

Pippins Nursery (Leeds) Ltd

Safeguarding Policy:

Our nursery wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life. Pippins Nursery (Leeds) Ltd recognises that safeguarding means protecting children from maltreatment, preventing impairment to a child's health or development, and ensuring children are growing up in circumstances consistent with the provision of safe and effective care, modelled through nursery practices. Child protection is a part of safeguarding and welfare promotion, but is an activity undertaken to protect specific children who are suffering or likely to suffer harm.

Pippins Nursery (Leeds) Ltd recognises its moral and statutory responsibility to safeguard and promote the welfare of all children. It endeavours to provide a safe and welcoming environment where children are respected and valued. The nursery is committed to providing an environment which ensures children are safe from potential abuse and will respond to any suspicion of abuse in a way that protects the child's rights and reinforces the adult's responsibilities to the children.

Children learn best when they feel healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them, here at Pippins Nursery (Leeds) Ltd we take all necessary steps to keep all children in our care safe and well. We make sure that all practitioners who have contact with the children in our care promote good health, manage behavior, maintain records accurately and abide by all of our policies and procedures.

A safeguarding statement and brief guide to generic safeguarding procedures within the nursery can be found in the reception and people are advised to read it when visiting.

Principles

Pippins Nursery (Leeds) Ltd core safeguarding principles are:

- To work with children, staff, parents/carers and the community to ensure the safety of children and to create a safe environment for all.
- Policies will be reviewed annually, unless an incident or new legislation or guidance suggests the need for an earlier review date.
- Pippins Nursery (Leeds) Ltd will ensure that the welfare of children is given paramount consideration when developing and delivering all activities.

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- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection.
- We encourage the children in our care to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest that a child is at risk of harm in accordance with this guidance.

Aims

- To provide staff with the necessary information to enable us to meet our statutory responsibilities to promote and safeguard the wellbeing of children.
- To ensure consistent good practice across the setting.
- To demonstrate the setting's commitment to safeguarding children.

Terminology

Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of their health or development, ensuring that children grow up in circumstances consistent with the provision of safe, effective and nurturing care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Child protection refers to the processes undertaken to meet statutory obligations laid out in the Children Act 1989 and associated in respect of those children who have been identified as suffering, or being at risk of suffering harm.

Context

- The Children Act 1989 states that the child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation.
- Early Years Foundation Stage.
- General welfare requirement: Safeguarding and promoting children's welfare. The provider must take necessary steps to safeguard and promote the welfare of children.
- EYFS principles: Unique Child, Positive Relationships, Enabling Environments, Learning and Development.

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- Outcome: Stay Safe.

Liaison with other bodies

- ▶ We work within the Local Safeguarding Children Board (LSCB) guidelines.
- ▶ We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements, which affect the well being of children.
- ▶ We have procedures for contacting the local authority on 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 nursery and social services to work well together.
- ▶ If a report is to be made to the authorities, we act within the current LSCB guidance in deciding whether we must inform the child's parents at the same time.
- ▶ LADO Social Services contact number: 0113 240 9536 emergencies, 0113 376 0336 non emergencies.

Named Safeguarding Officer

Gillian Turner can be contacted on 0113 252 7722. Deputy Safeguarding officer, Laura Power.

Pippins Nursery (Leeds) Ltd will ensure every staff member (including temporary/ supply staff/ volunteers) know the names of the designated safeguarding officers.

Roles and responsibilities

All early years settings must nominate a senior member of staff to coordinate child protection arrangements.

The setting will ensure that the Designated Safeguarding Officers:

- Are appropriately trained;
- Act as a source of support and expertise to the setting;
- Share information about child protection and good practice with parent/carers, staff and volunteers;
- Have an understanding of Local Safeguarding Children Board procedures;
- Keep written records of all concerns when noted and reported by staff or when disclosed by a child, ensuring that such records are stored

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securely and reported onward in accordance with this policy guidance, but kept separately from the child's general file;

- Refer cases of suspected neglect and/or abuse to children's social care or police in accordance with this guidance and local procedure;
- Develop effective links with relevant statutory and voluntary agencies;
- Ensure that all staff sign to indicate that they have read and understood this policy;
- Ensure that the child protection policy is updated annually;
- Keep a record of staff attendance at child protection training and make this policy available to parents.

