



Safeguarding Policy and Procedures

It is the policy of Myrtle House Nursery to make children's safety, wellbeing and protection our highest priority while they are in our care.

We do this by:

- Recognising that it is our legal duty to refer all allegations of child abuse appropriately and without delay.
- Having regard for 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: "Children have the right to be properly cared for and protected from violence, abuse and neglect by their parents and anyone looking after them."
- Working in line with the Wales Safeguarding Procedures (2019)
- Having regard for the Safeguarding Children: Working Together Under the Children Act 2004 (<http://wales.gov.uk/topics/childrenyoungpeople/publications/safeguardingunder2004act/?lang=en>).
- Developing a professional link with the child protection co-ordinator in Carmarthenshire County Council.
- Ensuring that all who use and work in Myrtle House Nursery knows that child protection is the responsibility of everyone.
- Operating a clear and thorough recruitment policy and procedure for staff and volunteers which includes maintaining current enhanced DBS disclosures (and where relevant, Independent Safeguarding Authority (ISA) checks, referring to <http://www.isa.homeoffice.gov.uk> for up-to-date information and requirements) and checks on fitness references in addition to qualifications in line with relevant day care regulations.
- Being aware of [The Protection of Children Act 1999: A practical guide to the Act for all organisations working with children](#) (which relates to the Government's aim of establishing a framework of a coherent cross-sector scheme for identifying those people considered to be unsuitable to work with children).
- Implementing an induction process and code of conduct for staff, students, visitors and volunteers. See: <http://www.ccwales.org.uk/education-and-learning-for-early-years-and-childcare>
- Designating a suitable child protection officer and person in charge to act in their absence, who acts on behalf of Myrtle House Nursery in any child protection matters including making sure that appropriate training and information is available and accessible to all staff, students, visitors and volunteers.
- Ensuring all staff are trained in child protection procedures (this includes recognition of signs of abuse).
- Maintaining appropriate staff: children ratios for the supervision of children that are in line with or exceed regulatory requirements.
- Operating and keeping an up-to-date risk assessment of all activity within Myrtle House Nursery and ensuring adequate insurance cover is provided.



- Informing all parents/carers of the child protection policy and procedures (including relevant contact numbers) as each family starts to use the setting.
- Operating effective policies for arrival and collection of children, outings, behaviour management and inclusive practice and the use of electronic equipment in the workplace.
- Reporting, recording and monitoring any injuries sustained by a child (while away from, or in our care) and/or changes in a child's behaviour; taking action when appropriate (parents will normally be the first point of contact, unless it is deemed that this would place the child at risk).
- Responding promptly and appropriately to any suspicion of abuse.
- If we have reason to believe a child, parent or member of staff is at risk of radicalisation it will be considered a child protection issue and dealt with in accordance "The Child Protection Policy and Procedure," with reference to "The Prevent Duty, departmental advice for schools and childcare providers – June 2015"

The local authority (social services duty social worker) is the prime authority for dealing with child protection investigations although concerns may be reported to a police officer or an officer of the National Society for the Prevention of Cruelty to Children (NSPCC).

There are two types of disclosure:

1. A disclosure about a child.
2. A disclosure about professional abuse.

1. Action to be taken in the event of a disclosure about a child:

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

The member of staff acts without delay and (as is appropriate to the age/stage of the individual child):

- Listens, 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 (using agreed procedures).
- Does not promise to keep what they have been told a secret or confidential, but explains that they will share information only on a 'need to know' basis.

Myrtle House Nursery takes seriously its responsibility to disclose information to the relevant people/organisations and reporting concerns is not seen as a betrayal of trust to the person/child making the disclosure.

The member of staff:

- Writes down, using the exact words, what they have been told.



- This is done immediately.
- Makes a note of the date, time, place and people present in the discussion.
- Does not confront the alleged abuser.
- Reports the concerns to the registered person/responsible individual and/or designated child protection officer as soon as possible, but without delay.

The registered person/responsible individual designated child protection officer:

- Reports the concerns immediately to the intake and assessment team duty officer of the local social services.
- Informs CIW that a referral has been made and that procedures are being followed.

2. 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 children or young people causes concern:

It is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to child protection concerns (including cases involving abuse of trust). While the former may be handled through disciplinary procedures or other avenues, child protection concerns should always be dealt with through local child protection procedures in line with this guidance and, in particular, the guidance contained in Chapter 8: Handling Individual Cases. (Safeguarding Children: Working Together to Safeguard Children under the Children Act 2004.12.3).

<http://cymru.gov.uk/pubs/circulars/2007/nafwc1207en.pdf;jsessionid=pC1JPYVdGx3nnGPX1sFfnysrkHmnyTkxYn1MkpVGchDDnMly07n9!545803488?lang=en>

- The procedure above (in **1. Action to be taken in the event of a disclosure about a child**) is implemented (adapted to who is making the disclosure).
- The registered person/responsible individual considers the options for removal/suspension without prejudice from duty of the member of staff/volunteer pending decisions made at the strategy discussion.
- The member of staff/volunteer is informed and written records of discussions and decisions are made in line with the staff disciplinary policy and procedure.
- The registered person/responsible individual informs CIW of any allegations of serious harm to a child committed by any person looking after children in Myrtle House Nursery, or by any person living, working, or employed on the premises, or any abuse alleged to have taken place on the premises (within 14 days).
- As a member of Early Years Wales Myrtle House Nursery informs the chief executive officer at Early Years Wales's head office.
- Failure by a member of staff to report suspected abuse will result in disciplinary action being taken.

