



Bright Start Day Nursery

Safeguarding Policy

(Addendum to the College's Safeguarding Policy)

Introduction

The Bright Start Day Nursery fully recognises the contribution it makes to child protection. It makes the safeguarding of the nursery children's safety, well-being and protection our highest priority whilst they are in the nursery's care.

The nursery does this by: recognising that it is our legal duty to respond to and refer all allegations of abuse in accordance with statutory guidance.

Central to the care of the nursery children are the Rights of Children and Young Persons (Wales) Measure 2011 and specifically Article 19 of the UN Convention on the Rights of the Child which states: 'Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them.'

There are three main elements to the nursery policy:

- Prevention through the teaching, care and pastoral support offered to children;
- Procedures for identifying and reporting cases, or suspected cases of abuse. Because of the nursery's day to day contact with children, staff are well placed to observe the outward signs of abuse and
- Provide support to children who may have been abused.

The nursery policy applies to all staff and volunteers working in the nursery as anyone can be the first point of disclosure for a child.

Prevention

The nursery recognises that high self-esteem, confidence, supportive ethos, and good lines of communication with a trusted adult help to safeguard children.

The nursery will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- Ensure that children know there are their keyworkers and staff that they can approach if they are worried or are in difficulty



- Include in their learning, opportunities for personal development which equip children with the skills they need to stay safe from abuse and to know where to turn for help

Procedures

We intend to create in our nursery an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

We will at all times act in compliance with the All Wales Child Protection Procedures and Working Together under the Children Act 2004 that have been endorsed by the Local Safeguarding Children's Board. Have regard to the Welsh Government's statutory guidance on safeguarding children under the Social Services and Well-being (Wales) Act 2014. The nursery will ensure that it will:

- Have a designated senior person for child protection (this is Maxine Thomas) who has undertaken and continues to undertake the appropriate training. In their absence there are three named deputies Judith Evans, Peter Henton and Dean Richards;
- Recognise the role of the designated senior person and arrange support and training;
- Ensure that this is known by every staff member and volunteer
- That they know that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the Local Safeguarding Children Board and
- How to take forward those concerns where the designated senior person is unavailable
- Ensure that nursery staff are aware of the need to be alert to the signs of abuse and know how to respond if a disclosure of abuse is made
- Ensure that parents have an understanding of the responsibility placed on the nursery and its staff for safeguarding, by making parents aware of the policy
- Provide training for all staff so that they know:
 - Their personal responsibility
 - The agreed local procedures (including Prevent)
 - The need to be vigilant identifying cases of abuse
 - How to support a child who discloses abuse
- Ensure that everyone is aware that safeguarding is everyone's responsibility;
- Operate a clear and thorough recruitment policy and procedure for staff and volunteers. These include maintaining current enhanced criminal records checks within the Disclosure and Barring Service (DBS) scheme and checks on suitability references, in addition to qualifications in line with the day care regulations. (These procedures will be enacted in compliance with the College HR and Safeguarding Policies)
- Implement an induction process and code of conduct for staff, learners, visitors and volunteers. This will be compliant with the Professional duties procedure for College staff. This includes:



- Informing staff that failure to report suspected abuse will result in disciplinary action being taken
- Procedures for staff who work in a 1: 1 capacity and provide personal care for children
- Maintain staff ratios for the supervision of children that are in line with or exceed regulatory requirements
- Operate and keep up to date risk assessments of all activity within the nursery and ensure adequate insurance cover is provided
- Operate an effective range of policies and procedures that support and safeguard children within the setting
- Report, record and monitor any injuries sustained by a child (while away from the setting or in the nursery's care). Noting any changes in behaviour and discuss with parents who will normally be the point of contact except when this may be considered to put the child at risk.

Staff Development

The Designated Senior lead person for Safeguarding and the Day Nursery Officer will ensure that all staff of the nursery undertake Accredited Tier 1 Pembrokeshire Safeguarding Children Board Training to ensure that they recognise the symptoms of child abuse, which include physical, neglect, emotional sexual and financial abuse. Be aware of prevent and the statutory duty that the College has in this regard.

To be aware through training of other forms of abuse such as Child Sexual Exploitation(CSE), Female Genital Mutilation (FGM), Sexting, Forced Marriage, Violence against women, domestic abuse and sexual violence and e safety.

Action to Be Taken in the Event of a Disclosure About a Child

All staff will be made aware of the College's Safeguarding Policy and the procedures for recording/reporting concerns. All staff will be notified and have access to the [My Day Safeguarding Page](#)

The College Designated Senior Lead Person for safeguarding is Maxine Thomas (Contact Details: 01437 753245 or 07989 430703).

