



# Berkshire Healthcare

## NHS Foundation Trust

### **NURSERY CHILD PROTECTION POLICY**

*Linked to the Berkshire Healthcare NHS Foundation Trust and Nursery Safeguarding Policies*

This policy should be read in conjunction with Berkshire Local Safeguarding Children Boards Child Protection Procedures. The procedures are available at <http://proceduresonline.com/berks/>

Whilst the nursery understands that this is a sensitive area, the children in our care must remain our top priority at all times.

**Safeguarding and child protection is everybody's responsibility at all times.**

Child Protection is about protecting children who may be at risk of significant harm with procedures and steps to implement to ensure they are safeguarded.

Child protection is provided by the Local Authority Children's Social Care in the area where the child is normally resident and which offers support for families whose children are in need of support, guidance or intervention to promote their welfare and upbringing.

### **GUIDELINES FOR STAFF**

#### **Non-mobile bruising protocol for children**

ALL staff must follow the Berkshire child protection procedures online and refer to the protocol for bruising in non-independently mobile children. This is for any bruises or suspicious marks on a child who is non-mobile. The safeguarding children named professional on duty can be contacted to support staff with the protocol 9am – 5pm Monday to Friday.

#### **Referrals of child abuse**

**If a child arrives at nursery with injuries staff should.**

1. Seek immediate medical attention if necessary.
2. Ask the parent/guardian how the injuries occurred
3. Refer the parent to the manager/deputy or senior member of staff on duty to complete a Home Incident Form this is an important record of events and must be written as explained by the parent in their own terminology and description
4. The nursery manager/ deputy or senior member of staff on duty or Designated Safeguarding Lead for the nursery must be informed immediately. Should they be unavailable please inform any of the Safeguarding Children Team for BHFT, full details are at the end of this policy. They will then make a written record of observations and explanations given. The recording of details is to ensure that full and clear information is obtained in order to be able

to make an appropriate referral to the Children and Families Team. This may be immediate or in the future and this record may therefore be required as evidence.

If staff suspect that the injuries have been caused by assault or by failure to protect the child, they have a responsibility to inform the manager/deputy or senior member of staff on duty immediately. That person has a duty to contact, without delay the Duty Social Worker in line with the local authority's procedures or Out Of Hours Emergency Duty Team for Berkshire, these numbers are at the end of this policy. The manager/deputy or senior member of staff on duty should also contact the BHFT Safeguarding Team, Lee Owen-Macleod, Allison Rees and Ofsted who will offer support and advice wherever possible, the contact numbers are at the end of this policy.

5. Where the concern is not felt to be urgent and does not require an immediate referral please follow the Local Authority's process.
6. Where it is considered that a family require either singular or multi agency support an Early Help Assessment (EHA) will be carried out. The Early Help Assessment has replaced the Common Assessment Framework (CAF) and will involve either a Team around the Child (TAC) or a Team around the Family (TAF). An EHA is not used if practitioners have any safeguarding concerns.

### **Staff should be aware of signs of possible abuse or neglect**

- significant changes in children's behaviour
- deterioration in children's general well-being
- unexplained bruising, marks or signs of possible abuse or neglect
- children's comments which give cause for concern
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home and/or
- inappropriate behaviour displayed by other members of staff, or any other person working with children. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of the usual role and responsibilities or inappropriate sharing of images

### **Peer on peer abuse**

Staff work closely with parents to ensure children are kept safe whilst at the nursery. This includes when they are around their peers.

All staff should be aware that safeguarding issues can be identified via peer-on-peer abuse; and that children are capable of abusing their peers.

Examples of peer abuse are bullying, gender issues within groups of boys and girls, inappropriate or harmful sexualised play or persistent biting of a targeted child.

Should an allegation of abuse be made against another child all children involved will be treated as being "at risk". Where there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm, the allegation will be referred to children's social care.

The concern may indicate that one or more of the children concerned would benefit from additional support by local agencies. Any incident that raises concerns regarding peer abuse will be documented on an Incident form and shared with parents. This includes when a child has caused harm to another child, and it is not considered as accidental.

