

The Bosco Centre	
Policy:	Safeguarding Children Policy and Child Protection
Applies to:	Nursery
Reviewed:	September 2019
Next Review:	September 2020

Statement of intent

Bosco is a unique place that provides a range of services for young people. We are committed to providing a safe and caring environment where we nurture and develop all of our young people. Our safeguarding and child protection policy describes our Bosco wide procedures, and should be read in conjunction with this policy.

This document describes the additional measures we have in place to ensure the safety of our very young children and how we aim to give them the very best start in life.

Our safeguarding policy complies with Southwark Early Years Foundation Stage and Ofsted guidance.

Aims:

Our aims are to:

- Create an environment in our nursery which encourages children to develop a positive self image, regardless of race, language, religion, culture or home background.
- To help children to establish and sustain satisfying relationships within their families, with peers and with other adults.
- Encourage children to develop a sense of autonomy and independence, and making them aware of inappropriate approaches.
- Work with parents to build their understanding of and commitment to the welfare of all our children.

At Bosco we must obtain the necessary information from our parents in advance of a child starting our nursery. Before a child starts at the Bosco Nursery, parents/carers are requested to complete an entry profile giving us specific information about their child (see Entry Profile).

We must have a completed emergency contact form with

- Child's full name
- Mother's full name
- Home address
- Home telephone number
- Parent's work telephone numbers
- Parent's mobile telephone numbers
- Two emergency contact details with: Name of contact, relationship to the child, contact telephone number and password for collection purposes.

Parents are requested to sign and give permission for Bosco staff to seek medical attention in case of emergency e.g. ambulance, hospital treatment.

Liaison with other bodies

- We work within the Southwark Safeguarding Children Partnership (SSCP) guidelines.
 - We have a copy of the SSCP guidelines available for staff and parents to see.
 - We notify the registration authority (Ofsted) without delay, of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of any allegations.
 - We have procedures for contacting the local authority on protection issues, including maintaining a list of names, addresses and telephone numbers of our Local Authority Designated Officer (LADO).
 - Refer to the booklet “Working Together to Safeguard Children”.

Staff and volunteers

- All staff and volunteers have a responsibility to report concerns they have about a child.
- Our named person who co-ordinates safeguarding children issues is **Leigh Tucker, Nursery Manager**
- **Darren Coghlan (Principal)** along with Leigh Tucker, is responsible for ensuring all staff receives up to date training on safeguarding children issues through induction training and regular access to training courses.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- All staff must sign in and out of the staff register at the main reception when entering and leaving; staff arrives 15 minutes before the start of the day. All staff and students must telephone first thing in the morning to notify us, if they will not be attending that day. Appropriate cover will be made.
- Volunteers and students are **not** left to work unsupervised with children.
- Staff and students are always aware of the whereabouts of other people and children in the Nursery building.
- We have procedures for recording the details of visitors to the nursery. All visitors sign in and out of our visitor’s book at the main reception and all visitors are to wear a visitor’s badge.
- We have a secure building to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children.
- We only allow children to leave our nursery with individual named parents or to an authorised person that parents have given permission to.
- Parents must telephone us prior to someone different picking up their child. All staff are notified.
- Staff members board is updated when new staff or students are working in our nursery. We use updated photographs with staff names for parents/carers to see.
- All staff are aware of and will maintain privacy and confidentiality at all times

Recruitment of staff:

This comes under the umbrella of the Bosco Centre recruitment of staff, led by the Principal/Senior Management Team

- Applicants for posts within the nursery are informed of the need to carry out checks before posts can be confirmed. Where applicants are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and police checks for staff/students and volunteers. We conduct enhanced DBS checks and all newly recruited and current staff/students and volunteers will need to be registered with DBS.
- We request references from past employers
- We request full employment history
- Proof of qualifications gained and appropriate qualifications.
- An interview will take place with appropriate person's e.g. Principal, manager, members of the management committee etc.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.

Training

We seek out training opportunities for all staff involved in the nursery to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. All staff have access to the referral process and contact details of all child protection services and LADO. Children's Social Care will be recorded on the Interagency Referral Form (CAF), with copies sent securely to Children's Social Care. CAF is the single referral form to either or both Children's Social Care or Early Help Service. We ensure that all staff know and follow the procedures for reporting and recording their concerns in the nursery.

All staff members should have up to date training which is run by Southwark on a regular basis.

Planning

The layout of the rooms and outdoor area allows for constant supervision.

Staff/volunteers are not left unsupervised in the baby changing room, toilet or anywhere else inside or outside the Nursery Building.

Curriculum

- We introduce key elements of child protection into our EYFS curriculum, so that children can develop understanding of why and how to keep safe.
- We create within the nursery a culture of value and respect for the individual.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.
- Activities and experiences help children to keep safe e.g. role play, stories, persona dolls, expression and emotion games etc.
- Reading stories and poems about everyday events to help children focus on who they can trust and how to keep safe.
- We provide daily information to parents/carers about the type of activities that are provided for the children each day.
- On our parent's information board a copy of the daily routines are provided.

- On going update of food and drinks provided for the children is displayed in each room.

