

## Child Protection Policy

### Policy Overview

**At our nurseries, your child's safety is one of our top priorities. We ensure all safeguarding measures are put in place to keep your child away from suspected and actual harm. It is our duty to make sure that both the attending children and nursery staff feel safe at all times.**

In partnership with yourself, it is our responsibility to act promptly on any concerns we may have regarding your child's welfare and wellbeing.

#### **When a child raises an issue, our procedure is to...**

- 1.** Make sure the child is reassured and listened to without being asked probing questions.
- 2.** The Designated Safeguarding Lead will be notified about the concern as soon as possible.
- 3.** The issue raised will be recorded on the Reporting Disclosures & Concerns Record document.
- 4.** The Designated Safeguarding Lead will contact the parents/carers to discuss the concern, unless if in doing so could potentially place the child at risk of further harm.
- 5.** If it is deemed necessary, the local Children's Services team will be contacted to discuss the concern and any advice received from them will be recorded on the Child Protection Communication Log.
- 6.** If a referral needs to be made, this will be agreed with the Local Statutory Children's Services or the Local Authority Designated Officer (LADO).
- 7.** At the point of referral, the Designated Safeguarding Lead will decide whether the parent/carer can be informed. If a referral is not required, the Designated Safeguarding Lead will decide whether the parent/carer can be informed and relay what further measures have been put in place.
- 8.** A Serious Incident Summary will be completed.



1. Inform the Designated Safeguarding Lead of the incident as soon as possible.
2. The concern will be recorded on the Reporting Disclosures & Concerns Record document.
3. This procedure then will follow steps 4 – 8 as above.

**When concerns are raised when changing a child's nappy, our procedure is...**

1. To inform the Designated Safeguarding Lead as soon as possible.
2. The concern will be recorded on the Reporting Disclosures & Concerns Record document.
3. The nappy, clothes, underwear or further items used will be kept by the nursery for evidence purposes.
4. This procedure then will follow steps 4 – 8 as above.

**Investigating concerns about parents/carers**

- Staff may raise concerns including but not limited to the following:
  - + Parents/carers who are considered incapable of looking after their child due to suspected alcohol or substance abuse.
  - + Parents/carers who consistently collect their child late (more than an hour after closure time) without previously contacting the nursery.
  - + Parents/carers who cannot provide a justifiable reason for their child's non-attendance of scheduled sessions.
  - + Extreme changes in a parent/carer's behaviour and/or mental wellbeing that give cause for concern.
  - + Suspicion that a parent/carer may be subjected to domestic violence.
- When investigating concerns regarding parents/carers, our procedure is...
  - + To record the concern on the Reporting Disclosures & Concerns Record as soon as possible.
  - + This procedure then will follow steps 4 – 8 as above.



1. The staff member will be removed from contact with the children immediately.
2. A Reporting Disclosures & Concerns Record will be completed by the Designated Safeguarding Lead.
3. The LADO will be contacted and made aware of the allegation. Any conversation or written correspondence will be recorded on the Child Protection Communication Log.
4. If advised, the parents/carers of the child will be contacted to discuss concerns or inform them of the incident.
5. Once the LADO has considered the information, they will advise us on next steps. This could be completing an internal investigation or if they deem it more significant an external investigation will take place regarding the staff member.
6. Following the outcome of the investigation, it will be decided if a DBS referral is required.
7. A Serious Incident Summary will be completed. The appropriate regulatory body will be notified by the Nursery Manager where applicable.
8. Throughout the process the Regional Manager will be involved.

**When a child arrives at the nursery with visible injuries, our procedure is to...**

1. Recorded the injury on a Pre-existing Injury Record document in full detail, including an explanation for the injury provided by the parent/carer. This will be signed by the parent/carer before leaving the premises.
2. If an injury is discovered after the parent/carer has left the premises, the Nursery Manager will contact them immediately to discuss and complete a Pre-existing Injury Record. This will be signed by the parent /carer on collection.
3. If a parent/carer refuses to sign the form or if there are inconsistencies in the explanation for the injury, the Nursery Manager will follow the procedure steps 4 – 8 as above.
4. The child's individual Pre-existing Injury Overview Log will be updated and reviewed. If any concerns are raised when reviewing this form, the Nursery Manager will discuss this with the parent/carer unless if in doing so could potentially place the child at risk of further harm.
5. If concerns remain after discussions with the parents/carers, the nursery Manager will inform the Regional Manager and will follow the procedure steps 6 – 8 as above.

**For more information on this policy, please contact your Nursery Manager.**

