



Linskill Nursery

Linskill Nursery Safeguarding Policy

This Policy complies with the Working Together to Safeguard Children document which provides guidelines on how to safeguard and promote the welfare of children and young people in accordance with the Children Act 1989 and the Children Act 2004.

Linskill has x 3 designated Safe Guarding officers:

Louise Cervantes
Debra Dunn
Rachel Pygal

Ofsted summarises safe guarding as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

In order to provide the above, Linskill Nursery has produced the following policy to ensure the safeguarding of all children within the care of the nursery. When this policy refers to 'staff' it includes and applies to all paid staff, volunteers and individuals working for the organisation, who have direct contact with children within the Linskill Nursery. This policy supports the procedures set out by North Tyneside Local Safeguarding Children's Board (LSCB). Contact details for Front Door can be found at the end of policy. They can also be found in the nursery office and on the information board in the corridor leading to the nursery

Items within this policy will:

- ensure safe practice is executed regarding recruitment by checking the suitability of staff and volunteers to work with children in Linskill Nursery.
- ensure that all staff have appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities. They will receive induction training which will include information about emergency evacuation procedures, safeguarding, child protection, the centre's equality

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The Linskill Centre, Linskill Terrace, North Shields, Tyne and Wear, NE30 2AY

T 0191 257 8000 E nursey@linskill.org W www.linskill-nursery.org

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- policy, and health and safety issues. Managers will support staff to access on-going training needs through performance and development appraisals.
- create an environment where children can learn and develop in safety in line with Ofsted's ratio regulations which are displayed in the Nursery Handbook and Deployment Policy.
- will raise awareness of safeguarding children issues and help children develop the skills needed to keep themselves safe
- ensure staff are aware of the procedures for identifying and reporting cases, or suspected cases, of abuse
- make sure staff know how to support children who have been abused in accordance with his/her agreed safeguarding children plan

By following the 'best practice' guidelines on recruitment selection, Linskill Nursery will:

- ensure that the most suitable person for the post is appointed. The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them 'substantial, unsupervised access on a sustained or regular basis' to children must declare all previous convictions. In all cases where this requirement applies, and where there is any doubt as to the application of the requirements to a specific post Linskill Nursery will ensure that an Enhanced Criminal Disclosure is obtained from the Criminal Records Bureau prior to the member of staff commencing duties involving access to children. This will include any temporary support staff and volunteers.
- Ensure that people looking after children are suitable to fulfil the requirements of their roles we have effective systems in place to ensure that our staff and any other person who is likely to have regular contact with children (including working on the premises), are suitable. Best practice is to obtain two references of suitability (along with a current DBS), whilst one reference and a current DBS are acceptable.
- Providers must also meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service (DBS) where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

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- Linskill Nursery does not allow people whose suitability has not been checked to have unsupervised contact with children being cared for. DBS checks issued
- within the last three years from previous/current employers are accepted whilst awaiting to obtain a DBS check through the Linskill organisation), Linskill Nursery will ensure that because of day to day contact with children, Linskill Nursery staff are trained to recognise signs of possible abuse.

Staff will therefore:

- be informed of the provisions of this policy and the procedures to follow during their induction period
- be encouraged to establish and maintain an environment where children feel safe and secure, able to talk freely, and are taken seriously.
- provide opportunities in the development and education of children to be aware of how to stay safe.
- receive appropriate support and training to underpin their work.
- develop and implement safeguarding procedures as suggested by North Tyneside Local Safeguarding Children's Board to ensure a quick and effective response to concerns about the physical, sexual or emotional abuse of children including neglect.

Although it is the responsibility of all staff to be alert to signs of actual or suspected abuse, the designated safe guarding person should be informed immediately of any concerns, the designated person will then implement a referral to the Front Door Service in North Tyneside if deemed necessary.

The Local Authority Designated Officer (LADO) contact number is: 0191 6437315

Linskill Nursery undertake to work with and to follow the procedures set out by the Local Safeguarding Children Board, North Tyneside Front Door Service and to take account of guidance issued by the Department for Education and Skills to:

- Maintain an environment where children feel secure, are encouraged to talk and be listened to, by highlighting to children that staff are approachable and will listen to them if they are worried.



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- Include opportunities in the activities planned for children to develop the skills they need to recognise and stay safe in all activities.
- Ensure we have several designated people for safeguarding children who have received appropriate training and support for the role, including the Early Help Assessment process training.
- Ensure every member of staff is aware of the designated people responsible for safeguarding children and understands their role.
- Provide training to all staff to ensure that they understand their responsibilities in being alert to the signs of abuse and responsibilities for reporting any concerns to the designated people responsible for safeguarding children
- Ensure that parents/carers have an understanding of the responsibility placed on Linskill Nursery and staff for child protection, by highlighting our safeguarding children policy through the Nursery Handbook.
- Develop effective links with relevant agencies and co-operate with their enquiries regarding child protection matters including attending case conferences where necessary.
- Use Early Help Assessment to record concerns about children.
- Ensure all records are kept securely in a locked location.

