staff team 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.

Emotional Abuse

Action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development on a child caused by persistent or severe ill treatment or rejection.

Female genital mutilation (FGM)

Action will be taken under this heading if the staff team have reason to believe that there has been or there is evidence to suggest that female genital mutilation may occur (FGM).

Domestic violence and abuse

Action will be taken under this heading if the staff team have reason to believe that there has been a persistence of domestic violence which results in serious impairment of the child's healthy development.

Procedure to be followed in case of suspected abuse

- The concern will be discussed with the designated person (Aleksandra Knott) or Sophie Weller.
- 'Child Abuse Record' sheet will be filled in
- The designated person will discuss the concern with the child's parent/main carer.
- Such discussions will be recorded and the parent/main carer will have access to such records.
- If there appears to be any query regarding the circumstances, Single Point of Access (SPA) will be notified. Tel number 020 8891 7969
- The information should be followed up in writing within 48 hours.
- The SPA team will work closely with the Initial Response Team and the Family Support Service.

If we are seriously concerned about a child's immediate safety we will dial 999

SPA (You can contact us to request support, or to report a concern about a child or young person)

The SPA is open from 8am to 6pm, Monday to Friday, or 020 8770 5000 out of hours.

Call 020 8891 7969

LADO - A protocol for the management of allegations against adults who work with children **020 8891 7969**

Every Local Authority has a statutory responsibility to have a Designated Officer LADO

Out of hours

- Outside of office hours, weekends and public holidays, the Emergency Duty team should be contacted by phoning 020 8744 2442. However, if you are seriously concerned about a child's immediate safety, always dial 999.

Procedures to be followed in case a child makes a disclosure

- Child makes a disclosure (full, partial, direct or indirect)
- Stay calm and try to control your feelings.

- Maintain eye contact with the child.
- Listen carefully to what the child is saying.
- Do not ask the child any questions.
- Do not prompt the child or put any pressure.
- Use language and communication methods that are appropriate to the child's understanding and developmental level.
- Let the child know that he/she is doing the right thing by telling you what happened.
- Reassure that what happened is not the child's fault and praise the child for being brave.
- Let the child know that you will have to speak about it with someone else.
- Do not promise the child that you will keep a secret.
- Explain to the child what is going to happen next.
- Inform your manager or in her absence your deputy manager about the disclosure.
- Make records of the child's disclosure.
- Manager or deputy manager decides if SPA should be informed.

A member of staff who deals with a disclosure is always encouraged to talk it through with someone involved in the case. Being involved in any kind of abuse might be very upsetting that is why everyone should be given support to deal with their emotions.

We believe that children, apart from being protected by the members of staff and the parents, should know how to be responsible for their own safety. We teach the children how to become more independent and how to deal with a dangerous situation in a variety of ways such as; stories, games, puppets, police visits, theatre etc.

We draw children's attention to the following:

- * Their bodies belong to them and if someone makes them feel uncomfortable they should shout 'no'.
- * What to do if they meet a stranger.
- * What to do if they get lost.
- * The emergency phone numbers.
- * To feel free to talk to us or someone they trust about their worries.

- * The difference between 'good' and 'bad' secrets.
- * How to deal with bullying.
- * Never to answer the door unless an adult is with them.
- * Never accept any presents from a stranger.
- * Always stay with the people you know.
- * They have a right to privacy.

TYPES OF DISCLOSURE OF ABUSE

- * A full disclosure

The child reveals the whole history of abuse including names.

- * A partial disclosure

The child tells only part of the story. He/she may miss the name of the abuser or some other important details.

- * A direct disclosure

The child tells the early years worker what has happened

- * An indirect disclosure

The child might disclose what happened through play.

Policy review date	Name and signature

Safeguarding Policy and Procedure

Contact details

The Royal Borough of Kingston upon Thames

Single Point of Access (SPA)

Telephone: **020 8547 5008**

Secure email spa@rbk.kingston.gov.ukcjsm.net

Email: spa@kingston.gov.uk (this email must not be used for referrals)

Emergency out of hours contact: 020 8770 5000

For child protection concerns in an emergency outside of office hours all day Saturday, Sundays and bank holidays

Local Safeguarding Children's Board (LSCB)

Kingston Local Safeguarding Children Board

Telephone: 020 8547 4655

Email: lscb@rbk.kingston.gov.uk

Early Years Advisory Team

Administration telephone: 020 8547 5215

London Borough of Richmond upon Thames

Single Point of Access (SPA)