Outings and local walks

During a child's stay at our nursery, they may take part in outings or locality walks; before they do this our nursery must obtain the following:

- Parental permission
- Obtain authorization from nursery manager before booking a trip.
- Manager/deputy and room leaders must carry out a full risk assessment which sometimes may include a risk assessment from the place they may be visiting e.g. Local farm, a week before going.
- Staff may wish to do a pre visit before trip.
- Staff will complete an Trip arrangement form which includes: event, room/group, adult: child ratio, group size, date attending, time, venue, transport arrangements, travel route, preparation, name of children attending and name of staff attending.
- Room leaders will take essential records such as contact telephone numbers for the parents of children on the outing. They will also take a First aid kit, nursery mobile phone, change of children clothing and Children's medication
- All children will wear a Nursery contact details hi vis vest.
- Records will be kept about vehicle that may be used to transport children to and from the venue, insurance details and a list of named drivers will also be kept. All drivers will have a full DBS check.

Premises and security

Security of our premises, both indoors and outdoors, complies with Southwark and Ofsted guidelines. We want our children and parents/carers to feel safe and secure during their stay with us.

Our nursery outdoor area has high, secure perimeter fencing; a security gate with cameras and an intercom system. Our outdoor area is a particular feature of the nursery being some 520 square metres in area, with an extensive safety surfacing including an awning which allows us to create an all weather playground with added safety protection for all children of all age and stage. All equipment is of correct age and stage.

All windows and doors are fitted with secure locks and are always maintained to be in good working condition. All low level glass in windows and doors is suitable safety glass.

CCTV cameras are fitted in each room and cover all aspects of our outdoor area.

Visitors must sign in and out of our visitor's book at the main reception, with visitors wearing a visitor's badge. Visitors are never left unattended with children. All parents entering and leaving the nursery must sign their children's room register.

Risk assessment of inside and outside of the nursery are completed once per week.

Daily hazard assessments are completed for each room, every morning afternoon and evening.

Children's records

At Bosco we complete and obtain individual records, records of achievement, learning Journey books etc. These are available for parents to see, however a written request is required for personal files on the children and we must take into account data protection rules when disclosing records that refer to third parties.

Record of Attendance

Each day the Nursery staff will complete attendance registers for all sessions; this allows constant checks on absence and constant lateness. Nursery Admin officer will also complete a daily register for the attendance of all staff and NVQ students.

The role of the lead person for safeguarding children

Our designated lead person is the Nursery Manager Leigh Tucker. The role of the lead person is to:

- be responsible for leading the whole team in relation to safeguarding.
- maintains up to date knowledge and understanding of safeguarding
- identifies appropriate support and supervision
- provides support and advice to all staff/students and volunteers and promotes confidence in safeguarding matters.
- carry out on going monitoring of the standard of professional practice.
- access key safeguarding resources for the setting, in particular materials produced by Southwark Safeguarding Children Board.
- ensure staff are aware and are familiar to Southwark Safeguarding Children Board protocols. The protocols can be found in SSCB Joint Services Protocol guidance booklets, London Child Protection Procedures Book or www.southwark.gov.uk/safeguardingchildren
- Ensure that each staff member including volunteers are aware of our safeguarding procedures.
- Ensure all staff/students and volunteers receive an appropriate and thorough induction prior to working in the nursery
- Ensure Health and Safety policies are in place, including administration of medication, first aid, recording of accidents, Ill or infectious children, risk assessments, late collection of children, lost child, non collection of a child, fire evacuation procedure etc.
- Ensure that all students and volunteers are supervised at all times.
- Ensure an effective key person system is in place
- Maintain consistent staffing and care standards for all children
- Maintain that safeguarding of children and their parents/carers is a central focus.
- Provide appropriate support to all staff/students and volunteers with regard to the emotional impact that child abuse or neglect may have upon them.
- Ensure that identified training and development plans are implemented.
- Review and update our safeguarding policy every year or upon receiving key findings from local, National inquiries or new instructions. Making sure all parents/carers as well as all staff are informed of any changes.
- During periods of absence due to annual leave, sickness, training, decisions will be finalised by **Darren Coghlan**.
- Should an allegation be made against the lead person, the person to be contacted will be **Darren Coghlan**.

Disclosures

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

- Offers reassurance to the child
- Listens to the child
- Gives reassurance that she or he will take action
- The member of staff does not question the child

Recording suspicions of abuse and disclosures

Staff make a record of:

- The child's name
- The child's address
- The age of the child
- The date and time of the observation or the disclosure
- An objective record of the observation or disclosure
- The exact words spoken by the child
- 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.

Staff should respond appropriately to any:

- Significant changes in children's behaviour
- Deterioration in their general well-being
- Unexplained bruising, marks or signs of possible abuse
- Signs of neglect
- Comments children make which give cause for concern.
- Changes to staff behaviour

These records are signed and dated and kept in a separate confidential file. All members of staff know the procedures for recording and reporting.