Good practice guidelines

To meet and maintain our responsibilities towards children, the setting agrees to the following standards of good practice:

- a. To treat all children with respect;
- b. To set a good example by conducting ourselves appropriately;
- c. To ensure staff are positive role models to children and other members of the team and never engage in rough, physical or sexually provocative games;
- d. To involve children in decision-making which affects them (taking age and development of children into account);
- e. To encourage positive and safe behaviour among children;
- f. To be a good listener;
- g. To be alert to changes in a child's behaviour;
- h. To recognise that challenging behaviour may be an indicator of abuse;
- i. To read and understand all of the setting's safeguarding and guidance documents on wider safeguarding issues, for example, physical contact and information-sharing;
- j. To ask the child's permission before doing anything for them which is of a physical nature, such as assisting with dressing or administering first aid;
- k. To maintain appropriate standards of conversation and interaction with and between children and avoid the use of sexualised or derogatory language;

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- l.** To be aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of neglect and or abuse;
- m.** To raise awareness of child protection issues and equip children with the skills they need to keep themselves safe;
- n.** To provide any form of manual or physical support required, as a last resort and to do so openly and appropriately, and to always consult the children and gain their agreement (taking age and development of children into account);
- o.** To establish a safe environment in which children can learn and develop, particularly in their confidence and self-esteem and to provide opportunities for achievement in accordance with the Statutory Every Child Matters Framework: Being Healthy, Staying Safe, Enjoy and Achieve, Positive Contributions and Economic Wellbeing.

Establishing a professional code of practice

All staff will be informed of the setting's code of conduct, and will sign to adhere to these conditions. Any staff known to be breaking these conditions may be subject to disciplinary action.

Intimate/Personal care

Children's dignity will be preserved and a level of privacy ensured. The normal process of changing underwear should not raise child protection concerns. There are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure that abuse does not occur, but we ensure that staff do not leave themselves vulnerable and will always work in an open environment by avoiding private or unobserved situations or closing doors to toilet areas.

Behavioural expectations to ensure children are safe and to ensure false accusations are avoided.

Whilst caring for other people's children, we are in a position of trust and our responsibilities to them must be uppermost in practitioners' minds at all times.

We do not:

- a.** Use any kind of physical punishment or chastisement such as smacking, hitting or rough handling;
- b.** Behave in a way that frightens or demeans any child;
- c.** Use any racist, sexist, discriminatory or offensive language;

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- d. Engage in rough or physical games, including tickling or horseplay;
- e. Let allegations a child makes go unchallenged, unrecorded or not acted upon.

Use of mobile phones

Please refer to our "Mobile Phones & Other Personal Equipment Policy", and consider it within the context of safeguarding children policy.

Cameras: photography and images

Please refer to our "Mobile Phones & Other Personal Equipment Policy", and consider it within the context of safeguarding children policy.

Children who may be particularly vulnerable

To ensure that all of children receive equal protection, we will give special consideration and attention to children who are:

- f. Disabled or have special educational needs;
- g. Living in a known domestic abuse situation;
- h. Affected by known parental substance misuse;
- i. Asylum seekers;
- j. Living in temporary accommodation;
- k. Living transient lifestyles;
- l. Living in chaotic, neglectful and unsupportive home situations;
- m. Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality;
- n. Do not have English as a first language.

Support for those involved in a child protection issue

Child neglect and abuse is devastating for the child and can also result in distress and anxiety for staff who become involved.

We will support the children and their families and staff by:

- o. Taking all suspicions and disclosures seriously;
- p. Responding sympathetically to any request from a member of staff for time out to deal with distress or anxiety;
- q. Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies;

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- r. Storing records securely;
- s. Offering details of help lines, counselling or other avenues of external support;
- t. Following the procedures laid down in our whistle blowing, complaints and disciplinary procedures;
- u. Co-operating fully with relevant statutory agencies.

Allegations against a member of the family/staff

The EYFS statutory framework states: 'Registered providers must inform 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). Registered providers must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence. (2012: 14, 3.8).

An allegation of child abuse made against a member of the family or staff may come from a parent, another member of staff or from a child's disclosure.

