



**EYFS: The Safeguarding and Welfare Requirements**  
**3.4 – 3.8**

## **Child Protection**

### **3a.2 Safeguarding Children and Child Protection**

**(Please ensure you have appendix 3a.2 along with this policy)**

#### **Policy Statement**

Auden Place Community Nursery 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. Our safeguarding policy is based on the information given in “Working Together to Safeguard Children 2018”.

#### **Procedures**

Auden Place Community Nursery is committed to building a ‘culture of safety’ in which children are protected from abuse and harm in all areas of its service delivery.

#### *Staff and Volunteers*

- Our designated Safeguarding Officer who co-ordinates child protection issues is:  
**Nicola Aherne ( Acting Manager) with Lisa Read-Kontou deputising in her absence.**
- We ensure that staff and parents are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of the children.
- Applicants for posts with the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out ‘enhanced disclosure’ checks with the Disclosure Barring Service before posts are confirmed. Please see Policy 3b.1 - Obtaining DBS clearance for more information.
- Volunteers and students do not work unsupervised.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We have CCTV which further protects the children in our care.

Auden Place Community Nursery is 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 may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour or their play. Please see appendix on ‘Recognition of Abuse and Neglect’
- 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 designated person. The information is stored on the child’s personal file.
- We refer concerns to Camden’s social care department and co-operate fully in any subsequent investigation. N.B. In some cases this may mean the police or another agency identified by the Camden Safeguarding Children Partnership.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of the children.

*Recording Suspicions of Abuse and Disclosures*

- Where a staff member observes signs or signals that gives cause for concern, such as significant changes in behaviour, deterioration in general well-being, unexplained bruising or marks or signs of possible abuse or neglect, that member of staff is asked to email a completed form to the designated officer on [cp@audenplace.co.uk](mailto:cp@audenplace.co.uk)
- The designated officer will then discuss the concern with the staff member and agree steps forward. All emails will be kept in an email folder dedicated to safeguarding, and if needed they will be printed and kept in a folder in a locked cabinet in the office.
- Where a child makes comments to a member of staff that give cause for concern (disclosure), that member of staff:

<b>MUST NEVER</b>	<b>MUST ALWAYS</b>
<p>Investigate or seek to prove or disprove abuse. This is a task for the police and you could compromise their investigation if you ask questions in the wrong way.</p> <p>Suggest what might have happened or probe for information. It may be suggested that you “put words in the child’s mouth” and also the child does not need to go through their story more than is necessary.</p>	<p>Listen to the child, offer reassurance and give assurance that she or he will take action.</p>
<p>Jump to conclusions, be dismissive or react with shock, anger or horror.</p> <p>Blame the child or refuse to believe what they are saying</p> <p>Speculate or accuse anyone. Guessing wrongly or making accusations can result in terrible consequences for the child and other people.</p>	<p>Keep calm and listen to what is said.</p> <p>Thank them for talking to you.</p>



<p>Offer opinions about what is being said or the persons allegedly involved. This is unprofessional and unnecessary.</p>	
<p>Make promises about confidentiality or keeping 'secrets'.</p>	<p>Discourage the use of the word secret – encourage other words, ie, making a 'surprise' card for a parent rather than a 'secret' card.</p>
<p>Confront another person (adult or child) allegedly involved. This gives them the chance to alter the story or put the child under pressure to retract their account of what happened.</p>	
<p>Forget to record what you have been told.</p> <p>Assume someone else will take the necessary action. You may be the only person the child has told about the possible abuse.</p> <p>Fail to pass this information on to the designated officer.</p>	<p>Make a written record that forms an objective record of the disclosure and includes:</p> <ul style="list-style-type: none"> <li>• the date and time of the disclosure</li> <li>• the exact words spoken by the child as far as possible</li> <li>• the name of the person to whom the concern was reported, with date and time</li> <li>• the names of any other person present at the time</li> </ul>

*Making a Referral to the Local Authority Social Care Team*

- Based on our location we would contact the Camden Children & Families Contact Service (formerly known as MASH) on 0207 974 3317 (out of hours 0207 974 4444) or [LBCMASHadmin@camden.gov.uk](mailto:LBCMASHadmin@camden.gov.uk).
- Where possible it is good practice for the designated person making the referral to have the person who brought the concern to their attention alongside them so that they can give the information first hand to the social worker and answer any questions.