Allegations against Staff

Ofsted will be informed of any allegations of serious harm or abuse by any person working within the Bosco Nursery (Whether that allegation relates to harm or abuse committed on the premises or elsewhere), and of the actions taken in respect of these allegations. Ofsted will be informed immediately or as soon as is reasonably practical, but at the latest within 14 days of the allegations being made.

When a child makes an allegation of abuse about a member of staff, the person receiving the allegation must take it seriously and deal with it by informing either the Nursery Manager, Leigh Tucker (if the allegation is not about that person) or the Principal Darren Coghlan. Failure to do so may result in disciplinary action.

WHAT TO DO WHEN AN ALLEGATION IS MADE

The following action will be taken:

- The member of staff against whom the allegation is made should immediately be suspended.
- Ofsted should be notified immediately.
- Immediate Contact should be made to Children's Social Care.
- No discussions are to be held at this stage with the member of staff concerned.

- Ofsted and Children's Social Care will advise further on the action that Bosco should now take with regard to the member of staff. Local Authority Designated Officer (LADO) will support the setting with Allegations.
- Bosco may talk to the member of staff concerned but should not discuss the matter with the child until Ofsted and the Children's Social Care give the go-ahead.
- Depending on the outcome of these investigations the Disciplinary Procedure will be followed.
- If the allegation relates to the Nursery Manager the next most senior member of staff must follow the procedure listed above. They may also seek support from the Principal
- Confidentiality should be maintained throughout this matter, in order that any subsequent investigation is not prejudiced.

The role of Local Authority Designated Officer (LADO):

**The Local Authority Designated Officer is:
Caroline Muller: 0207 525 3295**

The role of LADO is set out in the HM Government guidance: Working Together to Safeguard Children (2013)

Appendix 5 outlines the procedure for managing allegations against people who work with children, for example, those in position of trust.

The LADO works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed a child
- Possibly committed a criminal offence against children, or related to a child
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegations through to the conclusion of the case.

They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.

The LADO help co-ordinate information-sharing with the right people and will monitor and track any investigation, with the aim to resolve it as quickly as possible.

Nursery staff

- Cannot promise total confidentiality to children since they must inform the Nursery Manager, who will in turn be required to involve other authorities.
- Must make a written note of the allegation/concerns including a note of anyone else witnessing the incident.

- Ensure witnesses make a record; these will be signed and dated.
- Write all records as soon as possible to ensure maximum accuracy and the exact phrases of the child recorded if possible.
- In the case of suspicions or allegations of abuse against a child attending the Bosco Nursery which involve members of staff being received by a person outside the group e.g. social worker, Police, parent, relative or family friend, then the Nursery Manager or Director should be informed as soon as possible who will immediately follow the above procedure.
- The person to who the allegation has been made may already have contacted Ofsted and/or the Children's Social Care in the event of a third party hearing the allegation

The Bosco Nursery should:

- Obtain details of the allegation in writing, signed and dated by the person who received the allegation (not the child)
- Record any information about times, dates, locations and names of potential witnesses.
- Establish whether Ofsted and the Children's Social Care team have been informed about the allegation.
- Follow the main procedure outlined above.
- Following completion of the investigation by Ofsted and the Children's social Care Team there will be five possible courses of action:

Criminal Ofsted and Children's Social Care will decide if there sufficient evidence to carry forward a prosecution of the member and if so will involve the police directly.

Disciplinary Ofsted and the Children's Social Care team may determine that there is not sufficient evidence to press a criminal prosecution, but there may nevertheless be issues which require that disciplinary action is taken via Bosco disciplinary guidelines.

Training The investigations may indicate that the allegation was unfounded but the case may well have shown that there are issues of training and performance amongst staff which need to be dealt with by additional staff training.

Safeguarding Children There may be other outstanding Safeguarding Children issues which do not involve the member of staff concerned but which Ofsted and Children's Social Care team deem need to be dealt with via Safeguarding Children procedures.

Unfounded Where the allegation has been found to be without basis Ofsted and the Children's Social Care team will write to Bosco summarising the outcome of the investigation.

RECORDS Where an allegation has been found to be unfounded a summary of the allegation and subsequent Investigation should be kept on Bosco confidential Safeguarding Children file and staff file. Where Disciplinary action has been taken; however, documents relating to the investigation should be retained, together with a written record of the investigation, on the member of staff's personal and confidential file.

Other Parents In the event of other parents becoming aware of the situation before a conclusion has been reached, they will all be given full copies of our Safeguarding Children Policy, our Allegations Policy and our Privacy Policy. The importance of the matter being taken through the official channels will be re-

iterated and explained. At the conclusion of any situation the parents will be informed of the outcome and the actions taken or to be taken.

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 SSCB does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the SSCB.

Support to families

- The nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- The nursery continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the SSCB.
- With the provision that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

Complaints to Ofsted

As our nursery is registered with Ofsted, if you have a concern that you feel we are unable to assist you with, they can be contacted at:

Email:

Enquires@ofsted.gov.uk
Telephone: 0300 123 1231

Write to:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Ofsted department	UK phone number
General enquiries	0300 123 1231

Schools helpline

0300 123 4234

Emergency contact number

0300 123 4666