



The Granary Nursery School  
Hill Farm, Framlingham, Suffolk, IP13 9SA  
Tel: 01728 621105  
Company No. 07845785

## **Safeguarding Policy**

Dated 12.09.16

This policy represents the agreed principles for Safeguarding Children throughout the Nursery. All Nursery staff, have agreed this policy.

### **Introduction**

The health, safety and welfare of all our children are of paramount importance to all the adults who work in our Nursery School. Our children have the right to protection, regardless of age, gender, race, culture, background or disability. They have a right to be safe in our Nursery.

### **Our aims are:**

- To provide a safe environment for children to learn in;
- To establish what actions the Nursery can take to ensure that children remain safe, at home as well as at school;
- To raise the awareness of all staff to these issues, and to define their roles and responsibilities in reporting possible cases of abuse;
- To identify children who are suffering, or likely to suffer, significant harm;
- To ensure effective communication between all staff on child protection issues;
- To set down the correct procedures for those who encounter any issue of safeguarding e.g. CAF / Referral Flowchart

### **Statutory Framework**

This policy takes account of the requests set out in the Children Act 2004 ('Every Child Matters').

Nursery Schools are expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or is at risk of abuse – these procedures should also cover circumstances in which a member of staff is accused of, or suspected of, abuse.



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The Designated Safeguarding officer (DSO) is Allie Green and Deputy Nicola Smith (Caterpillar Class) and Deputy Linda Gray (Butterfly Class). Their role is to

- Ensure that the Safeguarding Procedures are followed in the Nursery.
- Ensure that all staff are aware of these procedures.
- Ensure that appropriate training and support is provided to all staff.
- To be aware that inexperienced staff such as students and apprentices should never be left unsupervised to avoid safeguarding /health and safety issues.
- Develop effective working relationships with other agencies and services.
- Decide whether to take further action about specific concerns eg. Refer to Customer First (0808 800 4005).
- Liaise with Social Work Teams over suspected cases of child abuse.
- Ensure that accurate records relating to individual children are kept in a secure place and marked 'Strictly Confidential'.
- Submit reports to, and attend, Safeguarding Conferences.
- Ensure that the nursery effectively monitors children who have been identified as 'at risk'.
- Provide guidance to parents, children and staff about obtaining suitable support.
- Keep up to date with all relevant procedures and legislation.
- Attend TAC (Team Around the Child) and CAF (Common Assessment Framework) meetings.

If any member of staff is concerned about a child he or she must inform the DSO, or deputy.

Information regarding the concerns must be recorded by the DSO and signed by the member of staff, on the same day. The cause for concern will be recorded in the child's record of concern if they have one or in the incident book if they don't. The recording must be a clear, precise, factual account of the observations and must be dated. Where appropriate a body map will be added. These records are kept in the 'Children Causing Concern' file, which is kept securely in the managers locked cupboard.

The DSO will decide whether the concerns should be referred to Customer First. If it is decided to make a referral to Customer First this may be done without prior discussion with parents.



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If a referral is made to Customer First, the DSO will ensure that a written confirmation of the concerns is sent to the 'Call Centre' within 48 hours when requested.

Particular attention will be paid to the attendance and development of any child who the nursery believes to be 'at risk' or who has been placed on the Safeguarding children Register.

Records relating to Safeguarding children will be kept in a secure locked place, separate from the child's general file.

If a pupil who is known to be on the Safeguarding children Register changes nursery school, the DSO will inform the social worker responsible for the case and transfer the appropriate records to the receiving School/Nursery, in a secure manner, to a named person, and separate from the child's general file.

### **Prevent Abuse by means of good practice**

- Adults will never be left alone for long periods of time, with individual children or with small groups.
- Adults that have no DBS certificate or relevant childcare qualifications will never left alone with a child.
- Children will have regular circle time and discussions on appropriate behaviour.
- All staff are aware of where to access the Customer First phone number (0808 800 4005). It is clearly displayed on all notice boards within the nursery.
- All staff are made aware of the Mobile Phone Policy (see Policies folder).
- All staff are made aware of the Social Networking Policy (see Policies folder).

### **Staff training**

A clear vetting and barring training is in place for all new staff and clear policies are in the Staff Employee Handbook. All adults in the Nursery receive regular training to raise their awareness of abuse, and to improve their knowledge of Safeguarding procedures that have been agreed locally. The maximum period of time before refresher training must take place is three years. Designated members of staff should undertake safeguarding training every two years and their knowledge and skills should be refreshed at regular intervals, but at least



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annually. When the setting is in operation, the DSO or deputy should be available during opening hours for staff to discuss safeguarding concerns.

