

# Green Lane Nursery

45-47 Green Lane, New Malden Surrey

KT3 5BU

Tel: 07804 438981

## SAFEGUARDING POLICY

Our setting will work with children, parents, and the community to ensure welfare, safety, and the protection of all children. The safety and welfare of the children is paramount.

We aim to build an environment in which all children are safe from abuse and neglect. We will respond promptly and appropriately to any concerns.

In our setting we use the document: *Working together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (March 2015)*

### Aim

We aim to carry out this policy by: -

- To promote children's right to be strong and listened to in our setting that encourages the child to develop a positive self image, which includes their languages spoken at home, their religious beliefs, cultural traditions, and home background.
- Promoting the child's right to be strong and listened to by encouraging the child to develop independence and a sense of belonging.
- Helping the child to establish good relationships within their families, with peers, and with other adults.
- Working with parents to build their understanding of, and commitment to, the principles of safeguarding all our children.
- Protecting children from the risk of radicalisation, by promoting British Values and having due regard to the need to prevent people from being drawn into terrorism. We will challenge any extremist views and sign of radicalisation. (See also Duty of Prevent policy)

### Methods

#### Staffing and volunteering

- Our designated person who co-ordinates child protection issues is **Giovanna Hasham**

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- All staff and volunteers will have an 'enhanced disclosure' checks with the Criminal Records Bureau.
- Applicants to work within the Nursery whether voluntary or paid will be interviewed before an appointment is made and will be asked to provide references, which will be followed up.

All appointments (voluntary/paid) will be subject to a probationary period to ensure that the applicant can be safely entrusted with children. During this period health checks will be completed.

- Volunteers will always be supervised.
- We have procedures for recording the details of visitors to the Nursery.
- We take steps to ensure that we have control over who comes into the Nursery and that no unauthorised person has unsupervised access to any of the children.

#### **Responding to suspicions of abuse**

- Abuse of children can take place in different forms - physical, emotional, and sexual as well as neglect.
- When a child is suffering from physical, sexual, or emotional abuse, or neglect, this can come across through the things they say (direct or indirect revelation) or through changes in their appearance, their behaviour, or the way they play.
- When evidence is apparent, the child's key worker makes a record of the details of the concern (s) and discusses what to do with the Nursery Manager. The information is stored on the child's personal file and procedures for next steps are followed - detailed below.
- All staff need to be aware not to influence the outcome through the way they talk to the child or by asking questions.

#### **Allegations against staff**

- We ensure that all parents are aware of our complaints procedure if there is a need to complain about a member of staff/volunteer within the nursery in which an allegation of abuse may need to be included.
- We will follow the guidance of the Area Safeguarding Children Committee when responding to any complaint that a member of staff/volunteer has abused a child.

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- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or it taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's social service department to investigate and we will co-operate entirely with them.
- Our policy will be to interview immediately by the manager (s) of the nursery the member of staff/volunteer who has been accused. The person against who the allegation is made will be informed of the allegation and will immediately be suspended on full pay (where applicable) for the duration of the investigation; to protect the staff as well as children and families throughout the process.

### **Training**

- We will seek out training opportunities for all adults involved in the Nursery to ensure that they are able to recognise the symptoms of possible physical abuse, emotional abuse, sexual abuse, neglect, and FEMALE GENITAL MUTILATION.

We will ensure that all staff know the procedures for reporting/recording their concerns.

### **Planning**

- No child is left alone with staff/volunteers on a one-to-one basis without being visible to others in the room/Nursery.

### **Curriculum**

- Our programme consists of key elements to promote the personal, social, and emotional development of all children, so that they can flourish to be 'strong, resilient and listened to' enabling them to develop a good understanding of why and how to remain safe.
- Within our setting we promote a culture of respect and value for everyone, we have positive regards for all the different cultures from their ethnicity, race, languages spoken at home and social backgrounds, to enable the child to develop appropriately.

### **Disclosures**

When a child makes a disclosure to a member of staff, that member of staff: -

- Listens to the child and gives reassurance that she/he will act.
- The member of staff does not question the child.

### **Recording suspicions of abuse and disclosures**

Staff will make a record of:

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- The child's name and address
- The age of the child
- The date and time of the observation or the disclosure
- An objective record of the observation or the disclosure
- The exact words spoken by the child as far as possible
- The name of the person to whom the concern was reported, with date and time •  
The names of any other person present at the time

These records are signed and dated and kept in the child's personal file.

### **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 where the guidance of the local Area Safeguarding Children Committee does not permit this.

This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform the parents.

### **Confidentiality**

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

### **Support to families**

- The Nursery will take every step in its power to build up a trusting and supportive relationship between families and staff and volunteers in the group.
- The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- Confidential records kept on a child are shared with parents.

### **Liaison with other bodies**

- We intend to work within the Area Safeguarding Children Committee guidelines.
- We have a copy of 'What to do if you are worried a child is being abused'.

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- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.

### **Referral Procedures**

- Disclosure or concern about a child is made to a key worker
- Key worker speaks to the Child Protection Officer (**Giovanna Hasham**) and appropriate notes are made and filed
- CPO will contact SPA (Single Point of Access) on 0208 5475008 - email: [SPA@rbk.kingston.gov.uk](mailto:SPA@rbk.kingston.gov.uk)

### **Other contacts are:**

- Emergency duty team on 0208 7705000
- Safeguarding services at [safeguarding@rbk.kingston.gov.uk](mailto:safeguarding@rbk.kingston.gov.uk)
- LSCB Kingston Local Safeguarding Children Board: [lscb@rbk.kingston.gov.uk](mailto:lscb@rbk.kingston.gov.uk)

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