



Safeguarding / Child Protection policy

Staffs who work in the nursery have a responsibility of care towards the children attending and to ensure that all efforts are made to safeguard children. Children attending the nursery have a right to feel safe and free from harm and to create an ethos, in which children feel secure, valued, listened to and are taken seriously. Our safeguarding appointed person is one of the management team.

Ashfield Nursery and ELC have 3 Safeguarding Officers: -

Our prime responsibility is the welfare and well-being of children in our care. As such we believe we have a duty to the children. Parents/carers and staff to act quickly and responsibly in any instance that may come to our attention. All staff will work as parts of a multi-agency team were needed in the best interest of the child. The nursery will follow the procedures set out in the EYFS statutory framework 2012 and guidance from the local early year's team. The nursery has a responsibility to report any suspicious around abuse to the **LADO officer and OFSTED**. Parents and families will be treated with respect in an anon judgemental manner whilst investigations by the appropriate authorities are being carried out, our safeguarding officers are the first port of call should any staff have any concerns regarding a child in their care, if staff feel they cannot approach them they must contact the local LADO officer.

The nursery will not allow children to be left in the care of an adult who does not hold an enhanced DBS clearance. Ashfield nursery aims to ensure that we implement the every child matters. That children are never placed at risk while in charge of the nursery staff, that confidentiality is maintained at all times, that all staff are alert to the signs of abuse and neglect and understand what is meant by safeguarding, that all staff are familiar with safeguarding issues and procedures when they register with the nursery and kept informed of all updates when they occur.

All staff will be familiar with their own responsibilities to act swiftly upon any suspicions or concerns that may have about any child or member of staff at the nursery. They will then take these suspicions to the designated safeguarding Officers the nursery will then follow procedures set out in the EYFS Statutory Framework 2012 and guidance from the local Early Years Team.

When a child makes a disclosure to a member of staff, that member of staff will offer reassurance to the child, listen to the child without displaying shock or disbelief, accept what is being said, allow the child to talk freely, ask open ended questions not leading questions and give reassurance that he/she will take action. The staff member makes a record of the child's name, address, age, date and time of the observation or disclosure, draw a diagram to indicate the position of any bruising or other injury. The member of staff will make an objective record of the disclosure, the exact words spoken by the child and the name of the person to whom the disclosure was reported including date, time, and names of any other people present. Original notes will be filed away accordingly but will not be destroyed in case they are needed in court.

If a child, parent, student or other staff member makes a complaint of abuse against a member of staff, the person receiving the complaint must take it seriously and immediately inform the Nursery Manager.

Any member of staff who has reason to suspect that a child may have been abused by another member of staff, either at Nursery or anywhere else, must immediately inform the Nursery Manager. He or she should also make a record of the concerns including a note of anyone else who witnessed the incident or allegation.

(If the concerns are about the Nursery Manager the Nursery Director should be informed.)

The Nursery Manager will not investigate the allegation herself, or take written or detailed statements, but he/she will assess whether it is necessary to refer to the **local Social Services team/ LADO/ OFSTED** in accordance with the child protection procedures. In doing this, the Nursery Manager may consult with the Child Protection Education Welfare Officer, Head of Education Welfare Service or a Senior Officer from Social Services.

If the Nursery Manager decides that the allegation warrants further action through child protection procedures he/she must make a referral direct to the local Social Services team. If the allegations constitute a serious criminal offence it will be necessary to contact Social Services, before informing the member of staff.

If it is decided that it is not necessary to refer to Social Services, the Nursery Manager will consider whether there needs to be an internal investigation.

Mobile phone, camera and E-safety – see policy

Ratios

Ashfield Nursery and ELC ensure that we provide a secure and safe environment for all children and to keep them from harm and suspected abuse. We know how important staff ratios are and we ensure that we follow the legal requirements for the minimum number of staffs present with the children at any time as set out in the EYFS Statutory Guidance. The nursery will therefore ensure that ratios are maintained at all times, the ratios are:

Ladybirds – (0-1 years) 1:3

Caterpillars – (1-2 years) 1:3

Butterflies – (2 – 3 years) 1:4

Busy Bees – (3 – 5 years) 1:8 or 1:13 if a member of staff holds a degree in Early Years Professional Status

ANY CONCERNS ABOUT A CHILD OR SUSPICION OF ABUSE, MUST BE REPORTED IMMEDIATELY TO THE NURSERY MANAGER OR IN HER ABSENCE THE DEPUTY MANAGER AT THE SOCIAL SERVICES DEPARTMENT

The policy was modified and adapted on.....

Review date.....

Signed.....

Date.....

Role of signatory.....