



Rolfe's Nursery School

Safeguarding Children Policy and Procedure

2010/2011

Child protection is taken very seriously. We aim to create a Nursery School environment where children are safe from abuse and in which any suspicion of abuse is promptly and appropriately dealt with.

Miss Victoria Irwin is the designated person responsible for issues relating to the safeguarding of children. Miss Irwin has received training in **all** child protection matters and this is updated regularly.

Policy

Staff must be fully aware of the school's Safeguarding Children policies and procedures for reporting and recording worries, concerns or incidents.

It will be made clear to staff applying for posts within the Nursery School that the position is exempt from provisions of the Rehabilitation of Offenders Act 1974.

Staff will be made aware of the Childcare Act (2006) and Every Child Matters (2003).

All staff appointments will be subject to a probationary period and will not be confirmed unless the Nursery School is completely confident that the applicant can be safely entrusted with children.

Every staff member will be required to have an enhanced CRB disclosure. If an allegation is made about a staff member, we ensure that all parents at Rolfe's Nursery School know how to make a formal complaint about a staff member or volunteer in the setting which may include an allegation of abuse. We follow the guidance of the Area Safeguarding Children Committee when responding to a complaint that a staff member or volunteer has abused a child. We respond to any disclosure by children or staff that abuse by a member of staff may have taken or is taking place, by first recording the details of the alleged incident.

We refer any such complaint **immediately to the RBK and C Family and Children's Services**. We will then co-operate entirely with any investigation carried out by social services in conjunction with the police.

Disciplinary Action

Our policy is to suspend the member of staff on full pay for the duration of the investigation; this is not an indication of admission that the alleged incident has taken place, but it is to protect the staff as well as children and families throughout the process.

Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct occurring to a child. We notify the department of Health administrators so that the name can be included on the List for the Protection of Children and Vulnerable Adults. Please also refer to the **Alpha Plus group Grievance and malpractice policies**.

The Nursery School will seek out training opportunities for staff and ensure that they recognise the symptoms of abuse. All staff has access to the booklet '**What to do if you are worried a child is being abused**'.

Children must be supervised at all times and NEVER left with anyone non CRB checked. The layout of Rolfe's Nursery School means that no child is left alone with a staff member without being visible to others.

We implement opportunity for children to learn to be '**strong, resilient and listened to.**'

At Rolfe's Nursery School we create a culture of value and respect for each individual, having positive regard for each child's heritage arising from their colour, ethnicity, and language, cultural and social background.

Changes in children's behaviour, appearance or physical condition will be investigated. We will also observe deterioration of their well being, signs of neglect or comments that children have made which cause concern.

Any suspicion or investigation will be kept strictly confidential and shared only on a need-to-know basis.

Disclosures:

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 he or she will take action. **The member of staff does not ask questions. The staff member makes a record of the child's name, address, age, date and time of the observation or disclosure, an objective record of the disclosure, the exact words spoken by the child (as far as possible), the name of the person to whom the disclosure was reported with date, time, and the names of any other people present at the time.**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local Safeguarding Children Committee does not allow this. This will usually be the case where the parent is the likely abuser. In this case, the investigating officer will inform parents.

Any person having concern for the welfare of a child should at once raise the matter with the designated person (Miss Victoria Irwin).

The designated person will take action as seems appropriate to minimise any further risk to the child and maintain confidentiality at all times.

Accurate records will be kept of all calls, minutes and outcomes relevant to the matter.

All records will be treated as highly confidential and kept locked in a separate file. They will not be accessible to anyone other than the Headmistress/designated person.

The Nursery School operates in accordance with local authority guidelines. They will inform OFSTED of any serious harm and abuse within 14 days. If Rolfe's Nursery School feels they have not received an

adequate explanation as to the child's condition any confidential records may be shared with the local Safeguarding Children Board.

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

The care and safety of the child must always be paramount and Rolfe's Nursery School will do everything it can to support and work with the family.

The Management of Rolfe's Nursery School recognises that staff involved in a child protection issue will find it distressing and will offer support and guidance accordingly.

In the event that someone arrives to collect a child who the school deems is in an unfit state to take charge of the child the school may, with the Headmistresses permission, keep the child at school until an alternative collection arrangement can be made.

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