Subject to the advice of the Children's Services, parents are informed of the allegation as soon as possible.

### **Female Genital Mutilation**

Female Genital Mutilation (FGM) includes any mutilation of a female's genitals, including the partial or total removal of the external genitalia for perceived cultural or other non-medical reasons. It was made illegal in the UK in 1985; the most recent law covering this area is the Female Genital Mutilation Act 2003. Should any staff member suspect that a child has been subject to FGM or suspects that the child is at risk of FGM, they must notify the manager in charge immediately. The manager in charge will contact children's social care and provide information and take action as required.

### **Recognising the signs of abuse and neglect of children who have special educational needs and/or disabilities**

Children with special educational needs/disability are children first and foremost and deserve the same rights and protection as other children. Safeguarding children with special educational needs/disability, demands a greater awareness of their vulnerability, individuality and particular needs. A child can be considered to be disabled if he or she has significant problems with communication, comprehension, vision, hearing or physical functioning (Children Act 1989). Many factors can make a child with special educational needs/disability, more vulnerable to abuse than a non-disabled child of the same age and people caring for them need to be alert to the signs and symptoms of abuse. Where there are concerns, a referral should be made to children's social care.

Children with special educational needs/disabilities are more vulnerable because they might

- Have fewer outside contacts than other children.
- Receive intimate care from a considerable number of carers, which may increase the risk of exposure to abusive behaviour and make it more difficult to set and maintain physical boundaries.
- Have an impaired capacity to resist or avoid abuse.
- Have communication difficulties that may make it difficult to tell others what is happening.
- Be inhibited about complaining for fear of losing services;
- Be especially vulnerable to bullying and intimidation
- Be more vulnerable than other children to abuse by their peers.
- Some adult abusers may target disabled children in the belief that they are less likely to be detected.
- Signs and indicators of abuse can be inappropriately attributed to disability.

Where there are communication impairments or special educational needs, particular attention should be paid to the communications needs of the child to ascertain the child's perception of events and his or her wishes and feelings.

## **Suspicion of abuse**

If, through conversation or other contact with the child you have cause to suspect physical, sexual or emotional abuse or neglect of a child in your care you should.

1. Listen to what the child says. Be comforting and sympathetic. Ensure that the child feels as little responsibility as possible.
2. It is particularly important not to make any suggestions to the child regarding how the incident may have happened, therefore do not question the child except to clarify what he/she is saying.
3. Write down exactly what the child says or the actions that concern you and what you have said in response. Sign and date this information.
4. Do not make assumptions about who the allegation might concern. If a member of staff may be involved appropriate steps must be taken to ensure the safety of the child and the other children and the Trust Disciplinary Policy and Procedure should be followed.
5. Inform the manager/deputy or senior member of staff on duty of your suspicions. That person then has a duty to follow the Local Authority's process without delay. The BHFT Safeguarding Team, Lee Owen-Macleod and Allison Rees should also be informed. All telephone numbers required are at the end of this policy.
6. Where the concern is not felt to be urgent and does not require an immediate referral, please follow the local authority's process
7. Once a child is referred to Social Services they will make an assessment of the child's needs.

## **The Child Protection Link Person (CPLP) is:**

Jack In The Box – Carly Byrne, Nursery Manager

Kiddies' Cabin – Leigh Kelly, Nursery Manager

Little Dragons - Rebecca Croft, Nursery Manager

These senior members of staff have attended appropriate training to carry out the role of the CPLP. They are responsible for linking with the appropriate contacts and ensuring that all appropriate documentation is collated i.e. written report on any concerns or allegations.

If your concerns are about any of the named persons i.e. manager/deputy, senior member of staff on duty or Designated Safeguarding Lead then you must follow the Berkshire Healthcare NHS Foundation Trust procedures as stated on page 4 and seek further advice.

The BHFT nurseries regularly consider the training and development needs of all staff. Staff will be continually updated and assessed as to their knowledge of and procedures linked to child abuse and allegations, the CPLP carries out competency tests on all staff.