Follow procedures where an allegation is made against a member of staff. Including informing Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere) within 14 days.

- Ensure safe recruitment policies and procedures are followed at all times.
- Staff will follow the Mobile Phone and Camera Policy at all times. (see Mobile Phone and Camera Policy).
- Promote an ethos where each child is valued as an individual and cared for and stimulated in a safe child centric environment.
- This policy will be reviewed at regular intervals to ensure it reflects emerging good practice and legislative requirements.



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Ensure staff are trained to recognise peer on peer abuse. This occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18. 'Peer-on-peer' abuse can relate to various forms of abuse (not just sexual abuse and exploitation), and crucially it does not capture the fact that the behaviour in question is harmful to the child perpetrator as well as the victim.

Allegations against a staff member

If the complaint or allegation is made to a staff member they must immediately inform the Nursery Manager who will in turn inform the General Manager.

If the Nursery Manager and/or General Manager decide that the complaint falls within the Safeguarding category the member of staff complained about will be told that an allegation has been made. The staff member, however, must not be told the details of the complaint at this stage. The member of staff will then be assigned duties that do not involve contact with children

The Chief Executive and the Nursery Development Manager will decide whether a suspension without prejudice is warranted. If so, and as soon as practical after the complaint, the Chief Executive will carry out the suspension.

The Trust will then follow the agreed disciplinary Procedure

- The Nursery Manager will contact the Front Door Service, as soon as possible. Front Door Service will contact Ofsted to inform them of the referral and any subsequent investigations and actions.
- Under no circumstances must the member of staff against whom the complaint/allegation has been made be allowed to care for children.
- Under no circumstances must staff interrogate the child or push for an explanation.
- If someone other than the parent/carer has made the complaint then the parent/carer must be informed as soon as possible and invited to return to the Nursery to discuss the matter.



- Parent/carers will need to be reassured and supported throughout the whole
- process of the subsequent investigation. A named person will be designated at the start of the investigation as the parent/carer single point of contact for ease of communication. It will be this persons responsibility to keep the parent/carer informed of the process and progress of the investigation and to ensure that the needs of the parent/carers are taken into account when meetings are arranged etc.

In cases where there are specific child protection concerns about a child who may be at risk of significant harm it must be referred to the relevant authority.

All permanent and contracted staff working in Linskill Nursery have a good understanding of safeguarding concerns and will undertake training and update relevant training.

Staff are also required to; recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to any child, respond appropriately to disclosure by a child of abuse and respond appropriately to allegations against staff, other adults, and against themselves.

Unreported absent children

A child having unexplained/unreported absence from nursery with unsuccessful telephone contact is a potential Safeguarding issue. Whilst attendance to education is not compulsory until age 5, unexplained and unreported absence needs to be monitored and recorded.

It is known that absenteeism could be an indicator of abuse, primarily in the form of neglect and sexual abuse. Other potential safeguarding concerns such as travelling to conflict zones and FGM need to be considered.

At Linskill Nursery, the following procedures are followed:

- Parents/carers are asked to report children's absence on the first day of absence stating reason for absence.
- In the event of child being a 'no show' for a booked place where no notification of the child's absence has been reported by the parent/carer, the child's key worker or a member of the nursery management team will attempt make telephone contact to ascertain the reason for absence on the first day of absence.

If the absent child is subject to a child protection plan, the designated social worker will be notified of the child's absence on the first day of absence and unsuccessful

contact.

- After a second unreported absence and no successful contact with the parent/carer, the nursery will contact the emergency contacts named on the registration form to ascertain reason for absence.
- If after three consecutive 'no shows' and no successful telephone contact has been made with the parent/carer or emergency contacts, a letter to the child's home address will be sent out requiring the parent/carer to make contact - the letter will be issued within one week of the third absence and non successful contact with the parent/carer/emergency contact.
- A home visit will be undertaken by two members of staff to ascertain reason for absence within a week of no contact after the letter is sent out. This must only be done if the home visit is deemed to be safe. The home visiting staff will request to see the child.
- If there is no contact from the home visit and /or the child cannot be seen, this will be reported to the Front Door service.
- The parent/carer handbook will advise of the procedure regarding absent children.

Front Door Service Contact Details:

Front Door Service
North Tyneside Council
Quadrant West (First Floor)
Silverlink North
Cobalt Business Park
North Tyneside
NE27 0BY

Telephone: 0345 2000 109

Telephone Out of Hours: 0191 200 6800

In the event of concerns about a child being in immediate danger, the police should be contacted on telephone number **999**.