Hunsdon House Nursery School

Safeguarding Children and Child Protection Policies and Procedures

Child protection is taken very seriously. We aim to create a nursery school environment where children are safe from abuse and in which any suspicion of abuse is promptly and appropriately dealt with in accordance with best practice and relevant regulations and guidance.

Georgia Angeleri is the 'Designated Person' responsible for issues relating to the safeguarding of children and has up-to-date ‘Specialist Safeguarding’ training from the Oxfordshire Safeguarding Children Board (OSCB), as well as ‘Designated Lead - Safeguarding’ also from the OSCB.

Printed copies of this policy are available to parents upon request.

Recruitment

It will be made clear to staff applying for posts within the Nursery School that the position is exempt from provisions of the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

All staff appointments will be subject to a probationary period and will not be confirmed unless Hunsdon House is completely confident that the applicant can be safely entrusted with children.

Every staff member will be required to have an enhanced DBS check and undergo safeguarding training, including Prevent Duty.

Reporting Concerns

Any concerns relating to safeguarding should be reported to the Designated Person (Georgia Angeleri) immediately (or in her absence, Helle Angeleri – Headteacher).

Hunsdon House communicates regularly with the Oxfordshire Safeguarding Children Board, and immediately whenever an allegation or disclosure of abuse is made.

Staff must be fully aware of the Hunsdon House's Safeguarding Policy and procedures for reporting and recording worries, concerns or incidents.

We ensure that all parents at Hunsdon House know how to make a complaint about a staff member or volunteer in the setting, including any allegation of abuse.

We follow the guidance of the Oxfordshire Safeguarding Children Board when responding to any complaint relating to safeguarding, including any allegation that a staff member or volunteer has harmed a child or may have caused a child harm.

We respond to any concern relating to the welfare of a child by first recording the details of the concern.

Where it is considered that a child has suffered or is likely to suffer significant harm or that a member of staff has behaved in a way which has or may have harmed a child, has possibly committed a criminal offence related to a child or has behaved in a way which indicates that he or she would pose a risk of harm to children, we then refer the matter immediately to the LADO at the Oxfordshire Safeguarding Children Board. We will then co-operate entirely with any investigation carried out by Social Services and/or the police.

All staff are required to inform the Head Teacher immediately if a member of their family or child in their care is undergoing an investigation by Social Services or if their child or step-child is placed on a Child Protection Register or is the subject of a Child Protection Plan.

Disciplinary Action

If an allegation is made against a member of staff or a volunteer which relates to safeguarding, it may be appropriate to suspend them (on full pay, if applicable) for the duration of any investigation. Suspension does not indicate that a finding has been made that the alleged incident has taken place, but it is intended to allow a full investigation to be conducted and to protect the staff member or volunteer as well as children and families throughout the process.

Where a member of staff or a volunteer is dismissed from the setting or internally disciplined (or resigns in circumstances where they might otherwise have been dismissed or internally disciplined) because they have harmed or pose a risk of harm to a child or have received a caution or conviction for a relevant offence, we make a referral to the Disclosure and Barring Service.

Training

All staff are required to undertake Safeguarding Training with the Oxfordshire Safeguarding Children Board and Prevent duty training via the Home Office portal. This training is updated at least every two or three years, depending on the type of course the staff member needs. Temporary and voluntary staff will be made aware of our Safeguarding policy, and undergo a comprehensive induction (including Safeguarding training) from the Designated Safeguarding Lead.

We ensure that OSCB safeguarding staff training keeps individuals and the staff team up-to-date with Department for Education expectations including, but not exclusively:

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| * Allegations
 | * Sexting
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| * Child Sexual Exploitation (CSE)
 | * Peer on Peer
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| * Female Genital Mutilation (FGM)
 | * Online Safety
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| * Prevent Duty
 | * Whistleblowing
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| * Honour Based Violence
 | * Special Educational Needs
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| * Forced Marriage
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Preventing Harm to Children

Children will be supervised at all times and never left with anyone who is not DBS-checked. At Hunsdon House we create a culture of value and respect for every individual and aim to ensure that children know they will be always be listened to.

Any changes in children's behaviour, appearance or physical condition which could be a cause for concern will be reported to the Designated Lead Person and dealt with appropriately.

Child Abuse as a Form of Significant Harm

Any children can be abused anywhere at any time. Children with special needs are especially vulnerable. Children can be abused by anyone - adults or other children.

What is child abuse? It takes many forms, for example:

Physical abuse: When children are hurt or injured by others, for example by hitting, shaking or squeezing.

Sexual abuse: When children are used by others to meet their own sexual needs. This might include sexual activity involving the child or showing the children pornographic material on videos or the internet.

Emotional abuse: When children are persistently denied love and affection. Children will suffer if they are shouted at, made to feel stupid, used as scapegoats or live in a violent environment.

Neglect: Where no one meets a child's basic needs for food, warmth, protection, education and care, including health care.

Recognising the different kinds of child abuse - a checklist:

Physical Abuse

* Unexplained injuries, bruises or marks
* Fear, watchfulness, over-anxiety to please
* Small, round burns or bite marks
* Frequent absences from nursery

Sexual Abuse

* Comments about sexual activity
* Sexual knowledge or comments which are not what you would expect from a child. Sexual behaviour which is not what you would expect from a child
* Unexpected reaction or fear or wariness to people
* Repeated urinary or genital infections
* Sexually transmitted diseases

Emotional Abuse

* Withdrawn, anxious behaviour, lack of self-confidence
* Self-harm and eating disorders
* Demanding or attention-seeking behaviour
* Unwillingness to communicate
* Repetitive, nervous behaviour such as rocking

Neglect

* The child's clothes are often dirty, scruffy or unsuitable for the weather
* No-one seeks medical help when the child is ill or hurt
* The child has poor hygiene (smelly, dirty)
* The child is left alone with unsuitable carers
* The child is thin, pale, lacking in energy
* The child has lots of accidents
* The child is exposed to risks or dangers, such as the home being unsafe or drugs or needles being left around.