*Informing Parents*

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Camden Safeguarding Children Partnership does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.
- Parents are NEVER informed by the nursery if the suspected abuse is of sexual nature. This will always be done by the investigating officers.

*Liaising with Other Agencies*

- We work within the guidelines of the Camden Safeguarding Children Partnership.



- We have a copy of 'What to do if you're worried a child is being abused' for parents and staff, and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting Camden 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 together.
- We notify Ofsted of any incident and accident and any changes in our arrangements which may affect the well-being of children.
- If a referral is made to Camden's social care department, we act within their Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

*Allegations Against Staff (Please also see Policy 3a.3 - Whistleblowing)*

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the nursery, which may include allegations of abuse.
- We would contact the Camden Children & Families Contact Service on 0207 974 3317.
- We follow the guidance of the Camden Safeguarding Children Partnership when responding to any complaint that a member of staff or volunteer within the nursery has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the nursery may have or is taking place by first recording the details of any such alleged incident.
- We refer any such complaint immediately to Camden's social care department to investigate. We also report any alleged incident to Ofsted including what measures we have taken. We are aware that it is an offence to not do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the Management Committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, 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 is dismissed from the nursery because of misconduct relating to a child, we notify the Independent Barring Board administrators so that their name may be included on the Protection of Children and Vulnerable Adults Barred List.

Auden Place Community Nursery is committed to promoting awareness of child abuse issues throughout our training programme 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*



- We seek out training for all staff when they first join our team as well as discussing the issue during monthly staff meetings to ensure 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 Camden's guidelines for making referrals.
- Safeguarding officers attend regular external level 2 and 3 safeguarding training and cascade this during the annual safeguarding inset day.
- We ensure that all staff know the procedures for reporting and recording their concerns within the nursery.

#### *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 that they develop an understanding of why and how to keep safe.
- We create within the nursery a culture of value and respect for the individual, having positive regard for children's heritage arising from their culture, ethnicity, languages spoken at home and 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 Camden Safeguarding Children Partnership.

#### *Support to Families*

- We believe in building trusting and supportive relationships with families, staff and volunteers at the nursery.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all the times with Camden'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 Camden Safeguarding Children Partnership.

#### *Support to Staff*

- In the case of a safeguarding situation, staff involved could find this very distressing and difficult to deal with. This could be all staff, but in particular a member of staff who had a strong relationship with the child/family such as the key-person or a member of staff who has been falsely accused.



- Staff may be the understandable target of parental anger and they may be afraid. Management need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents will feel angry and fraught. They may want to blame staff and may single out one staff member over others; or they may direct their anger at the manager. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom should be management or a member of the Management Committee. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called if necessary.
- Management and the Management Committee will ensure that they are available to staff if they need to talk or need to book some time off work.
- At Auden Place, we also provide a free counselling service through a company called Pound Gates. These details are provided to staff during their induction and are on display in the staff room.

#### **Legal Framework**

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (2018)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Working Together to Safeguard Children (2018)
- Counter-Terrorism and Security Act 2015.
- FGM Act 2003 ( S.74- Serious Crime Act 2015)
- GDPR 2018
- Keeping Children Safe in Education 2019
- Early years Foundation stage 2017
- Education Act 2002
- What to do if you're worried a child is being abused 2015
- Serious Crime Act 2015
- Education (Pupil Registration) Regulations 2006
- Sexual Offences Act 2003
- Preventing & Tackling Bullying 2017