

## Busy Bees Safeguarding Children Policy

### Policy Statement

At Busy Bees we recognise that the welfare of children is paramount and that all children, regardless of ability and culture, have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we reasonably can to provide a safe and caring environment whilst they attend our activities.

We will listen and keep private anything you say to us. However, we have a legal duty to inform the appropriate agencies if we are concerned about the care a child is receiving.

### Policy Aim

At Busy Bees the welfare of the children within our care is of paramount importance and we will aim to do everything we reasonably can to fulfill our 'duty of care' towards the children who attend our setting.

### Liaison with other bodies

We will work with the Suffolk Safeguarding Children Board guidelines.

All staff and volunteers are given a specific safeguarding induction upon their first day of working at Busy Bees are aware of what to do if they have any concerns about a child.

Lists of contact numbers, including Customer First 0808 8004005 (Social Services) and the MASH team 03456061499 are displayed in various locations around the setting. Staff may seek advice from the MASH team before making a decision on referral if required.

We will contact, without delay, any child protection agency identified by the Suffolk Safeguarding Children Board if any allegation of abuse is made. This is usually through Customer First or the Police. A flow chart detailing the procedure for referrals is displayed in each of the classrooms in the setting.

OFSTED will be informed of any allegations of serious harm or abuse by any person living, working, or looking after children on the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. It is an offence to fail to comply with this requirement.

We will inform The Disclosure Baring Service of any member of staff who are dismissed from our company due to harm or abuse of any child.

### The Safeguarding Officer

The responsibility of managing the safeguarding of the children is appointed at managerial level. The lead safeguarding officer is the nursery manager, Lorna Barker. The deputy safeguarding officer is Rachel Davies, operational manager. These people are responsible for safeguarding children within the setting, attending training courses and liaising with statutory children's services as appropriate.

It is a joint responsibility of the manager and the operational manager to oversee and ensure that our safeguarding policy is fully implemented and that we attain the recommended standards. Names and contact details are displayed on notice boards in each of the classrooms, these details will also be made available to all parents and carers in our enrolment information pack. 2 If the safeguarding officer is not available all concerns must be reported immediately to the operational manager, Rachel Davies. Management will ensure that workers and volunteers receive child protection/safeguarding training as appropriate. If an allegation of abuse is made against a manager, the classroom supervisor should be informed and they should follow the referral procedure independently. The supervisor will also need to seek advice from the Local Area Designated Officer on 03001232044

### Rigorous Recruitment

We adhere to our own policy when recruiting all staff. We obtain full personal details and C.V.'s with particular reference to previous work with young children and people. Any unexplained breaks in employment will be questioned and investigated. We take up references and insist that any appointment staff in direct and /or unsupervised access to children will be subject to a Disclosure and Baring Service Check (DBS).

### Induction and Training

All new staff have a clear job description and a contract detailing their rights and responsibilities. They receive an induction briefing and their training requirements are reviewed. During induction new staff are informed specifically about Busy Bees Safeguarding children policy. They will be given a copy of the policy along with a referral flowchart. .... All appointments are subject to a terms probationary period. Staff appraisals are carried out annually and supervisions are carried out on a six weekly basis, with clear goals for the coming period ahead agreed by both parties. All staff are required to undertake their safeguarding children training and to keep this training up to date. Staff are released from their duties to attend relevant training courses. It is expected that all staff will update their statutory Safeguarding Children training every three years.

### Confidentiality

We have a clear confidentiality Policy which is made available to parents and carers at the time of enrolment. In cases of disclosures of abuse, either by parents or children, we are obliged to share the information with the Safeguarding officer who may refer these concerns to children's services. All media enquires will be handled by the proprietor.

### Allegations against staff

We ensure that all parents know how we make a complaint about staff or a volunteer action within the setting, which may include an allegation of abuse. The OFSTED complaints poster and setting's complaints procedure is displayed in each classroom

### Allegations against staff continued

If a member of staff has been accused of abusing a child, any person, including the child, parents, staff, volunteers etc. should initially make the complaint to either Rachel Davies (operational

manager and deputy safeguarding officer), Lorna Barker (nursery manager and safeguarding officer) or Jean Beales (director).

In the first instance Busy Bees will contact 'The Local Area Designated Officer' (L.A.D.O.) on 03001232044 or email LADOCentral@suffolk.gcsx.gov.uk. This raises concern about the adult, advice may be given. The Local Area Designated Officer will contact the police and a strategy meeting will be held.

We will await instruction from L.A.D.O. as to whether or not the staff member should be suspended on full pay whilst their investigation takes place. However, if we decide that the staff member has breached the terms and conditions of their contract we may suspend them on full pay in accordance with their contract and in relation to our Disciplinary Procedures, whilst an investigation takes place.

Without delay, the complaint will be referred to Customer First on 0808 800 4005

We will follow the guidelines of the Suffolk Safeguarding Children Board and any advice given by the Social Care team. Without question we will notify OFSTED about the referral and allegation.

The social care team will investigate the allegation with the police. All personal records will be made available to the relevant people involved in the investigation and we will co-operate entirely with any investigation carried out by Social Services in conjunction with the police.

Where a member of staff or volunteer is suspended from the setting because of misconduct relating to a child we will seek advice from The Suffolk Safeguarding Children Board. Staff will be made fully aware of the policy and procedure specifically relating to allegations of abuse against staff through staff meetings, refresher discussions and annual updates to the Safeguarding Policy.

### Handling disclosures

All staff should have an up-to-date understanding of safeguarding issues and be able to implement the safeguarding children policy and procedure appropriately. A young child may not necessarily make a disclosure verbally or through play or behaviour, other factors listed below must be taken into consideration.

You may become aware of suspected abuse by:

- Your own observations and concerns
- Being told by another person that they have concerns about a child
- The child tells you
- The abuser tells you

Staff should be able to respond appropriately to:

- Significant changes in a child's behaviour
- Deterioration in their general well-being
- Unexplained bruising, marks or signs of possible abuse
- Neglect
- The comments children make which give cause for concern

Where there are concerns about the welfare of any child or young persons, all adults in our organization, staff are expected to share their concerns with the safeguarding officer. 4 Also remember that you may not always be working directly with the child but become concerned because of difficulties experienced by the adults.

- Domestic violence incidents
- Mental health issues
- Substance and alcohol abuse incidents

#### Remember

- Do not delay
- Do not investigate
- Seek advice from the safeguarding officer or deputy safeguarding officer
- Make careful recordings of anything you observe or are told

#### Record Keeping

All records will be securely kept in a locked filing cabinet in the manager's office. Only the manager and the safeguarding officer will have access to the records, unless they need to be passed on to the social care team. All records should be hand written as soon as possible after the disclosure, any original copies in note form should be attached to the tidied-up versions. It is equally important to record the reasons for the decision not to refer to social services as when the decision is made to refer. Records will be kept indefinitely.

#### Use of mobile phones and cameras in the setting

We have clear policies in place for the use of mobile phones and cameras in the setting. Please refer to our 'use of mobile phones' and 'use of camera' policies for full information.

This policy was adopted by the managers and staff, and updated on 8<sup>th</sup> February 2016

Signed on behalf of Busy Bees Nursery School

Date for review – 8<sup>th</sup> February 2017

**“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”.**