

Safeguarding Children (Child Protection Policy)

Statement of intent

Artisans wants to work with children, parents and the community to ensure the safety and protection of children and to give them the very best start in life.

Aims

Our aims are to:

- create an environment in Artisans which is safe and secure for all children;
- enable children to have the self confidence and the vocabulary to resist inappropriate approaches;
- encourage children to establish and sustain satisfying relationships within their families, with peers, with older and younger children and with other adults;
- encourage children to develop a sense of autonomy and independence;
- work with parents to build their understanding of and commitment to the welfare of all our children.

In order to fulfil these aims:

- All our staff receive training in Safeguarding Children which we aim to update training every three years;
- We have two designated Safeguarding Children teachers who have extended training
- We follow the guidelines laid down by the Local Safeguarding Children Board
- We have a copy of Manual of Safeguarding Children Procedures available for staff to use if required and for parents to see if they wish, along with the publication 'What to do if you're worried a Child is being abused',
- All members of staff know Artisans procedures for recording and reporting incidents;
- In consultation with parents/carers we are able to refer children for additional help through the Common Assessment Framework;
- We notify the registration authority (Ofsted) of any incident or accident which affects the wellbeing of children;
- We have procedures for contacting the local authority's Intake and Assessment Team on Safeguarding Children issues;
- If a report is to be made to the authorities, we take advice from the Intake and Assessment Team in deciding whether we must inform the child's parents at the same time.

Procedural changes

Safeguarding Children is an area under constant review, we will at all times follow the latest government or county recommendations in the procedures we follow. These may have slight variance to those stated below but any significant changes will be amended in this document.

How we ensure that Children are safe and protected

Staffing and volunteering

- We have two named persons who coordinate Safeguarding Children issues, Katie Dorney and Donna Brice.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- All staff have a duty to maintain the wellbeing of children in their care.
- Applicants for posts within Artisans 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 CRB checks and take-up references before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- As appropriate staff are also vetted through the ISA
- We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at Artisans or has contact with the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of Safeguarding Children concern.
- We have procedures for recording the details of visitors to Artisans.
- We take security steps to ensure that we have control over who comes into Artisans so that no unauthorised person has unsupervised access to the children.

Disciplinary Action

Where a member of staff or a volunteer is dismissed from Artisans or internally disciplined because of misconduct relating to a child, we notify Ofsted and the Department of Health so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

Training

All of our staff have received training on Safeguarding Children Issues. We seek out training opportunities for all adults involved in Artisans to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff are aware of the procedures for reporting and recording their concerns in Artisans.

Planning

The layout of the room and outdoor space allows for constant supervision.

Curriculum

- We create within Artisans a culture of value and respect for the individual.
- We ensure that this is carried out in a way that is appropriate for the ages and developmental stages of our children.
- We introduce key elements of Safeguarding Children into our curriculum and planning so that children can develop an understanding of why and how to keep safe. (e.g. Stranger Danger, Road Safety)

Complaints

- We ensure that all parents know how to complain about staff or volunteer action within Artisans, which may include an allegation of abuse.
- We have a procedure on Allegations made against a member of staff
- We notify Ofsted and the Intake and Assessment Team when we receive an allegation made about a member of staff, in line with our procedure.
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.

If we suspect abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, sexual, neglect or cause for grave concerns.
- When children are suffering from abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, Artisans will record observations and follow necessary procedures to investigate if necessary.
- We allow investigation to be carried out with sensitivity. Staff in Artisans take care not to influence the outcome either through the way they speak to children or the asking of leading questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals. We seek parent's permissions before making a referral unless by seeking this permission we may be putting a child at risk.
- We work co-operatively with the parent unless this is inconsistent with the need to ensure the child's safety

Disclosures made to us

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

- offers reassurance to the child;
- listens to the child; and
- gives reassurance that she or he will take action.

The member of staff does not question the child - the golden rule is observe and listen but do not probe. They do not offer complete confidentiality but say they will only speak to others who can help the child.

Teachers are well placed to observe outward signs of abuse, changes in behavior or failure to develop or thrive. Categories for concern are:

Neglect

The persistent or severe neglect of a child which results in serious impairment of the child's health or development.

Physical Abuse

Physical injury to a child - reasonable suspicion that the injury was inflicted or knowingly not prevented.

Sexual Abuse

The involvement in sexual activities to which the child was unable to give informed consent.

Emotional Abuse

Persistent or severe emotional ill treatment or rejection.

Grave Concern

Children whose situations do not currently fit the above categories but for whom there is significant risk of abuse.

Recording and Reporting suspicions of abuse and disclosures

Staff make a record of:

- The child's name; address, date of birth;
- The date and time of the observation or the disclosure;
- An objective record of the observation or disclosure;
- The exact words spoken by the child;
- The name of the person to whom the concern was reported, with date and time;
- The names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file.

The member of staff will discuss the incident with the Nursery Manager or Senior Teacher and a decision will be made about who should be notified. If we feel it necessary to take a further professional opinion the Intake and Assessment Team will be contacted immediately. We will take advice from them regarding information then given to parents. Once contact with external agencies has been made we will follow their advice.

In a case where a child is not in immediate danger we try to discuss the matter with parents before making any referrals. However it is the welfare of the child which is paramount and this is at the forefront of all our actions. We are aware that many children have suffered because of lack of communication between agencies, and that government guidance now encourages the full sharing of information. We shall therefore use our professional judgement in sharing information with the agencies that 'need to know', being open and honest with parents and children as to why we feel we need to share the information whenever possible.

Full records of conversations will be maintained when any referrals or discussions are held with any other agencies or with parents prior to a referral. These records will include dates and times of the conversation, who we speak to, and the advice we were given.

Informing Parents

We will always aim to involve parents in any referrals before they are made. However if a suspicion of abuse is recorded, and the child is considered at risk an immediate referral will be made to the Intake and Assessment team and we will take their advice on informing parents.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. If there are concerns within Artisans it is important that the Nursery Manager is made aware of them. However children will work with a number of different adults within Artisans and they should also be made aware that there are concerns about an aspect of well-being of the child in question. Any information shared with external agencies is done under the guidance of the Local Safeguarding Children Board.

Support to families

- Artisans takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- Artisans continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Local Safeguarding Children Board.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

Children schools and families – - 0300 123 4043 incl. out of hours

Police – 999 or 0845 33 00 222 (Child abuse unit)

NSPCC 24 hr helpline – 0808 8005000

Ofsted – 08456 404040

Designated Staff Member

Katie Dorney and Karen Page

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