



Safeguarding policy

The Wooden Horse will work with children, parents and the community to ensure the safety and welfare of all children in our care and to help provide the very best start in life. We follow the North Yorkshire safeguarding Board and North Yorkshire LEA'S safeguarding children procedures and guidance. We provide a safe and secure environment to protect children from abuse and neglect from physical, emotional and sexual harm. If we have any suspicion of abuse we will promptly and appropriately respond to a suspicion. We will work with statutory agencies in accordance with the procedures that are set down in "what to do if you are worried about a child being abused" (DOH 2004). All staff are committed to promoting awareness of child abuse issues throughout training and learning programme's for adults. Our named person responsible for safeguarding children is **Karen (Deputy: Sally)**

Our Aims:

- ② To provide a safe, respectful and supportive environment for children in which they feel confident to approach adults and secure in the knowledge that they will be listened to.
- ② Help children to establish good relationships within their families with peers and adults.
- ② To ensure that children feel able to express their views and preferences, and that they have courage and confidence to tell adults if they are unhappy.
- ② Encourage children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- ② Work with parents to build their understanding of the commitment to the principles of safe guarding all of our children.
- ② To raise awareness of all staff of their responsibility to identify and act on any suspected case of child abuse and the procedures to follow.

We will use the following legal framework:

- The children's act 1989
- Data protection act 1998
- The protection of children act 1999
- The children act 2004 every child matters

- What to do if you are worried a child is being abused 2004
- The framework for the assessment of children in need and their families 2000
- Race relations act 2000

Responsibilities of the registered person:

- The registered person is Karen (Deputy: Charlotte)
- It is the overall responsibility of the registered person to ensure that all necessary measures are in place to safeguard children.
- They must ensure that there is a suitable policy in place that all NYSCB procedures are followed and that all staff are equipped to fulfill their role with regards to safe guarding children.
- It is the responsibility of the registered person to deal with allegations against any persons working at the setting.

Responsibilities of the designated lead practitioner: (DLP)

- The DLP is Karen (Deputy: Sally)
- Louise's role includes referring a child to children's social care if there are any concerns about suspected abuse or neglect. Any referral should be made by telephone and followed up in writing within 14 days.
- Liaising with other agencies and services where appropriate
- Attending multi-agency child protection meetings.
- Contributing to a child in need or on a protection plan.
- Ensuring that all staff are aware of the safe guarding policy
- Keeping and storing records
- Seeking advice and support for staff from relevant agencies where appropriate

Responsibilities of the staff team:

- All staff should follow the NYSCB guidance and procedures, which are coincident with working together to safe guard children and what to do if you are worried about a child being abused.
- It is not the responsibility of the staff to investigate welfare concerns or determine the truth of any allegation. All staff have a duty to recognize concerns and maintain an open mind. Accordingly all concerns regarding the welfare of children must be recorded and discussed with the DLP **PRIOR TO ANY DISCUSSION WITH PARENTS.**

Staff should immediately report:

- Any suspicion that a child is injured, marked or bruised in a way that is not readily attributable to the normal knocks or scrapes received in play.
- Any explanation given which appears inconsistent or suspicious
- Any behaviour which gives rise to suspicion that a child may have suffered harm (worrying palsy or drawings)
- Any concerns that a child may be suffering from inadequate care, ill treatment or emotional maltreatment.
- Any concerns that a child is presenting signs of symptoms of abuse or neglect.
- Any hint of disclosure of abuse from any person
- Any concerns regarding persons who may pose a risk to children (i.e. anyone living in a household with children present)

Staff training and support:

- Karen and Sally have completed level 2 training in child protection in the workplace this will be updated every 3 years.
- All practitioners have completed level 1 child protection in the workplace and this will be updated every 3 years.
- Our Safeguarding policy is updated yearly and staff are aware to look out for signs of abuse and neglect. Safe guarding is discussed at regular monthly

staff meetings. Staff are informed of any children in our care if they become under a child protection plan on a need to know information basis.

- When new staff start they are given an induction and made aware of issues regarding safe guarding children, all staff are given a copy of the safeguarding policy in the staff handbook when they start employment with us.
- If staff have to deal with issues of abuse or neglect we appreciate this is very upsetting and stressful. We offer support to the staff team and would get in touch with the (LADO) Local Authority designated officer, to offer support to the team.

All members of staff, teaching or non-teaching, who have any form of contact with the children, are subject to registration by Ofsted as "fit persons". This includes a police check and all applicants for a post at The Wooden Horse are made aware that any position is exempt from the provision of "The Rehabilitation of Offenders Act (1974)". All staff also complete a 'disqualification by association' disclosure and this is updated yearly. Should any parent/guardian have concerns about a particular member of staff they should raise their concerns with the Nursery Owner or contact OFSTED on 0300 123 1231

If any DBS clearance returns to us and causes concern for the nursery, this will be investigated and action taken if needed.