Other signs of Abuse

The signs of abuse are varied. However, they may include:

* Disclosures by the child
* Unexplained bruises, burns, broken bones and cuts
* Unexplained changes in behaviour
* A child presenting as hungry, dirty, inappropriately clothed
* Sexually transmitted diseases, infections, genital trauma

Confidentiality

Any suspicion or investigation will be kept strictly confidential and shared only on a need-to-know basis, save that nothing will prevent Hunsdon House from complying with any legal obligation or best practice guidance or from reporting any concerns to an external body where it is considered appropriate to do so.

How Disclosures by a Child are Dealt With:

Where a child makes any disclosure to a member of staff, that member of staff:

- listens to the child and gives reassurance that he or she will take action

- does not ask questions

- makes an accurate record of:

 - the child's name, age, date and time of the observation and disclosure

 - the disclosure made by the child, using the exact child's words

 - the name of the person to whom the disclosure was made with date,

 - time and the names of any other people present at the time

Dealing with Concerns about Safeguarding

Where a concern arises in relation to the safeguarding of a specific child, that child's parents are normally the first point of contact, unless it is not considered appropriate to inform them of the concern before seeking guidance from and external agency.

Any person having concern for the welfare of a child should at once raise the matter with the Designated Person. The Designated Person will, having regard to any guidance from external bodies, take such action as seems appropriate to minimise any further risk to the child.

Accurate records will be kept of all matters relating to the concern and all records will be treated as highly confidential and kept locked in a separate file. Hunsdon House operates in accordance with the local authority guidelines. We will inform OFSTED of any serious harm and abuse as soon as reasonably practicable and in any event within 14 days

If abuse at home is suspected Hunsdon House will continue to welcome the child and family while investigations proceed as appropriate. The care and safety of the child must always be paramount and Hunsdon House will support and work with the family of any child at the nursery school.

The Head Teacher of Hunsdon House recognises that staff involved in a child protection issue will find it distressing and will endeavour to offer support and guidance accordingly.

In the event that someone arrives to collect a child who the nursery school deems is in an unfit state to take charge of the child the nursery school may, with the Head Teacher's permission, keep the child at school until an alternative collection arrangement can be made.

The Use of Telephones and Cameras

Hunsdon House allows staff to bring in personal mobile telephones and devices for their own use but must ensure that these are left inside their bag throughout contact time with the children. Staff bringing devices into the nursery school must ensure there is no inappropriate or illegal content on the device. The Headteacher reserves the right to check the image contents of a member of staff's mobile phone should there being any cause for concern over the inappropriate use of it. Mobile phone calls may only be taken in a staff members' own time and in an area where children are not present.

If staff have a personal emergency, they are free to use the setting's telephone or make a call from their mobile phone in an area where children are not present.

During group outings nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only.

Cameras

Photographs taken for the purpose of recording a child or a group of children participating in activities or celebrating their achievements is an effective form of recording their progress in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care. Only the designated nursery cameras may be used to take photographs within the setting or on outings. Under no circumstances may staff use personal mobile phones or personal cameras in the nursery.

All staff are responsible for the location of the cameras. Cameras must be locked away at the end of each day. Images taken and stored on the camera must be downloaded regularly and deleted from the camera's memory card.

Policy and Procedures

All staff must be fully aware of the Hunsdon House Safeguarding Policy and procedures for reporting and recording worries, concerns or incidents.

Contacts

Oxfordshire's Multi Agency Safeguarding Hub (MASH) is now (from November 2014) the first point of contact for children's safeguarding across the County.

www.oxfordshire.gov.uk/cms/content/safeguarding-hub

If you have an immediate concern about a child, please call the MASH on 0345 0507666

Additional contacts are displayed in the kitchen area behind the door to the Wooden Room, these are updated regularly. Numbers to note:

Local Community Support Service (LCSS) – 0345 2412705 or LCSS.Central@oxfordshire.gov.uk

Out of hours team - 0800 833408

Police Child Abuse Investigation Unit - 01865 335200

Oxfordshire Safeguarding Children Board:

Main Number - 01865 815843

Referral forms are found on www.oscb.org.uk under Professionals - Making a referral

Safeguarding Children - Child Protection Statement

Every child has the right to be safe.

Hunsdon House's primary responsibility is protecting the safety and wellbeing of every child in its care and the welfare of each child is paramount.

All those who come into contact with children and families in their everyday work, including people who do not have a specific role in child protection, have a duty to safeguard and promote the welfare of children.

We aim to create an environment in which the children are safe from abuse and in which suspicion of abuse is promptly and appropriately responded to in line with the relevant statutory obligations and government guidance.

Designated Person

Georgia Angeleri is the designated person responsible for issues relating to the safeguarding of children. The designated person is responsible for:

* Monitoring and recording concerns about the well-being of a child
* Making referrals to the Local Authority
* Liaising with other agencies
* Ensuring all staff and volunteers have relevant training

Staff

All staff, including students and volunteers working within the nursery school are encouraged to listen carefully to what the children say and to observe any changes in their appearance or behaviour which may result from abuse or neglect.

Safeguarding Training Monitoring

Georgia Angeleri - Designated Person – OSCB Specialist Training and OSCB Designated Lead training.

Helle Angeleri – OSCB Generalist Training

Catherine Draisey – OSCB Generalist Training

Hongmei Harvey - OSCB Generalist Training

Rosie Bosse Chitty – OSCB Generalist Training

*See Central Record for dates of training and when each one needs renewing.*