### **When to be concerned**

Staff should be concerned about a pupil if he or she:-

- Has any injury which is not typical of the bumps and scrapes normally associated with children's injuries.
- Regularly has unexplained injuries.
- Frequently has injuries (even when apparently reasonable explanations are given).
- Gives confused or conflicting explanations on how injuries were sustained.
- Exhibits significant changes in behaviour, performance or attitude.
- Indulges in sexual behaviour, which is unusually explicit and/or inappropriate to his or her age.
- Discloses an experience in which he or she may have been harmed.
- Gives other cause to believe that he or she may be suffering significant harm.
- Frequent absences without reasonable explanations.
- Demonstrating behaviour which suggests exposure to radical and extreme views. See Prevent Duty Guidance for England and Wales.

### **Dealing with a disclosure**

If a pupil discloses that he or she has been abused in some way, the member of staff should:-

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely.
- Reassure the child but not make promises, which it might not be possible to keep.
- Not promise confidentiality – it might be necessary to refer to Customer First.
- Reassure him or her that what has happened is not his or her fault.



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- Stress that it was the right thing to tell.
- Listen, rather than ask direct questions.
- If necessary, ask open questions, not leading questions.
- Do not criticise the alleged perpetrator.
- Explain what has to be done next and who has to be told.**Record keeping and monitoring**

When a pupil has made a disclosure, the member of staff should:-

- Make brief notes during and as soon as possible after the conversation.
- Not destroy the original notes in case they are needed by a court.
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child.
- Complete the diagram with an outline of a body shape, to indicate the position of any bruising or other injury.
- Record statements and observations rather than interpretations or assumptions on the incident report form.

Dealing with a disclosure from a child, and a Safeguarding case in general, is likely to be a stressful experience. The member of staff should, therefore, consider seeking support for him/herself and discuss this with the DSO.

### **Allegations against staff (Whistleblowing)**

If an allegation is made against a member of the nursery staff (or a volunteer helper), it will always be investigated by the Proprietor or Head Teacher, or, in the case of the allegation being against the Proprietor or Head Teacher, **LADO** should be contacted immediately on 0300 123 2044. Should the allegation concern an issue of conduct, our complaints and disciplinary procedures will be followed. If it is felt, after these initial investigations, that a further enquiry is needed, then the member of staff will be suspended. Suspension is a neutral act, and in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person concerned, and the Nursery will do all it can to balance the interests of any individual with that of the need to keep children safe. For further information refer to 2.9 *Whistleblowing* in The Granary Nursery School Employee Handbook.

Safeguarding Policy

Proprietors: Mr. and Mrs. M Green B.A. Hons, P.G.C.E  
Head Teacher: Mrs Linda Gray B.Ed.Hons



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## **Physical restraint**

There may be times when adults, in the course of their duties, have to intervene physically in order to restrain children and prevent them from coming to harm. Such intervention will always be the minimum necessary to resolve the situation.

## **Confidentiality**

DfEE 10/95 acknowledges that Safeguarding Children raises issues of confidentiality that must be clearly understood by all staff in schools. The Circular advises that all staff in the nursery have:

“A responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Children Schools and Families and the Police). If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child’s sake. Within that context, the child should, however, be assured that the matter will be disclosed only to people who need to know about it. Staff who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts. Child Protection records should be kept securely locked”.

## **Employment and recruitment**

We will do all we can to ensure that all those working with children in our nursery are suitable people. This involves scrutinising applicants, verifying their identity and obtaining references, as well as the mandatory DBS checks. We follow Suffolk County Council ‘Safe Recruitment Best Practice Guidance for OFSTED registered Early Years, Childcare and Playwork settings and the Key Safeguarding Employment Standards as set out in Suffolk Safeguarding Children Board website.



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## Family Support

The Nursery School will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers in the group.

Where abuse at home is suspected, the Nursery School will continue to welcome the child and family while investigations proceed.

Should the allegation concern an issue of conduct, our complaints and disciplinary procedures will be followed.

If allegations are made to a member of staff implicating a member of the Management Team, that staff member should contact Social Services through **LADO** as detailed below. All details regarding the allegation should be kept confidential. (LADO referral form copy kept in Policies folder). Referral forms should be sent securely to [LADOcentral@suffolk.gcsx.gov.uk](mailto:LADOcentral@suffolk.gcsx.gov.uk) and followed up by telephone.

Concerns about a child should be referred to **Customer First** (see below). With the provision that the care and safety of the child must always be paramount, the nursery will do all in its power to support and work with the child's family. You may be referred to **MASH** (Multi Agency Safeguarding Hub) who may require a **MARF** (Multi Agency Referral Form) to be completed (see copy of **MARF** in policies folder).

## Telephone numbers for referral

**Customer First** 0808 800 4005 (Lines open 08:00-18:45)  
**Emergency Duty Service** 03456 061488 (after 18:45)

**Suffolk Police main switchboard** 01473 613500  
**Ipswich Police** 01473 272841

**LADO** 0300 123 2044  
**(Local Authority Designated Officers) – Rennie Everett / Dian Campbell**  
**[LADOcentral@suffolk.gcsx.gov.uk](mailto:LADOcentral@suffolk.gcsx.gov.uk)**



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