



1.2 Safeguarding children and child protection

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

Procedures

We carry out the following procedures to ensure we meet the needs of the children within our care.

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.

- Our designated person who co-ordinates child protection issues is:
Christine Moxon (Manager), Beth Watson and Hayley Hooper (Deputy Manager)

- Our designated officer (a member of the management team) who oversees this work is:
Christine Moxon (Manager)

- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks (DBS) and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- Volunteers do not work unsupervised.



- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - the date the disclosure was obtained; and
 - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2006).

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour;
 - deterioration in their general well-being;
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - changes in their appearance, their behaviour, or their play;



- unexplained bruising, marks or signs of possible abuse or neglect; and
- any reason to suspect neglect or abuse outside the setting.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation; that may affect, or may have affected, children and young people using our provision.
- We regularly talk over safeguarding in staff meetings and all staff receive in house FGM, safeguarding and prevent duty training.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.
- We refer concerns to the local authority children's social care department (SPA) and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult.



Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child;
 - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially in the office.
- The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity.
- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board (SPA).

Making a referral to the local authority children's social care team

- If we have a concern for a child's safety we will report concerns and seek advice from Single Point Access (SPA), where will record information given to them and act on the advice we are given in proceeding with the situation.
- **SPA phone Number 020 8547 5008**

Informing parents

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child in greater danger.



- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- The current version of 'What to do if you're worried a child is being abused' available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are:

Help for an adult worried about a child 0808 800 5000, helpline for a children and young people 0800 1111

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
 - inappropriate sexual comments;



- excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate:
Viv Rimmer 020 8831 6008 (name and phone number)

- We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

Commitment

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.



Training

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- Designated persons receive training in accordance with that recommended by the Local Safeguarding Children Board.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers.



- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Staff behaviour

- *There are various policies that cover staff behaviour, for further information please see staff handbook- talk about behaviour throughout, 1.6 online safety policy, 1.2 safeguarding policy, 2.1 employment, 4.1 role of key person, 6.1 medication, 6.4 nappy changing, 7.1 promoting positive behaviour, 8.3 supervision on outing, 8.7 no smoking, 9.1 valuing diversity, 9.5 prevent and British values, 10.9 confidentiality, 11.1 Whistleblowing.*

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance

Further guidance



- Working Together to Safeguard Children (2015)
- What to do if you're Worried a Child is Being Abused (HMG 2006)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2008) (HMG 2006)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check

This policy was adopted by	<u>Aspire Day Nursery</u>	<i>(name of provider)</i>
On	<u>May 2015</u>	<i>(date)</i>
Date last reviewed	<u>January 2017</u>	<i>(date)</i>
Signed on behalf of the provider	<u>C Moxon</u>	
Name of signatory	<u>Christine Moxon</u>	
Role of signatory (e.g. chair, director or owner)	<u>Manager</u>	



Staff Behaviour Policy (Code of Conduct)

1.0 Introduction

This policy sets out clear guidance on the standards of behaviour expected from all staff at Aspire Day Nursery. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

Nursery staff are in a unique position of trust and influence as role models for our children and families. Therefore, staff must adhere to behaviour that sets a good example to all children, other staff and stakeholders within the nursery.

Staff also have an individual responsibility to maintain their reputation and the reputation of the nursery, both inside and outside working hours and work setting.

This policy applies to all staff and volunteers in the nursery regardless of their position, role or responsibility. References to 'staff' throughout the policy relate to all of the following groups:

All members of staff including teaching and support staff

Bank/Casual workers

Temporary and supply staff, either from agencies or engaged directly

Student placements, including those undertaking initial teacher training and apprentices.

Breach or failure to observe this policy will result in action being taken under the nursery disciplinary procedures including, but not limited to, dismissal.

This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy staff are expected to exercise their professional judgement and act in the best interests of the children and the nursery.

2.0 Professional Behaviour and Conduct

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Aspire day nursery expects staff to treat each other, children, parents and the wider community with dignity and respect at all times.

Staff must act in accordance with their duty of care to children and ensure that the safety and welfare of children are accorded the highest priority.

Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating children, making jokes at the expense of children, discriminating against or favouring children and sarcasm.

Staff must have regard for the ethos and values of the nursery and must not do or say anything which may bring the nursery into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside nursery and responsibilities within nursery. Staff should act in accordance with the nursery's policies and procedures at all times.

3.0 Dress and Appearance

Aspire day nursery recognise that dress and appearance are matters of personal choice and self-expression. However, all staff must dress in a manner that is appropriate to a professional role and that promotes a professional image. Staff t-shirts are provided. For the bottom half you are expected to wear black trousers and black shoes.



You should not wear clothes with offensive, revealing or sexually provocative. You should be able to work with ease in clothing. Tattoos and body art should be covered and jewellery should be discreet and safe around children.

4.0 Smoking, alcohol and other substances

Aspire day nursery is a non-smoking site. Staff must not smoke on nursery premises or outside nursery gates. When supervising children smoking is not permitted.

Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises.

5.0 Socialising

Aspire day nursery staff must not accept friend invitations or become friends with any parents of the nursery on any social media platform. Staff should also refrain from following the Twitter or other similar social media accounts of families.

Staff must refrain from socialising with families outside the nursery and under no circumstances are to be involved in a relationship of any form with family members.

Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups. Staff should exercise care when using dating websites where staff could encounter family members.

6.0 Physical contact

There may be occasions where children need reassurance or comfort. All physical contact with children should not be done secretly and you should at all times be within sight of other practitioners.

7.0 Photography, video and images of children

Many nursery activities involve recording images as part of the daily routine, observations or celebrate an achievement. In accordance with The Data Protection Act 1998 the image of a child is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a child for any images made.

Photographs/stills or video footage of children should only be taken using school equipment for purposes authorised by the nursery and should be stored securely and only on nursery equipment.

Staff should remain aware of the potential for images of children to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when filming or photographing young or vulnerable children who may be unable to question how or why the activities are taking place. Staff should also be mindful that children who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

8.0 Confidentiality

Members of staff may have access to confidential information about children, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the children on a need to know basis.



Staff should never use confidential or personal information about a child or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the child.

All staff are likely at some point to witness actions which need to be confidential. It must not be discussed outside the school, including with the child's parent or carer, nor with colleagues in the nursery except by a senior member of staff with the appropriate authority to deal with the matter.

Staff have a statutory obligation to share with Aspire day nursery Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a child or that might suggest a child is in need or at risk of significant harm. Staff should pass on information without delay in accordance with the nursery safeguarding policy and procedures and this should be recorded. Staff must never promise a child that they will not act on or pass on any information that they are told by the child.

9.0 Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion.

All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to the nursery whistleblowing policy for further guidance. This is particularly important where the welfare of children may be at risk.

10.0 Mobile Phone

We have a no mobile phone policy in view of children within the nursery. This means that when working directly with the children you do not have access to your mobile phone and it is kept in the staff room only. When going on an outing with children, permission must be sought from management first. Please refer to the online safety policy for further information.

11.0 Further information

In accordance to this code of conduct, further information and expectations can be found in other policies and procedures, staff contracts and employee handbook.

This policy was adopted by	Aspire Day Nursery	(name of provider)
On	October 2016	(date)
Date last reviewed	July 2017	(date)
Signed on behalf of the provider	C Moxon	
Name of signatory	Christine Moxon	
Role of signatory (e.g. chair, director or owner)	Manager	