Record keeping and information sharing:

- In order to keep children safe and provide appropriate care for them we are required to keep accurate and up to date records on the child. Most of the information we require is on our admissions form.
- Louise is responsible for keeping a written record about any child we are concerned about, even if we feel it is not appropriate to make immediate referral. The records need to be objective and must include:
- Statements, facts and observable things (what was seen and what was heard)
- Diagram indicating the position, size and colour of any injuries, **THESE MUST NOT BE PHOTOGRAPHS.**
- Only write down the words that the child uses, we must not translate these into proper words.

- Non verbal behaviour.
- All child protection records and documents are stored away in a lockable cupboard, information is only shared with the staff on a need to know basis, and we will consider which staff need to know and how much information they need to know.
- The records we hold about a child on the a child protection plan will be copied and transferred to any school or new setting that the child moves to, this would be clearly marked "child protection confidential for the attention of the DLP for the child protection.
- Records regarding child protection concerns will be shared with other agencies including Ofsted, as appropriate in order to safeguard children. These records if not passed on must be kept until the child's 25th birthday.

Procedure:

- If we suspect abuse or neglect then the DLP will be informed immediately, if the DLP is not present then the deputy DLP will be informed.
- Following any information that raises our concern then the DLP will consider:
- If the child needs medical attention
- Make an enquiry to the children's LADO (Karen Lewis/Dave Peat)
- Discuss the matter with outside agencies already involved with the family.
- We will then decide whenever possible to talk to parents, unless by doing so we put the child in more risk of harm, impeded any police investigations or place any of the staff team at risk.
- We will decide whether to make a child protection referral to children's social care because the child is suffering or is likely to suffer more harm if this needs to be under taken immediately.
- If we don't feel it is necessary to make a referral at this stage then records of the concern will be documented and further monitoring will be done if necessary.

- In the event of a child making a disclosure, staff should not investigate but should wherever possible elicit enough information to pass on to the DLP in order that Louise can make an informed decision what to do next.

Staff should:

- Listen to and take very seriously any disclosure or information that a child may be at risk of harm.
- Try to ensure that the person disclosing does not have to speak to another member of staff.
- Try to keep questions to a minimum and of an open nature.
- Try not to show signs of shock.
- Do not express feelings or judgments regarding any person alleged to have harmed the child.
- Explain to the child, if age appropriate, that you are going to have a little talk to the DLP (Louise)
- Reassure and support the child as much as possible
- Explain what you are going to do next.

Allegations against staff:

- Any allegations made against staff will be dealt with by the DLP (Louise) in a case where the allegation is made about the DLP then the LADO (Karen Lewis/Dave Peat) will be brought in to deal with the allegation. In a case of an allegation made against a member of staff we will apply all the same principles as stated in the rest of our policy, we will always follow the NYSCB procedures. Detailed records will be made to include decisions, actions taken and the reasons for these (see also staff handbook) where an allegation is made against a staff member we will follow the NYSCB procedures and guidance and consider if suspension is appropriate having taken advice from the duty LADO.

Initial actions to be taken:

- The person who has received an allegation or witnessed an event will immediately inform the Owner and record the details of the allegation. If the allegation is made about one of the Owners then the other Owner will be informed. The Owner will then follow the procedure as if they are the manager.
- The Owner will take steps, where necessary, to secure the immediate safety of the children any urgent medical needs. In some cases this may result in moving the member the staff involved to another area of the setting or into a different role.
- The Owner will contact the LADO (Karen Lewis/Dave Peat) to inform them of the allegation and to seek advice on how to move forward with the investigation, the directors of the Wooden Horse will also be brought in to deal with the allegation.
- Ofsted will be informed within 14 days of the allegation and of the actions taken. Failure to do this without reasonable excuse is an offence.
- As with all matters of child protection, the situation will be dealt with confidentially.

Consideration will be given throughout the investigation to support the needs of the child, parents and staff.

Contact numbers:

- Karen Lewis ((LADO): 01609 534200/07715540711
- Dave Peat (LADO): 01609 535646/07814533363
- Duty LADO 01609 532477
- Liz White (Early Intervention Manager): 01609 797464
- Ofsted: 0300 123 4666 / 0300 1231231
- Mast team: 01609 780780 / 10609 535070
- North Yorkshire children's social care customer services centre: 01609 780780

This is a working document and subject to change:

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