24 - Safeguarding

Introduction
Crescent Nursery acknowledges the importance of protecting children from abuse. All complaints, allegations or suspicions are taken very seriously. The Nursery cannot promise confidentiality as the matter may develop in a way that this cannot be honoured, however, has strict guidelines on sharing information which it adheres to, in accordance with the Common Assessment Framework for Rochdale.

Aims and Objectives
The policy ensures that all staff in our Nursery is clear about the actions necessary with regard to a safeguarding issue. Its’ aims and objectives are:

- To nominate a Safeguarding Officer and Deputy Safeguarding Officer who has received the appropriate training and has up-to-date knowledge
- To train and educate staff in Safeguarding matters (new starters to be booked on a course when available)
- All staff to have an Enhanced Criminals Records Bureau certificate.
- To provide staff with suitable information this will enhance their knowledge of how to identify abuse. All information are leaflets are displayed in nursery – recognise, respond and refer.
- To raise the awareness of all staff and identify responsibility in reporting possible cases of abuse.
- Ensure effective communication between staff with regard to information sharing.
- To ensure a cohesive and consistent procedure for those who encounter an issue of Safeguarding.
- To ensure that staff are trained and have access to the Area Safeguarding Children Committee guidelines.
- To notify Ofsted of any incidents or accident that may affect the safeguarding of all children. Staff will also notify LADO for support and advice
- The Safeguarding Officer will have knowledge and training about information sharing and working in partnership with parents.

Monitoring and Reviewing
The Nursery Manager will review the details of any incidents to ensure that procedures have been followed carefully and that appropriate actions and information sharing have occurred. The policy will be reviewed annually by the HR Manager.

Nature of the Concern
Staff may be in receipt of knowledge of safeguarding issues through:

- Observations of the child – changes in behaviour/mood/demeanour or physical signs that are a cause for concern.
• A child confiding in an adult something which is a cause for concern.
• Another parent reporting concerns they may have.
• Another agency contacting the Nursery, such as housing, to discuss the child.

Staff at Crescent Nursery takes allegations very seriously, and the rights of the child is paramount. Staff are in receipt of notes of the ‘The UN Convention on the Rights of a Child’ and are expected to read and sign to say they have read and understood the importance of the document.

**Recording the allegation**
A full record should be made within 2 hours of the nature of the allegation and any other relevant information including:

• The date
• The time
• The place where the alleged abuse happened
• Your name and the name of others present
• The name of the complainant and, where different, the name of the child who has allegedly been abused.
• The nature of the alleged abuse.
• A description of any injuries observed.
• A drawing of the body indicating where the area of concern is.
• The account which has been given of the allegation

Crescent Nursery has a Recording an incident form which would be completed under Safeguarding children.

**The nominated member of staff**
The nominated member of staff with responsibility for safeguarding is the Safeguarding Officer whose name is clearly indicated in the Nursery. In the absence of the Safeguarding Officer, please contact the Manager or Deputy Safeguarding officer.

The nominated member of the staff will only inform the parent/carer that a referral is taking place unless this would put the child at more risk. Posters are displayed in nursery for parents to see/read.

**Responding to an allegation**
A checklist of how to respond:

1) Any suspicion, allegation or incident of abuse must be reported to the Nursery manager immediately and the Designated Safeguarding Officer, Faheem Chishti, within 2 hours.
2) The Manager will report the matter to the local Social Services Department (Children Schools and Families) whether or not it is felt that this action is justified in the particular circumstances of the case.

3) The Manager will telephone and report the matter to the local Children’s Schools and Families Duty Worker. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report will be confirmed in writing to the CSF Department within 24 hours and one kept on file at nursery.

4) The Manager will discuss with the CSF what action will be taken to involve the Police and to inform the parents of the child and a note of that conversation should be made.

5) If the Manager/HR Manager cannot be contacted within 2 hours of the initial concern arising, the person making the report must report the matter to the local CSF Worker and notify the Manager as soon as possible about the action taken.

6) The Manager will notify the HR Manager as soon as practicable and in any event within 24 hours of the initial concern arising.

7) If the nursery had a concern outside of working nursery hours we would call Social Services. Emergency number 0845 226 5570.

It is the responsibility of any person who hears/witnesses or has concerns about a child to respond appropriately. The safeguarding of the child is paramount and a practitioner may be held culpable if they fail to act after being privy to information that later leads to further abuse, critical injuries or death. The duty of the member of staff is to ACT, after which time the professional bodies can further investigate the allegation.

Allegations about members of staff
Any suspicion, allegation or actual abuse of a child by a member of staff must be reported to the Nursery Manager as soon as possible (unless the allegation relates to that person, in which case the HR Manager must be contacted). If within 2 hours of the initial concern arising it has not been possible to contact the HR Manager, the matter must be reported to the Chief Executive.

On being notified of any such matter the Manager (or HR Manager as above) shall:

- Notify the HR Manager (or Chief Executive)
- Take such steps, as s/he considers necessary to ensure the safety of the child in question and any other child who might be at risk.
- Report the matter to the local CSF Department in accordance with the procedure set out above.
- Ensure that a report of the matter as set out above is completed by the person who reported the original concern.

Disciplinary Action
Where a member of staff has been dismissed from the Crescent Nursery or internally disciplined because of misconduct relating to a child, we notify the LA and inform the police (EDT unit) and Ofsted of my actions.
All information would be documented and recorded under data and confidentiality protection act and placed in a secure locked cabinet.

**Written Records**
The Manager/HR Manager/Chairman/Board member shall retain a copy of:

- The report
- Any notes, memoranda or correspondence dealing with the matter
- Any other relevant material

Copies of reports, notes and incidents should be kept securely locked at all times.

**Primary Legislation**
1. The Children Act 1989 – s47
2. The Protection of Children Act 1999
3. Data Protection Act 1998

**Guidance**
1. What to do if you are worried a Child is Being Abused (2004)
3. Working Together to Safeguard Children (revised 1999)

**Secondary Legislation**
5. Race Relations (Amendment) Act (1976) Regulations

**Checklist for the Recruitment of New Staff**
1. Are our applicants clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974?
2. Have we applied immediately for an Enhanced CRB? The post cannot be confirmed until the company is in receipt of this.
3. If the CRB has been rejected, have we informed the person why? And are they aware that they have the right to challenge the decision?

**Useful Contacts**

1. LADO - 0845 226 5500  
   Sure Start Team Leader  
   Riverside  
   01706 747242

2. The National Business Unit  
   Ofsted  
   Piccadilly Gate  
   Store St  
   Manchester  
   M1 2WD  
   Tel: 0300 123 1231  
   e-mail: enquiries@ofsted.gov.uk

3. Child Social Care – Duty and Assessment Team  
   8.00am – 16.45pm Riverside  
   0845 226 5570

4. Emergency Duty Social Worker  
   16.45pm – 8.00am and weekends  
   0845 121 2975

5. Safeguarding Children Unit  
   (Conferencing and Reviewing Officers)  
   Townhead Offices  
   0845 226 5500

6. Police switchboard 0161 872 5050

7. Police Public Protection and Investigation Unit  
   0161 856 8067 or 0161 856 4561

   • Immediate risk to a child – 999

*Reviewed annually*