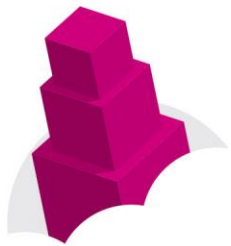




SAFEGUARDING CHILDREN/ CHILD PROTECTION POLICY AND PROCEDURES

Our primary responsibility is the welfare and wellbeing of all children in our care. To safeguard children we comply with the local child protection procedures approved by the Surrey Safeguarding Children Board (SSCB) and make sure that all adults working with and looking after children are able to put the procedures into place and practice. All staff attend the 'what to do if?' child protection training and update this training every three years with the 'what to do if?' update training. All members of staff read the SSCB Procedures manual (available on line <http://sscb.proceduresonline.com.index.html>)



We tell any child protection agency (usually local children's services or the police) previously identified by the Local Safeguarding Children Board (LSCB), without delay, about allegations of abuse.

As a registered provider we must inform Ofsted of any allegations of serious harm or abuse by any person working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere). We must also inform Ofsted of any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. As a registered provider we must inform Ofsted of these allegations as soon as reasonably possible, but at the latest within 14 days of the allegation being made.

Procedure to safeguard children from abuse/neglect

We base the following procedure on the booklet What to do if you are worried a child is being abused. (Download available from www.education.gov.uk search for DfES – 04319-2006)

- Four key processes underpin work with children in need and their families, each of which needs to be carried out effectively in order to achieve improvements in the lives of children in need.





They are assessment, planning, intervention and reviewing (Department of Health, 2002a). At any stage, a referral may be necessary from one agency to another, or received from a member of the public.

- The flow charts at the end of this document illustrate the processes for safeguarding and promoting the welfare and care of children
- From the point that concerns are raised about a child and are referred to as a statutory agency that can take action to safeguard and promote the welfare of the child (flow chart 1)
- Through an initial assessment of the child's situation and what happens after that (flow chart 2)
- Taking urgent action, if necessary (flow chart 3)
- To the strategy discussion, where there are concerns about the child's safety, and beyond that to the child protection conference (flow chart 4)
- What happens after the child protection conference, and the review process (flow chart 5)



Supporting Families

- The school will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.
- Where abuse at home is suspected, the school will continue to welcome the child and family while investigations proceed.
- Confidential records kept on a child will be shared with the child's parents.
- Confidentiality is taken into account when sharing child protection information.
- With the proviso that the care and safety of the child must always be paramount, the school will do all in its power to support and work with the child's family.



Keep Records



- We record statutory information required for each child before their admission. Name(s), address(s), gender, date of birth, name(s) of parents or persons with legal responsibility. This information is updated when necessary by Gemma Mustoe.
- Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child; timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder.
- Such records will be kept in a separate file and will not be accessible to people in the school other than the leader; deputy and person dealing with incidents.
- These records will be passed on to the child's new school, with permission from the child's parents.



Training

All staff/volunteers and students are aware of the following points by reading this policy and the 'What to do if you're worried a child is being abused' booklet:

- Possible signs of abuse
- How to share information and any concerns
- How to respond appropriately and confidentially
- The child protection procedures
- Unsuitable behaviour displayed by other members of staff, volunteers or students.
- How to record pre-existing injuries by accurately describing them.
- Know that they can discuss safeguarding issues with the DCPO or manager when required





- By reviewing this policy staff are reminded and given the confidence to raise safeguarding concerns.

All staff go through an induction process that covers safeguarding children matters, by reading and understanding this policy and being told who the Designated Child Protection Officer (DCPO) is and being aware of not making themselves vulnerable.

All staff have a current CRB (updated every 3 years) and new staff/ volunteers and students who do not have a CRB are not left alone with the children.

All staff attend the 'What to do if?' Training, and are put on the next available course from their start date.