## **Subsequent Action**

Following such a referral, Social Services and possibly the Police will undertake enquiries. Staff may be required to provide statements and attend an initial Child Protection Conference.

The manager will work in partnership with the parents/guardians to inform them of any concerns and the action to be taken.

Due to the sensitive nature of the subject, the manager must be aware of their own safety whilst informing parents/guardians of their actions. To ensure that they are never left on their own with parents/guardians they should be accompanied by another senior member of staff at all times.

The Nursery Manager should contact a Health Safety & Security Management Specialist on 07825 281939 to inform her of the situation and ask for advice. Please also contact any of the Safeguarding Children Team for BHFT, full details are at the end of this policy.

Following advice from the Social Services Duty Team or Ofsted parents/guardians will not be informed of actions to be taken by the manager/ Designated Safeguarding Lead if it is felt that the child/children will be at risk of significant harm as a result.

### **Confidentiality**

The nursery has the right to share any information regarding child protection or safeguarding concerns with other childcare professionals although advice should be sought from the Safeguarding Person on duty or any member of the Safeguarding Children Team before doing so. All information will be treated in confidence and will remain confidential.

### **Allegation against a staff member or volunteer**

**Any allegation made against a staff member will be referred to Children's Services**

1. Members of staff have a responsibility to be aware of and maintain good personal and professional boundaries. Any member of staff who hears about or observes a situation in which a child may have suffered significant harm should firstly determine whether the child is in need of emergency medical attention. If so, this should be sought immediately and directly from the appropriate services and the parents informed.
2. The member of staff should clarify what is being said constitutes an allegation of abuse or possible abuse (but should not closely question the child or third party).
3. The manager/deputy or senior member of staff on duty should be informed without delay and provide a written report by the following working day, (if made by a child exact words must be used).
4. The staff member about whom the allegation is made will be supported throughout (once the manager/deputy or senior member of staff on duty has a full understanding and information of the allegation made). The following individuals must be notified - BHFT Safeguarding Children Team, Lee Owen-Macleod, Allison Rees and HR. Paid suspension may follow if advised by Children Services.
5. If it is clear from the initial information that a child has suffered serious harm or alleged abuse the manager/deputy or senior member of staff should contact the **Local Authority Designated Officer (LADO)**, who works within Children's Services to make an initial assessment about whether there is sufficient substance to warrant an investigation, and at what level.
6. Where reasonably practical to do so, the parents of the child who has suffered serious harm or alleged abuse will be notified immediately and be informed of any case progression.
7. The contact details for the **Local Authority Designated Officer (LADO)** for each nursery are at the end of this policy. Should you be unable to contact this person please follow the Local Authority's Process, telephone numbers are at the end of this policy.

8. In the event of an emergency or if you are unable to contact the LADO contact the police directly by dialling 999 and inform the LADO as soon as possible afterwards. You will need to confirm the content of the referral in writing to both the LADO and the police by the following working day.
9. If an investigation is deemed necessary, it will be instigated and coordinated by the Social Services Department.
10. At all times confidentiality must be maintained and information shared on a need-to-know basis.
11. Where an employer becomes aware of relevant information that may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of children.
12. Ofsted must be informed of any allegations of serious harm or abuse by any person working or looking after children on the nursery premises (whether the 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 these allegations. Ofsted must be informed as soon as is reasonably practical but at the latest within 14 days of the allegation being made. Ofsted should be informed by the manager/deputy or senior member of staff on duty.
13. BHFT has a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed because they have harmed a child or put a child at risk of harm.

Staff are expected to disclose any convictions, cautions, disqualifications, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at Jack In The Box, Kiddies' Cabin or Little Dragons Nursery).

#### Disqualification by association

This includes information regarding disqualification for anyone living or working in the same house as the member of staff (details of any order, determination, conviction, or other ground for disqualification from registration under the Childcare (Disqualification) Regulations 2009).