If a concern is raised it must be reported to one of the safeguarding officers immediately who will liaise with the practitioner involved and a confidential Cause for Concern Record will be filled in.

Where a child makes a disclosure to a member of staff, that member of staff will:

- ✓ Take exact written notes of what the child says/does. If it is not possible to record the disclosure at the time it takes place then notes must be written up immediately afterwards. These notes cannot be amended and must be signed and dated by the practitioner.
- ✓ Listen to the child.
- ✓ Offer reassurance to the child but does not promise confidentiality to the child.
- ✓ Avoid asking leading questions and should only ask what they need to know.
- ✓ Record details of the concern/allegation.

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- ✓ Record the child's name, date of birth, and address.
- ✓ Record the date and time of the observation/disclosure.
- ✓ Record the exact words spoken by the child.
- ✓ Make an objective record of the observation/disclosure.
- ✓ Inform the Safeguarding Officer who will then seek confidential advice from the Local Safeguarding Children Board 0113 395 0297. When seeking advice the Safeguarding Officer will note the name of the individual they speak to, record exactly what advice is given and the date and time.
- ✓ Advise Ofsted on 0300 123 1231 and record the name of the person and the advice given.
- ✓ Contact the Disclosure and Barring Service on the help line number 01325 953795. Record the name of the person spoken to. The conversation is recorded as a matter of course. Ask if the DBS consider this to be a referring matter. Generally, if the complaint is regarding a member of staff they will suggest that the individual should be referred as and when the individual is dismissed, or if they resign before the nursery has the opportunity to dismiss. They will suggest the individual should be referred as and when the individual is dismissed, or if they resign before the nursery has the opportunity to dismiss.
- ✓ Take advice from the Emplaw Solutions Safeguarding advice line immediately on 0800 008 7704 who will advise if the situation is classed as Relevant Conduct and, if the complaint is directed at a member of staff, if they should be suspended. If they advise to suspend the staff member, Emplaw Solutions will provide the setting with a draft suspension letter.

If the member of staff is suspended they will be removed from the setting immediately.

No disciplinary action will be taken until the outcome of the investigation is concluded.

The nursery will co-operate fully with the process of Social Care and the Police investigations. However, if the Police, Social Services or Local Authority indicate they want to carry out the investigation and we should not investigate, but the setting feels there is a strong case against the individual based on witness statements or CCTV evidence, we will thank

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the authorities for their advice and continue with our in-house investigation.

The nursery will support and treat with respect the member of staff who is suspended. Suspension is not an indication of guilt.

If the results of the investigation indicates the allegations are justified on the balance of probability, the nursery will advise Emplaw Solutions who will produce a letter to be sent to the suspended individual advising them that they will be subject to disciplinary proceedings and inviting them to a disciplinary interview. Should the nursery not feel comfortable or fully capable of carrying out the disciplinary, a consultant from Emplaw Solutions will attend the setting to handle the hearing.

If the individual is dismissed with the right to appeal, the Safeguarding Officer will complete a Disclosure and Barring Referral form; a copy may be found in the appendix.

Once referred the individual will be subject to the DBS 5 Stage barring process; details may be found in the appendix.

If the result of the investigation is that it was a false allegation, the nursery will give the individual appropriate support.

Whistle Blowing

Please refer to our "Whistle Blowing Policy", and consider it within the context of the safeguarding children policy.

Staff training

It is important that all staff have training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern. Child protection training is mandatory for all staff and will be part of their induction process. The Designated Safeguarding Person (where applicable) will ensure that the staff's knowledge, understanding and practice of safeguarding children are current and up-to-date at all times. Where gaps are identified support and training will be mandatory. The Designated Safeguarding Person will receive updated training at least every three years, including training in inter-agency procedures and Common Assessment Framework (CAF) to support for their roles.

Disclosure & Barring Update Service

It is the policy of Pippins Nursery (Leeds) Ltd to enhance our safeguarding process and reduce risks. To achieve this, when an employee's CRB/DBS certificate is due for rechecking, a DBS check will be carried out at the expense of the employee and the employee will subscribe to the DBS

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update service. The cost of subscribing to the DBS Update Service will be £13.00 per annum and the cost will be borne by the employee. It is a condition of employment that employees will subscribe to the service for the duration of their employment with Pippins Nursery (Leeds) Ltd and that they give Pippins Nursery (Leeds) Ltd their ongoing consent to carry out checks for the duration of their employment.