Telephone: **020 8891 7969**

Email: spa@richmond.gov.uk

Emergency out of hours contact: 020 8744 2442

For child protection concerns in an emergency outside of office hours, all day Saturday, Sundays and bank holidays

Local Safeguarding Children's Board (LSCB)

Richmond Local Safeguarding Children Board

Telephone: 020 8831 6323

Email: maha.gadher@achievingforchildren.org.uk

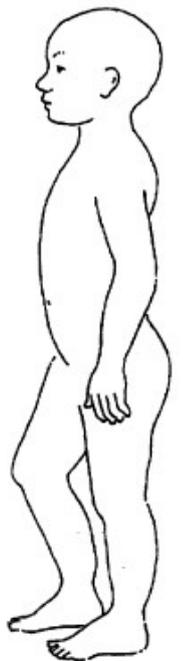
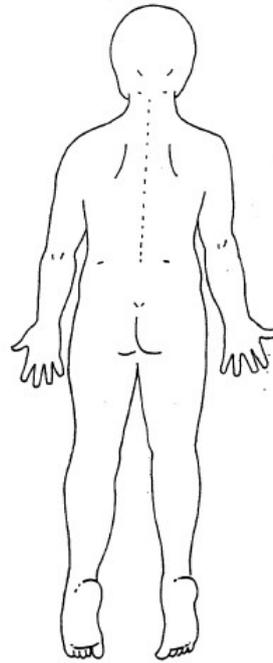
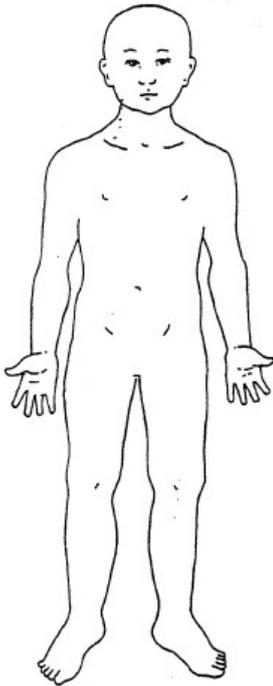
Early Years Advisory Team

Administration telephone: 020 8831 6267

Body maps

Childs name: _____

Date of birth: _____



Name: _____

Signature: _____ Date _____

Safeguarding incident recording form

Date of incident:		Time of incident:	
Staff name/s			
Name(s) of child or children involved	Name:		Date of birth:
	Name:		Date of birth:
Give details of incident:			
Immediate actions			
When and how were parents informed?	How	Details	
	<ol style="list-style-type: none"> 1. Verbally on the day at normal collection time 2. By phone at the time of incident 3. Confirmation in writing within three days 4. Other 		
Which other agencies were informed?			
SPA/Out of Hours Duty Team			Date:
Name:			
Contact number:			
Details of advice given:			
Date followed up in writing:			
Police			
Name:			Date:
Contact number:			
Details of advice given:			
Date followed up in writing:			
Early Years Service			
Name:			Date:
Contact number:			
Details of advice given:			
Date followed up in writing:			
Ofsted			
Name:			Date:
Contact number:			
Details of advice given:			
Date followed up in writing:			
Other			
			Date:

Name: Contact number: Details of advice given: Date followed up in writing:	
How it was dealt with? (Please tick all that apply)	<ol style="list-style-type: none"> 1. Internal assessment (e.g. reviewed risk assessment, or staff deployment resulting from incident) 2. Investigation by Ofsted 3. Investigation by other agencies (please give details)
Give details and attach any reports or correspondence that are relevant	NB: any follow up conversations, phone calls, correspondence, emails etc must include date, time, name of contact and be securely attached to original form.
Action and Outcomes: (Please tick all that apply)	<ol style="list-style-type: none"> 1. Internal actions 2. Actions agreed with Ofsted 3. Changes to conditions of registration 4. Other action taken by Ofsted 5. No action 6. Actions imposed or agreed with other agencies including Early Years and Childcare Team
Please give details:	
Has a copy of this record been shared with parents? YES NO	
Name of recorder: Position: Signature: Date record completed:	
Outcome notified to parents (Within 28 days) Date	YES

Safeguarding record – Chronology

Name of child or adult: _____

Date and time	Name	Comments, records, contacts	Actions required	Date action completed

Safeguarding processes flowchart – Richmond