Designated Protection Officer (DCPO)

Our DCPO is Lisa Goodbody (deputy DCPO Gemma Mustoe), they have attended module one and two Safeguarding children foundation training, (which is updated every 2 years) her responsibilities are:

- will be alerted of any safeguarding issues
- to provide advice, support and guidance on an ongoing basis to the staff.
- Sharing information with the staff
- Accessing information and liaising with outside agencies to make sure information is up-to-date
- Collating information when there are concerns regarding a child
- Contacting Surrey North East referral Hub who provide relevant and up-to-date advice and make decisions regarding referrals.
- Regularly reviewing the accident book, incident book and any recorded concerns to monitor and/or identify possible safeguarding children issues
- To ensure the setting meets safeguarding and welfare requirements (section 3 of Statutory Framework for the Early Years Foundation Stage.
- To ensure policies are up to date and in line with SSCB guidance and procedures





Referring Child

If you are not sure whether to refer a child you can get advice from the Surrey North East referral Hub by calling 0300 200 1610. If you are told a referral is required, the information you have can be given and will be regarded as a referral, you should contact:

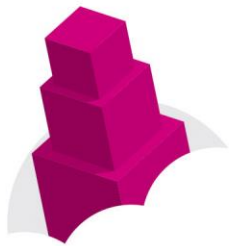
North East referral Hub – Tel: 0300 200 1610

If it is an emergency and/or a child is at immediate risk or significant harm contact the Police. You must confirm referrals in writing, within 48 hours of them being made, using the Multi-Agency Referral Form, including a body map where appropriate. To download the form go to www.surreycc.gov.uk/safeguarding and click on guidance for professionals.

When a referral is made for an investigation you will need to know:

- Details of the concern or allegation
- Name, date of birth and address of the child or young person
- Details of the service or setting being referred, including contact details of the manager on site
- Additional relevant information regarding the child, if possible, for example ethnicity and details of other agencies involved.

Surrey Safeguarding Children Board – 03456 009 009



Respond appropriately to suspicions of abuse

- Children's behaviour/appearances will be investigated.
- We will listen to what children say, and believe them if they say something happened which is worrying or upsetting them.
- If we have a concern about a child we will share these concerns with parents/carers. However, if sharing these concerns put the child at risk of significant or further harm we will seek advice from the deputy manager at Children's Services Referral Hub 0300 200 1610

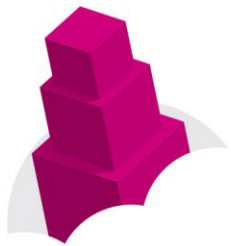




- Parents will normally be the first point of reference, though suspicions will also be referred to the Surrey County Council Local Authority Child Protection Designated Officer (LADO). 0300 200 1006
- If there is a referral made about a child we refer to Social Care Team and tell the LADO so that they can offer us support
- All suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the Principal and DCPO.

Allegations made against a member of staff

If there is an allegation made against a member of staff the following procedures will take place:



- It is essential that the complaint receives prompt, courteous attention and is assured that the complaint will be treated seriously
- The complaint will be investigated by the Principal to ascertain the nature of the complaint
- Where possible the person involved must be treated courteously and professionally. A discipline and grievance procedure will be followed.
- We follow the document Dealing with allegations of abuse against teachers and other staff.

Guidance for staff facing an allegation of child abuse at work is available to download from www.surreycc.gov.uk/safeguarding managing allegations against adults who work with children SSCB Guidance for adults facing allegations.



- Depending on the seriousness and nature of the complaint one or more of the following will be informed within 24 hours. Surrey County Council Local Authority Designated Officer (LADO) by telephoning the Emergency Duty Desk on 0300 123 1006, If there are more allegations after we have spoken to the Surrey County Council LADO, or for more advice, talk to the Early Years and Childcare Service named person for allegations



against adults working with children and young people on:
01372 833826

- LADO's are involved in the management and oversight of individual cases where it is alleged that person working with children (including a volunteer) has: behaved in a way that has harmed a child, or may have harmed a child. Possibly committed a criminal offence against or related to a child, or behaved towards a child or children in a way that indicated s/he is unsuitable to work with children.
- Ofsted will be informed about any allegations of serious harm or abuse by any person looking after children at the premises (whether that allegation related to harm or abuse committed on the premises or elsewhere).
- Ofsted will also be informed about any other abuse, which is alleged to have taken place on the premises, and the action taken in respect to these allegations.
- It is the owners/managers responsibility to gather information where an allegation has been made against a member of staff.
- Ofsted will be told of any allegations within 24 hours(or as soon as reasonably possible) and submit a written report at the latest within 14 days of the allegation being made
- Employers, social services and professional regulators are under legal duty to notify the Independent Safeguarding Authority (ISA), so that individuals who pose a threat to vulnerable groups can be identified and barred from working with these groups.
- If a member of staff is dismissed or removed from working with children because they have harmed a child the manager will inform the ISA. Telling the ISA does not mean the person will be automatically barred from working with children or vulnerable adults.



