

Bluebelle Nursery

CHILD PROTECTION POLICY and PROCEDURE

CHILD PROTECTION IS THE RESPONSIBILITY OF EVERYONE

Child protection begins by safeguarding the well being of children. The provision will create an environment in which children are safe from harm and abuse.

In order to do this the provision will:

- exclude known abusers
- ensure good practice
- provide training
- support families
- keep accurate records
- respond appropriately to suspicion of abuse
- liaise with other agencies
- ensure parents/carers are aware of the settings child protection policy and procedures

The welfare of the children is paramount and any suspicion of abuse must be responded to promptly and appropriately.

Exclude known abusers

Successful applicants will only start employment subject to two references one of which has to be from last employer and CRB (Criminal Records Bureau) being carried out. In addition all volunteers helping in the session will be subject to the same checks as paid staff.

Anybody who has access to children unsupervised and/or records will be subject to a CRB check.

Ensure good practice

The group will appoint a Child Protection Coordinator, Name:- Mrs B Rees
Nursery supervisor

All applicants applying for work within the provision, both paid and unpaid, will be interviewed before appointment and asked to provide two references. All references must be followed up.

Children will be supervised at all times by a responsible CRB checked adult.

All adults, both paid and unpaid, will be subject to a probationary period and will not be confirmed in post until the provision is confident the applicant can be safely entrusted with children.

There are no circumstances in which children will be punished by smacking, slapping, shaking or any other means. Neither will humiliating and/or frightening methods of punishment be used.

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All visitors will sign in and out on arrival and departure and state the purpose for the visit. Children will not be left alone with visitors to the provision.

Students will be closely supervised at all times by a responsible CRB checked adult.

Only adults with CRB checks will accompany children to the toilet. Two adults will change soiled nappies or clothes, if this is not possible the parent will be asked to come and change their child.

Children will only be collected from the provision by an authorised adult known to the provision.

Staff and visitors will only use mobile phones in areas of nursery not used by the children

Staff will listen to and respect children and actively encourage children to participate in their own well being and personal safety.

The designated person will ensure all staff and volunteers have knowledge of and access to, All Wales 'Child Protection Guidelines' and have regard to Safeguarding Children :Working Together under the Children Act 2004.

Children will be accompanied at all times by authorised adults when taking part in the provisions external activities, e.g. walks, visit etc.

Special Needs

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. Staff who deal with children with profound and multiple disabilities and sensory impairments and/or emotional and behavioural problems need to be particularly sensitive to signs of abuse.

Training

All staff and volunteers will be required to attend the appropriate child protection training.

The designated member of staff of the provision will ensure all staff and volunteers have knowledge of, and access to, the current All Wales Child Protection Procedures and are informed of any amendments.

The designated member of staff in the provision will ensure all staff and volunteers have awareness of, and access to, local authority Child Protection courses; or any other appropriate courses.

Staff will be made aware of and have access to all information, policies and procedures relating to the safeguarding of children including categories of abuse: physical, emotional, sexual and neglect.

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Support families

The provision will endeavour to build trusting and supportive relationships between families, staff and volunteers.

The provision believes the care and safety of the child is paramount and will do all it can to support and work with the child's family.

Where abuse is suspected at home or elsewhere, the provision will continue to support the child and family whilst investigations proceed.

Confidential records on a child will be shared with the child's parents, except in cases in which parents are implicated and evidence gives rise for concern.

Keep accurate records

Whenever worrying changes are observed in a child's behaviour or physical condition, or if there is an injury, a confidential record should be set up.

The record will include (in addition to the child's name, address, age and date) observations of the child's behaviour/appearance, without comment or interpretation.

Exact words spoken by the child may also be recorded, timed, dated, and signed by the recorder.

Such records must be kept confidential and should not be accessible to anyone in the provision other than the designated member of staff who will inform the registered person/responsible individual person as appropriate.

Respond appropriately to suspicion of abuse

All adults have a duty of care to safeguard children and respond appropriately to any situation where they feel the child's welfare is at risk.

Changes in a child's behaviour or injuries will be reported to the Child Protection Coordinator and will be monitored and recorded and action taken when appropriate.

Parents will normally be the first point of contact, unless it is deemed that the child would be at risk.

The designated person can refer to NSPCC, Social Services duty team or the police for guidance.

If an allegation of child abuse is made against a member of staff/adult/volunteer, it is essential that procedures are followed and the complaint investigated by social services immediately.

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It is essential that the investigation carried out by social services be dealt with without discrimination.

If there are grounds for suspecting abuse, these will be referred to the Social Services and CSSIW must be informed.

All reported suspicions and referrals to Social Services will be kept confidential and the provision will be guided by Social Services.

If the accusation is in relation to a member of staff they will be suspended on full pay until the investigation by social services is complete. CSSIW should be informed if there is a breach of regulations and the police/social services informed where the complaint appears to be upheld.

The provision's discipline and grievance procedure should be followed. Further advice on employment can be sought from ACAS on 08457 47 47 47.

If the accusation is in relation to a volunteer they will be excluded from the provision until the investigation carried out by social services is complete. Further advice can be taken from the Citizen Advice Bureau (CAB). CSSIW will be informed

Whistle blowing

If a member of staff/volunteer/adult is suspected, seen or known to abuse a child at any time and in any way child protection referral procedures must be followed and CSSIW informed. In addition as a member Wales PPA Chief Executive Officer will also need to be informed.

Failure to report suspected abuse will result in disciplinary action being taken.

Anyone suspected of abuse will be suspended pending an investigation by social services. However, in some circumstances where it is clear that gross misconduct in relation to Child Protection Procedures is evident, then the employee will be dismissed under disciplinary and dismissal procedures.

The Person in Charge must refer any concerns to the social services intake and assessment team.

LIAISE WITH OTHER BODIES

The provision will operate within the All Wales Child Protection Guidelines Procedures and local authority guidelines.

Confidential records on children about whom there is a concern, should be shared with the Social Services.

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Contact details are: -

Social Services Intake and Assessment Team – 01291 635679

NSPCC - 0808005000

Police - 01633 838111

CSSIW - 01495 761200

Signed.....

Date.....