The College's Safeguarding Officers Judith Evans (Contact details: 01437 753186) Dean Richards / Peter Henton(Contact details 01437 753413).

Contact can also be made directly to Pembrokeshire County Council Social Services Department on 01437 764551 and/or Dyfed Powys Police 999 in the case of an emergency. Day Nursery staff are aware that any concerns should be raised with the Responsible



Individual – Lucy Breckon or Safeguarding Officers and in the first instance; they can raise concerns with the Day Nursery Officer.

In the event of a staff member having a concern/suspicion that a child has suffered abuse or neglect or if someone tells them that they or another child or young person is being abused or suffering neglect:

The member of staff must act immediately and (as is appropriate to the age/stage of the individual child):

- Listen, showing that they have heard what they are being told and that they take the allegations seriously
- Does not prompt or ask leading questions
- Does not ask the child to tell their story more than once
- Explains what actions they must take (agreed procedures)
- Does not promise to keep what they have been told a secret or confidential but explains that they will share the information on a 'need to know' basis.

The member of staff must:

- Write down, using the exact words what they have been told. This is to be done as soon as possible
- Make a note of the date, time, place and people present in the discussion
- Not confront the alleged abuser
- Report the concern to the Registered Person /Responsible Individual as soon as possible, but immediately.

The Registered Person/Responsible Individual will:

- Report the concern immediately (within 24 hours) to the CCAT and or PPU and submit a Multi-Agency Referral Form (MARF)
- Inform CIW that a referral has been made and that procedures have been followed.

Action to be taken in the Event of a Disclosure about Professional Abuse

If the behaviour of a colleague, adult (including volunteers and members of the public) towards a children or young people causes concern:

- The matter should be referred immediately to the Responsible Individual
- The Responsible individual will make a referral and have a professional conversation with the Local Authority Officer responsible for the Management of Professional Allegations (DOMPA)
- The Responsible Individual will consider the options of removal /suspension of the staff member in compliance with the College HR policies, pending decisions at the strategy meeting under Part 4 of the All Wales Child Protection Procedures or upon formal advice from the DOMPA, if the threshold for part 4 is not reached



- The Responsible Individual will inform CIW of any allegations of serious harm to a child committed by a person looking after children in the nursery, or by any person living, working, employed on the premises, or any abuse alleged to have taken place on the premises without delay
- If the allegation is about the Registered Person/Responsible Individual it is the responsibility of the Deputy Principal to inform CIW without delay
- Failure by a member of staff to report suspected abuse will result in disciplinary action being taken.

Information to be Shared Will Include:

- The nature of the concerns
- How and why concerns have arisen
- The full name, age, address and date of birth/ages of family members
- The names and relationships of all those with parental responsibility (where known)
- Information on any other adults living in the household
- Information relating to other professionals and multi-agency involvement
- Any information about the child's developmental needs and his/her parents carers ability to respond to these needs within the wider context of the family environment
- Any information affecting the safety of the staff.

The Responsible Individual has responsibility to ensure that child protection concerns are taken seriously and followed through, remaining accountable for their role throughout the child protection process.

Record Keeping

- The nursery will keep accurate, concise and clear records in straightforward language to underpin excellent safeguarding practice
- The nursery's arrangements for retention, storage and destruction of electronic and paper records of safeguarding matters meet the relevant regulations (including Data Protection Act 1998 and General Data Protection Regulations (GDPR) and requirements made by the Information Commissioner's Office
- Records held by the nursery are shared on a 'need to know' basis with relevant agencies and in compliance with all statutory procedures
- All referrals will be made using an Integrated Multi Agency Safeguarding Form (MARF)

Throughout a Safeguarding Investigation



- The Responsible Individual will attend all Strategy and Initial Child / Adult Protection Conferences
- They will ensure that they build trust, confidence, and supportive relationships between themselves and agencies. Also with families, staff and volunteers
- Do all that they can to support families and children
- Operate within statutory guidance and frameworks at all times.

Conclusion

The Bright Start Day Nursery will at all times put the care, welfare, wellbeing and safety of the children first. Adhering to legislative requirements and the College's Safeguarding Policy.

All day nursery staff are in a position of trust and are required to read and abide by the Safer Working Practice Guidance for Adults who work with Young People in Educational Settings.

Contact Details

Child Care Assessment Team –	01437 764551
Local Authority Designated Officer for the Management of professional Allegations (DOMPA)	01437 775086
Local Authority Safeguarding Education Manager	01437 776549
CIW Regional Office -	0300 790 0126
Out of Hours Emergency Number	0300 333 2222

Immediate Emergency Contact 999 if a child is at risk of significant harm.