Benefits to employees of subscribing to the Update Service:

- a) Saves them time and money,
- b) One DBS certificate is all they may ever need,
- c) Take their DBS Certificate from role to role within the same workforce,
- d) They are in control of your DBS Certificate,
- e) They can get ahead of the rest and apply for jobs pre-checked.

Update Service Status Checks (results):

When Pippins Nursery (Leeds) Ltd carries out an online status check of a DBS certificate, we will receive one of the following status results:

- **The DBS Certificate did not reveal any information and remains current, as no further information has been identified since its issue.** (Current and Valid). This means the original certificate was empty and no new information has been added.
- **This DBS Certificate remains current as no further information has been identified since its issue.** (Current and valid). This means the original certificate had something minor and insignificant on it but nothing new has been added.
- **This DBS Certificates is no longer current. Please apply for a new DBS check to get the most up to date information.** (Not Current, Not Valid). Should we receive this status report the employee will be suspended on full pay immediately whilst we check with the DBS to see if the individual is barred using the Early Confirmation of barring. This process should take 5 working days. A copy of the Early Confirmation form can be found in the appendix.
- **The details entered do not match those held on our system, please check and try again.** (Not valid). This means either, the individual is not subscribed to the Update Service, or the individual has unsubscribed themselves from the service, or the information submitted was inaccurate.

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Guidance for employees and employers regarding DBS Update Service may be found in the Appendix.

Safer Recruitment and new ID Procedure

Pippins Nursery (Leeds) Ltd practices robust recruitment and selection procedures in checking the suitability of staff, volunteers, assistants to work with children. This will ensure the process of safe recruiting; job adverts include deterrent and advisable statements of DBS enhanced checks for regulated activities, and follow guidance from the DBS.

Safer recruitment means that all applicants will:

- Complete an application form on the premises, CVs on their own are unacceptable;
- Provide two referees, including at least one who can comment on the applicant's suitability to work with children;
- Provide evidence of identity and qualifications as per the new DBS ID Process.
- We ensure that the people we employ to work with children are suitable to fulfil the requirements of their role. We make sure that all our staff obtain an enhanced DBS check for regulated activity. We tell our staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children. We do not allow any staff whose suitability has not been checked through an Enhanced DBS check for regulated activity to have any unsupervised contact with children in our care. We record all information about staff qualifications, identity checks and vetting processes that have been completed including the Enhanced DBS check for regulated activity reference number, the date a disclosure was obtained and who obtained it.
- We also meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006 which includes a duty to make a referral to the Disclosure and Barring Service when a member of staff is dismissed or would have been if they had not left the setting first because they have harmed a child or put a child at risk of harm.

There are 3 routes which can be taken to complete the ID Process, listed below.

To Complete Route One;

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Applicants will need to provide one document from both lists below. If a candidate cannot produce the below documents, move to Route Two;

Document One:

- Biometric Residence Permit (UK)
- Current valid passport
- UK Birth certificate Issued at birth
- UK Photo Driving License

Document Two:

- Adoption Certificate
- Document from Government
- Bank/Building Society Statement
- Benefit Statement
- Biometric Residence Permit (UK)
- Card with PASS accreditation Logo
- Council Tax Statement
- Current Valid Passport
- EU National ID card
- Financial Statement
- Fire Arms License
- HM Forces ID card (UK)
- Letter from Head Teacher/College
- Mortgage Statement
- Non UK Photo Driving License
- P45/P60
- Birth Certificate Issued After Birth
- Birth Certificate Issued at Birth
- UK Driving License (Old paper format)
- Marriage/Civil partnership License
- Utility Bill (Not mobile telephone)
- Work Permit/Visa UK Residence

Document Three

- Adoption Certificate
- Document from Government
- Bank/Building Society Statement
- Benefit Statement
- Biometric Residence Permit (UK)
- Card with PASS accreditation Logo
- Council Tax Statement
- Current Valid Passport
- EU National ID card
- Financial Statement
- Fire Arms Licence

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- HM Forces ID card (UK)
- Letter from Head Teacher/College
- Mortgage Statement
- Non UK Photo Driving License
- P45/P60
- Birth Certificate Issued After Birth
- Birth Certificate Issued at Birth
- UK Driving License (Old paper format)
- Marriage/Civil partnership License
- Utility Bill (Not mobile telephone)
- Work Permit/Visa UK Residence

To complete Route Two;

Candidates will be required to produce any document from the list below.
If they cannot, move to Route Three.