Disclosure and Barring Service referral Process

Employers, social services and professional regulators are under a legal duty to notify the Disclosure and Barring Service (DBS), so that



individuals who pose a threat to vulnerable groups can be identified and barred from working with these groups. If your setting dismisses or removes a member of staff or volunteer from working with children because they have harmed or may have harmed a child, you have a legal duty to inform the DBS. If the member of staff resigns during an investigation or before they are dismissed, you must still inform the DBS. Telling the DBS does not mean the person will be automatically barred from working with children. A setting which knowingly employs someone who is barred is breaking the law. Contact details for the DBS can be found at the end of this document.

Whistleblowing

Whistleblowing is an important aspect of safeguarding where staff, volunteers and students are encouraged to share genuine concerns about a colleague's behaviour. The behaviour may not be child abuse but they may not be following the code of conduct or could be pushing the boundaries beyond normal limits.



Whistleblowing is very different from a complaint or a grievance. The term whistleblowing generally applies when you are acting as a witness to misconduct that you have seen and that threatens other people or Children.

The Public Interest Disclosure Act 1998, known as the Whistleblowing Act, is intended to promote internal and regulatory disclosures and encourage workplace accountability and self-regulation. The Act protects the public interest by providing a remedy for individuals who suffer workplace reprisal for raising a genuine concern, whether it is a concern about child safeguarding and welfare systems, financial malpractice, danger, illegality, or other wrongdoing.

The statutory guidance from the DfE Working Together to Safeguard Children 2010, makes it clear that all organisations that provide services for, or work with children must have appropriate whistleblowing procedures. They must also have a culture that enables concerns about safeguarding and promoting the welfare of children to be addressed by the organisation. The concern may relate to something that is happening now, has happened in the past or that you think could happen in the future.

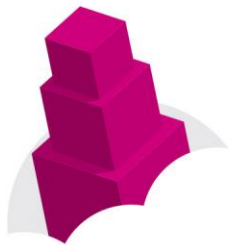




All staff, volunteers and students should be aware of, and follow, the whistleblowing policy and procedures.

The Public Interest Disclosure Act 1998 protects workers who 'blow the whistle' about wrongdoing. It applies where a worker has a reasonable belief that their disclosure tends to show one or more of the following offences or breaches:

- a criminal offence;
- the breach of a legal obligation;
- a miscarriage of justice;
- a danger to the health and safety of any individual;
- damage to the environment; or
- deliberate covering up of information tending to show any of the above.



Little Gems Montessori Nursery strongly supports measures which protect whistleblowers from any form of victimisation. We have a procedure to ensure that concerns are dealt with effectively and efficiently and will do all that they can to preserve the confidentiality of workers who raise such concerns.

Staff who genuinely believe that people they work with are behaving in a way that seems wrong or have a serious concern about an aspect of service will be doing their duty and acting in the public interest by speaking out.

How to raise a concern

The procedure seeks to encourage and enable individuals to disclose information through appropriate channels first, rather than going directly to an outside person or body. As a first step, concerns should normally be raised with Gemma Mustoe. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of any wrongdoing. Staff can raise concerns with (local authority or SEYC or Committee) as a third option.





Concerns may be raised verbally or in writing. Staff who wish to make a written report are advised to set out the background and history of the concern, giving names, dates and places, where possible, and the reasons for making the disclosure. This will make the investigation easier to complete.

Although a member of staff is not expected to prove beyond doubt the truth of the allegation, they will need to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred, is occurring or is likely to occur.