Failure to provide the nursery with the correct accurate information may result in a member of staff being disqualified and the nursery will not continue to employ them (3.1 – 3.18 *Statutory Framework for the Early Years Foundation Stage 2014*).

Staff are required to complete a DBS declaration form regarding the above every three months or sooner if required.

#### Use of photographic/video equipment used by staff

Written consent to take and use images of children will be obtained prior to the taking of photographs and or video footage. At the paperwork visit, parents/carers will be made aware of when, where and how the images may be used to give their informed consent.

#### Use of mobile phone, camera and other electronic devices with imaging and sharing capabilities

We have a separate policy which refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, laptops, webcams, mobile telephones, tablets, and any recording devices including smartwatches.

## **Social Networking**

No information to be shared about the working environment or its users is to be placed on any personal social networking site, all staff must be aware that these actions will have consequences.

## **LADO, internet links and further sources of information**

### **LADO contact details**

Jack In The Box – Dawn Lisles 07927 681858

[LADO@sloughchildrenfirst.co.uk](mailto:LADO@sloughchildrenfirst.co.uk)

Kiddies' Cabin - 0208 8917370 or 07774 332675

[LADO@achievingforchildren.org.uk](mailto:LADO@achievingforchildren.org.uk)

Little Dragons - 0118 937 2684 [LADO@brighterfuturesforchildren.org](mailto:LADO@brighterfuturesforchildren.org)

Sarah Rae and Sue Darby share the LADO role.

Berkshire Safeguarding procedures <http://proceduresonline.com/berks>

**Please also refer to the following Berkshire Healthcare NHS Foundation Trust's policies located on the Trust's intranet site;**

[CCR072 Safeguarding and Promoting the Wellbeing of Children](#)

[ORG013 Raising Issues of Concern](#)

**Please also refer to the following;**

Allegations Management Early Years advice which can be located at

<http://proceduresonline.com/berks> along with all child protection procedures for Berkshire.

Safeguarding Vulnerable Groups Act 2006 - [Available to download](#)

### **Internet Links**

[www.ceop.gov.uk](http://www.ceop.gov.uk)

[www.childline.org.uk](http://www.childline.org.uk)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.ceop.gov.uk/reportabuse/index.asp](http://www.ceop.gov.uk/reportabuse/index.asp)



## **Useful telephone numbers**

Safeguarding Children Team for BHFT between Mon-Fri 9am-5pm 07771 381369  
Heather Owoo 07827 978419

Specialist Practitioner for Domestic Abuse – Sue Carrington 07900 167416

Designated Doctor for Child Protection (BHFT) – Louise Watson  
01753 636611

Prevent Lead - Gemma Nunn 07342 062471

Lee Owen-Macleod, Nursery Area Manager - 07557 207429

Allison Rees, Head of Operations, BHFT Facilities – 07775 518380

Ofsted helpline: 0300 123 1231 / 0300 123 4234

NSPCC helpline: 0808 800 5000

ChildLine: 0800 1111

Thames Valley Police emergency: 999

Thames Valley Police non-emergency: 101

**Out Of Hours Emergency Duty Team for Berkshire: 01344 351999.** Daytime Admin Line number is 01344 355050

## **Slough Borough Council**

Slough Children's Services, Mon-Fri 9am-5pm: 01753 875362.  
[sloughchildren.referrals@scstrust.co.uk](mailto:sloughchildren.referrals@scstrust.co.uk)

[Multi-Agency-Referral-Form.docx \(live.com\)](#)

## **Royal Borough of Windsor and Maidenhead (Achieving For Children)**

Single Point of Access (SPA)

MASH team: 01628 683150. [MASH@achievingforchildren.org.uk](mailto:MASH@achievingforchildren.org.uk)

[Safeguarding](#) and [Single Point of Access referral form.](#)

## **Reading (Brighter Futures For Children)**

The Children's Single Point of Access is how to raise a concern about a child (pre-birth to 18 years old) in Reading, including safeguarding and child protection. 0118 9373641

[Berkshire West Safeguarding Partnership](#)

[Complete a children's single point of access referral form](#)