

Kiddy Academy Safeguarding Children Policy

Kiddy Academy Day nursery have a commitment to work with children, parents and the other agencies to ensure the safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be safeguarded from risk of suffering any significant harm This policy is updated once a year (unless a change in government policy occurs) and is based on up to date Local Safeguarding Children Board (LSCB) guidance

Our prime responsibility is the welfare and well being of all children in our care. As such we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention.

The nursery aims to:

- **ensure that children are never placed at risk while in the charge of nursery staff**
- **ensure that confidentiality is maintained at all times**
- **ensure that all staff have an up to date understanding of safety issues and be able to implement this Safeguarding policy effectively**
- **regularly review and update this policy.**

Kiddy Academy follows the procedures set out in the Statutory Framework for the Early Years Foundation Stage Standards and Local Safeguarding Children Board (LSCB), working together under the Children Act 2004

. This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is at risk of suffering any significant harm

Immediate response if any Practitioner or other member of staff suspect that a child is or maybe suffering from significant harm

- ❖ Discuss your concerns immediately with the designated Safeguarding officer, Deputy or setting manager
- ❖ If they are unavailable, contact the appropriate senior manager within the organisation
- ❖ Implement the procedures for making a Referral to Liverpool Childrens Social Care via **Careline Children Services** determined by which borough the child lives in)

Liverpool – Tel: 0151 233 3700

Knowsley – Tel: 0151 443 4077 Sefton – Tel: 0151 934 3737

All staff will be familiar with their own responsibilities to act swiftly upon any suspicions or concerns they may have about any child or member of staff at the nursery.

Staff responsibilities do not include investigating any concerns as this may jeopardise any future professional investigation and potentially contaminate any evidence.

However, staff will keep accurate records of any concerns:

1. Childs full name and address

2. Date and time of record
3. Details of what prompted the concern ie observation, bruising or marking or disclosure
4. Details of any previous concerns
5. Details of any explanations given by the parents/carers or child
6. Any action we have taken such as speaking to the parent

This information will be kept confidential at all times

Informing Parents/carers

Parents or carers will be informed of **any** concerns and intention to contact Children’s Services via Careline. However, in cases of significant harm it will only be done where it will not place the child at risk of significant harm.

In these circumstances the safety and welfare of a child dictates that information should not be shared without making a referral first, therefore in this instance the Local Authority investigating officers will inform parents.

How to report concerns

Where the child concerned already has a social worker, referrals should be made to the Social worker, the team leader or colleague.

Where the child does not have a social worker or the referrer is not aware of the involvement or identity of the allocated social worker, referrals should be made to Careline as details above

ALL CONCERNS REFERRED TO CARELINE SHOULD BE CONFIRMED IN WRITING WITHIN 48 HOURS

Coreline Childrens Services, Venture Place, Sir Thomas Street, Liverpool, L1 6BW

Parents and families will be treated with respect in a non- judgmental manner whilst investigations are carried out in the best interests of the child.

Ofsted will be informed of all referrals made within 48 hours

Contact telephone number Ofsted 0300 123 1231

Staffing and volunteering

The persons designated to take the lead responsibility for Safeguarding children at the nursery is:

Safeguarding Officer..... (Nursery Manager).....

Deputy Safeguarding Officer..... (Nursery Preschool Supervisor).....

- **Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need for them to own/obtain a full DBS check 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**

- All qualified staff, volunteers and students do not work unsupervised until a full DBS check has been completed and they can demonstrate that they are competent and responsible.
- All current and newly recruited staff must adhere to payment of annual fee of £13 registration to the Disclosure and Barring Service which enables our organisation access to regular checks according to our policy.
- All staff must give signed permission for annual DBS checks to be carried out as part of our organisation policy. Any additional DBS checks that may be needed will require signed permission from the individual member of staff involved.
- 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 child protection concern
- we have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children
- the deployment of staff within the nursery allows for constant vigilant supervision.

Confidentiality All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the local Safeguarding Childrens Board (LSCB)

Employees of the nursery-See separate policy for Allegations against a Member of Staff

Managing Digital Technologies & Social Networking - See separate Policy



Childcare at its Best

Review date: 16.01.18	Date of next review: 16.01.19