The Company will respond to any concerns raised. In order to protect a member of staff who raises a concern and those accused of wrongdoing, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

Concerns or allegations which fall within the scope of specific procedures (for example, conduct or discrimination issues) will normally be referred for consideration under those procedures.

Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted. Staff will be told how the Company proposes to deal with a concern within ten working days of the concern being brought to the Company's attention.



Confidentiality

All concerns will be treated with confidence and every effort will be made not to reveal a staff member's identity, if they so wish. However, while making all reasonable efforts to maintain the confidentiality of the matter as a whole, at a certain stage in the investigation it will be necessary to make the origin of the complaint known to the person or persons the allegations concern. All concerns raised within the remit of this procedure will be assessed to determine if the confidentiality extends to withholding the name of the complainant. There shall be a substantial reason for doing so, such as a real risk of personal harm. Complainants should be aware however, that their identity may be revealed by inference.





Untrue allegations

The Company accepts that deciding to report a concern can be very difficult and uncomfortable.

If a member of staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against him/her. If, however, a member of staff makes an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.

Who can give advice?

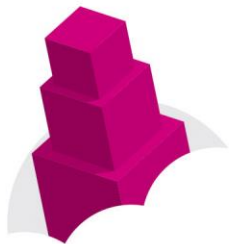
Public Concern at Work (Whistleblowing charity)

tel: 020 7404 6609 or email helpline@pcaw.co.uk

Ofsted Whistleblower Hotline (Monday to Friday 8am to 6pm)

Tel: 0300 123 3155 or email whistleblowing@ofsted.gov.uk

Post: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD



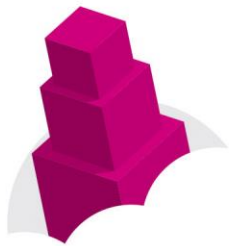
Social networking :

- staff, volunteers and students must not access social network sights while on the premises
- we help employees draw a line between their private and professional live
- We comply with the law on discrimination, data protection and protecting the health of employees
- staff are clear about how disciplinary and sanctions will be applied
- All staff, volunteers and students read, signed and understood your social networking policy.
- children and young people are not able to access internet without a teacher therefore they cannot be exposed to unsuitable material on the internet in your setting.
- We ensure that any films or material shown to the children or young people are age appropriate.
- staff are aware that it is not considered appropriate to engage in personal online communication with children, young people, parents or carers





- all staff, volunteers and students aware that they must not post anything onto social networking sites such as Facebook that might damage the setting's reputation.
- Disciplinary sanctions are in place to deal with social network abuse
- staff report concerns to the manager
- All are staff familiar with our bullying and harassment policy
- All staff, volunteers and students aware that accessing, making and storing indecent images of children is illegal
- All staff aware that IT equipment belonging to the setting should not be used to access adult pornography or that personal equipment containing these images should not be brought into the setting.



Please note where indecent images of children or other unsuitable material are found it is important that you do not investigate the matter or evaluate the material, as this may lead to evidence being contaminated which in itself can lead to a criminal prosecution. You must inform the police and the following as soon as possible:

North East Referral Hub

Tel: 0300 123 1610

LADO team

Tel: 0300 200 1006

Secure email address: masm.dutydesk@surreycc.gcsx.gov.uk

EYCS Named person

North East/North West/South West – 01372 833826

Ofsted: Tel: 0300 123 1231

Use of Mobile phones

- Staff and volunteers must only use their mobile phones in the kitchen or office during lunch time, unless permission has been sought from the manager.
- staff (and all adults) are aware of the need to protect children from harm





- all staff have a clear understanding of what constitutes the misuse of mobile phones and know how to minimise the risk
- all staff are vigilant and alert to any potential warning signs of the misuse of mobile phones
- staff are aware that they are responsible for their own behaviour regarding the use of mobile phones and should avoid putting themselves into compromising situations, which could be misinterpreted and lead to potential allegations
- staff are aware of the need for professional boundaries and understand clear guidance regarding the acceptable use of mobile phones.
- staff aware of the importance of reporting concerns immediately and report to Gemma Mustoe.