Document One

- Adoption Certificate (UK)
- Fire Arms License
- HM Forces ID Card
- Non UK Photo Driving License
- UK Driving License (old Paper format)
- Marriage/Civil partnership License

Document Two

- Adoption Certificate
- Document from Government
- Bank/Building Society Statement
- Benefit Statement
- Card with PASS accreditation Logo
- Council Tax Statement
- Credit Card Statement
- EU National ID Card
- Financial Statement
- Fire Arms License
- HM Forces ID Card (UK)
- Letter From Head Teacher/College
- Mortgage Statement
- Non UK Photo Driving License
- P45/P60
- Birth Certificate Issued After Birth
- Birth Certificate Issued at Birth
- UK Driving Licence (Old paper format)
- Marriage/Civil partnership License

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- Utility Bill (Not mobile telephone)
- Work Permit/Visa UK Residence

Document Three

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- UK Driving Licence (Old paper format)
- Marriage/Civil partnership Licence
- Utility Bill (Not mobile telephone)
- Work Permit/Visa UK Residence

Route Three;

ALL Registered Bodies must have exhausted Route One and should have endeavoured to have accessed an external validation check (Route Two) before they consider processing the Applicant via Route Three.

If the applicant cannot meet the requirements of Route One and Two, Pippins Nursery (Leeds) Ltd will have a probing discussion with them to establish why they could not meet these requirements and whether there has been a recent or previous change of name that has **not** been declared.

For Route Three, the applicant must produce:

- Birth Certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) **and**
- 4 further documents from Group 2 comprising of:

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- 1 Document from Group 2a; and
- 3 Further documents from group 2a or 2b; one of which must verify their current address.

If the applicant fails to produce the required document set at Route Three, they will need to be sent for fingerprinting by the Police which is likely to cause delay to the DBS application process and subsequently to Pippins Nursery (Leeds) Ltd's recruitment process.

Please refer to our "Recruitment and Selection Policy and Procedure" for a comprehensive understanding and consider it within the context of safeguarding children policy.

Cautions & Convictions

The police have it within their remit to give 'cautions' for a variety of different offences. The caution is sent in the post and requires 'you' to sign to say that you 'accept' this offence.

However, signing this caution is an admission of guilt and will result in your offence being forwarded to the Disclosure and Barring Service. The same applies to convictions. They will then be placed on your DBS file and in certain cases if appropriate may result in Pippins Nursery (Leeds) Ltd taking the following steps:-

Disciplinary Proceedings:

- ▶ (Gross Misconduct, for example, if the company's name is brought in to disrepute).
- ▶ Safeguarding issues resulting in Barring.

During this process the company's policies and procedures will be adhered to at all times.

It is the responsibility/contractual obligation of all staff to inform the nursery of any 'cautions' or convictions they may have received immediately.

Associations

It is now part of the DBS Service to link/associate people who live at the same address. Partners/associates who have a criminal record, according to the level and type of offence may have some bearing on your current or new DBS application.

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Ofsted Disqualification by Association

All of our existing staff and new members of staff must complete an annual disqualification declaration form in which they will have to answer whether they or a person living or working in the same household has:

- A caution, issued on or after 6th April 2007 or conviction irrespective of date of issue for certain criminal offences
- An order made in relation to children under their care
- Had registration refused or cancelled in relation to childcare or children's homes or been disqualified from private fostering

Should a member of staff tick yes to any of the questions they will be suspended with full pay and reported to Ofsted. The staff member may request a waiver at the same time or at a later date.

If the decision to waive the disqualification is refused and the staff member wishes to appeal against this, they can do so by going to the first- tier tribunal (Health, Education and Social Care Chamber) within 28 days of the date on the decision letter.

If the employee lives in the same household as someone who is barred from working with children, or has committed a particular offence and the court has subsequently ordered that they are disqualified from working with children, Ofsted cannot grant a waiver.