

SAFEGUARDING CHILDREN POLICY

Child Protection officer:

Alison Wight – Manager

Here at Birchwood Private Day Nursery we believe that the welfare of each child is paramount. We have a responsibility to all children and parents to provide security, promote confidence and independence.

All staff are asked to be vigilant with any safeguarding issues. As practitioners we strive to build strong relationships with both children and parents so they feel comfortable asking us for help and advice. Employees are required to obtain enhanced DBS checks.

There are 4 categories of abuse, neglect, physical abuse, sexual abuse and emotional abuse. All staff attend training sessions on spotting the signs and symptoms of each of the above categories and how to deal with the process, in order to protect all of the children within our care.

If any signs of abuse or a disclosure is made all information will be recorded and kept in a locked filing cabinet, information will be kept confidential and be on a need to know basis. Staff will report any issues to the named child protection officer (CPO)

Procedure to follow in the event of a child disclosing information to a member of staff:

- Listen to the child, make eye contact keep, at the child's level, be supportive, don't act shocked by any of the information the child shares with you, do not ask direct questions.
- Reassure the child but do not make any promises to keep the information a secret.
- Record accurately all information in writing, including time, date and other relevant information, and put in the locked filing cabinet.
- Information gathered to be shared with the CPO who will then contact first response and discuss the information with the relevant people
- If still un-sure contact other agencies who may be able to advise you further
- ALWAYS maintain confidentiality

Procedure to follow if in the event of a member of staff having an allegation made against them:

- Allegations should be recorded in writing, and filed away in a locked cabinet.
- Allegations should be passed on to the CPO unless the CPO is the member of staff the allegation is about.

- LADO should be informed by the CPO, OFSTED should be informed as soon as possible
- In the case of a child being physically harmed by any adult (staff,visitor,parent/carer) within the setting then the police will be contacted to deal with the situation.
- The member of staff maybe suspended while the investigation is carried out and if the allegation is proven then the necessary procedure will be carried out.
- Parents may wish to contact OFSTED themselves with any concerns about safeguarding; posters are displayed around the setting with all the relevant phone numbers.

WHISTLE BLOWING

If a member of staff witnesses another member of staff putting a child at risk or acting inappropriately towards a child within their care then they must report the incident immediately to the CPO or contact first response asking for L.A.D.O also contacting OFSTED if the allegation involves the CPO.

If parents of Staff are concerned then they need to speak to CPO Alison.

It is the duty of the manager to contact first response:

TELEPHONE: 08001313126

FIRST RESPONSE, STOKE-ON-TRENT: 01782 235100

Allegations made against a person working with children contact CPO Alison

First Response 01785 354030 and ask for L.A.D.O local authority designated officer.

Inform OFSTED: 03001231231

Date: 2014

Review: 2015