- Staff are aware that the recording, taking and sharing of images, video and audio on any mobile phone is not permitted unless it is authorised by Gemma Mustoe who will make sure that it is monitored and recorded
- all mobile phone use is open to scrutiny and Gemma Mustoe can withdraw or restrict authorisation at anytime
- staff must not use mobile phones in the toilets, changing areas, and nappy changing area.
- personal belongings are to be stored in the kitchen.
- Staff are aware that they are responsible for their own belongings and should make sure that their mobile phones is security marked, password protected and insured. No liability for loss or damage will be accepted by the setting.
- All individuals such as parents, visitors and contractors are made aware that mobile phones should not be used in designated areas by having signs. We have an alternative area away from the children where calls can be made or taken in the hallway or outside.



- staff are aware that under no circumstances should mobile phone cameras be used to take photos without prior explicit written consent from the setting



- staff are aware that they should not use their own personal mobile phone to contact parents or children except in the event of an emergency
- all individuals who bring mobile phones into your setting need to make sure they do not hold inappropriate or illegal content

Setting landline

- The landline telephone is connected and working at all times, unless circumstances are beyond your control. If there is a power cut the phones will not work, therefore the managers mobile will be used.

Cameras



- All staff have access to the setting cameras
- The camera is stored in the office
- all individuals are aware that they cannot take photographs, video or audio recordings in your setting without prior explicit written consent from the setting
- Gemma Mustoe uploads and prints the photos
- photos cannot be taken in changing areas and toilets
- all parents must sign the setting permission forms for the setting to take photos of all children that are captured in the image and permission is sort to use these images on the schools website.

The Data Protection Act requires all businesses to notify the Information Commissioner's Office (ICO) unless exempt. Notification is necessary if you are processing personal information electronically for the provision of childcare. If, in your work, you store personal details about other people on your computer or any digital format including smartphones and photos of children in your care using a digital camera, you will probably need to notify the Information Commissioner's Office (ICO) that you are a "data controller" for data protection purposes. For further information go to ICO at <http://www.ico.gov.uk/> or contact 01625 545740





Guidance on Using images of children: Photographs, videos, websites and webcams is available to download from the Surrey Safeguarding Board (SSCB) www.surreycc.gov.uk/safeguarding

Contact details

Children's Services Referral Hub (concerns about a child or young person)

North East 0300 123 1610

Surrey LADO (Allegations against adults working with children and young people)

Tel: 0300 200 1006

Select option 4. Safeguarding Children Unit. Select option 3 LADO



EYCS named person (allegations against adults working with children and young people)

North East/West/South West 01372 833826

EYCS Recruitment and Retention Advisor

Tel: 01372 833900

Workforcedevelopment@surreycc.gov.uk

EYCS Workforce Development Advisor

Tel: 01372 833900

Workforcedevelopment@surreycc.gov.uk

Ofsted

Piccadilly Gate, Store Street, Manchester. M1 2WD

Helpline: 0300 123 1231

To report an allegation against a member of staff or volunteer

Tel: 0300 1234 666



Ofsted Whistleblowing Hotline

Tel: 0300 123 3155

www.ofsted.gov.uk



Public concern at work (PCaW Whistleblowing charity)
Tel: 0207404 6609
helpline@pcaw.co.uk

Disclosure and Barring Service
Tel: 0870 90 80 81
www.gov.uk/dbs
customerservices@dbs.gsi.gov.uk

Information Commissioners Office
Tel: 01625 545740
www.ico.gov.uk



Useful resources and websites

The following are available at eycspractitioners@surreycc.gov.uk
Safe Working Practice guidance
E-Safety Policy guidance
Recruitment and retention guidance and checklist

Tri.x (Information on parental responsibility)
<http://trixresources.proceduresonline.com/>

Working Together to Safeguard Children 2013
Available to download from www.education.gov.uk search DCSF-00305-210

Surrey Safeguarding Children Board manual of child protection guidelines
Available online at <http://sscb.proceduresonline.com/index.html>

Surrey Safeguarding Children Board
www.surreycc.gov.uk/safeguarding



Advisory, Conciliation and Arbitration Service (ACAS)
www.acas.org.uk



NSPCC
www.nspcc.org.uk