Reporting concerns about the responsible and registered person(s)



In the event of concerns about senior or management staff, all employees and volunteers are aware that the duty to act remains with the individual who originally has cause for concern.

In cases of professional abuse involving the responsible persons (managers) and deputy managers, the procedure outlined above (**1. Action to be taken in the event of a disclosure about a child**) is implemented (adapted to who is making the disclosure).

The registered person carries forward the procedure with the possible support of the other responsible person if appropriate.

In cases of professional; abuse involving the registered person it is the duty of any employee to contact

- Carmarthenshire County Council Central Referral Team immediately on 01554 742322 (0300 333 222 out of hours)
- CIW on 0300 7900126 or by email at ciw@gov.wales
- Elim Pentecostal Church Safeguarding Coordinator on 01684 588913 or 07814 783 855

This section may be read in conjunction with the setting's Whistle Blowing Policy, but in all cases the reporting of any concerns outweigh all other considerations.

Making the referral

- The referral is made to social services as soon as a problem, suspicion or concern about a child becomes apparent, and at least **within 24 hours**.
- Outside office hours, referrals are made to the social services emergency duty team or the police.
- The duty social worker taking the referral is given as much of the following information as possible by Myrtle House Nursery's referrer, (using the form agreed with the LA child protection co-ordinator).
- The nature of the concerns.
- How and why those concerns have arisen.
- The full name, address and date of birth (or age) of the child.
- The names, addresses and dates of birth/ages of family members, along with any other names which they use or are known by.
- The names and relationship of all those with parental responsibility (where known).
- Information on any other adults living in the household.
- Information relating to other professionals involved with the family, including the name of the child's school and GP.
- Any information held on the child's developmental needs and his/her parents'/carers' ability to respond to these needs within the context of the wider family environment.
- Any information affecting the safety of staff.
- The (*responsible individual designated child protection officer*) has responsibility to ensure that child protection concerns are taken seriously and followed

through, remaining accountable for their role throughout the child protection process.



- If they remain concerned about a child they will make representations to the intake and assessment team duty officer of social services.

Record keeping

- Myrtle House Nursery keeps accurate, concise and clear records in straightforward language to underpin good safeguarding practice.
- Myrtle House Nursery's arrangements for retention, storage and destruction of electronic and paper records of child protection matters meet the relevant regulations (including Data Protection Act 2018) and requirements made by the Information Commissioner's Office (03031231113 or visit www.ico.gov.uk).
- Records kept by Myrtle House Nursery are shared on a need to know basis with social services departments.
- Myrtle House Nursery's child protection records:
 - Use clear, straightforward language.
 - Are signed, dated and timed.
 - Are concise, legible and comply with professional standards and requirements.
 - Are accurate in fact and distinguish between fact, opinion, judgement and hypothesis.
 - Are organised and include detailed recording and chronologies and summaries, including all contacts.
 - Are comprehensive.
 - Clearly record judgements made and actions and decisions taken.
 - Clarify where decisions have been taken jointly across agencies, or endorsed by a manager.
 - Record both formal and informal supervision discussions.
 - Record directions given and agreements or disagreements made in consultation with supervisors or managers.
- Myrtle House Nursery's child protection officer attends any multi-agency discussion (this may be a meeting or via telephone) and provides reports as necessary and appropriate.
- The strategy discussion considers risk associated with any allegation and should determine whether or not a member of staff will be suspended from duty without prejudice (reference staff recruitment and employment, and whistle blowing policy).
- Decisions are recorded in writing.

Further advice on employment can be sought from ACAS at www.acas.org.uk

Throughout a child protection investigation

Myrtle House Nursery will:

- Make every effort to build and maintain trusting and supportive relationships between families, staff and volunteers.
- Do all it can to support and work with the child's family.

- Share any confidential records on a child with the child's parents, except in cases in which parents are implicated and evidence gives rise for concern.



The Nursery will create an environment in which children are safe from harm and abuse; in which the welfare of the children is paramount, and any suspicion of abuse is responded to promptly and appropriately.

In order to do this the group will:-

- Exclude known abusers
- Prevent abuse by means of good practice
- Respond appropriately to suspicion of abuse
- Keep accurate records
- Liaise with other bodies
- Support families
- Offer training

Exclude known abusers

It will be made clear to applicants for posts, both paid and unpaid, within group, that they will be asked to sign a statement giving details of any convictions for criminal offences against children, including any 'spent' convictions under the Rehabilitation of Offenders Act 1974 and to give their permission for checks to be made for any criminal records.

All applicants for work within the group, both paid and unpaid, will be interviewed before appointment and asked to provide at least one reference from someone who has experience of their work with children. All references will be followed up. All appointments, both paid and unpaid, will be subject to a probationary period and will not be confirmed unless the group is confident the application can be safely entrusted with children.

Prevent abuse by means of good practice

Children will be always supervised by a responsible adult.

Adults who have not been registered as 'fit' persons will not take children unaccompanied to the toilet area.

There are no circumstances in which children will be punished by smacking, slapping, or shaking. Neither will humiliation and /or frightening methods of punishment be used.

Children will not be left alone with visitors to the group.

Children will only be collected from the group by an authorised adult whose details are held by the group.

The group will ensure all staff and volunteers have knowledge of, and access to, Early Years Wales's 'Child Protection Guidelines', and encourage accurate record keeping.

The group will hold regular meetings with all staff and volunteers working in the group to facilitate the raising of any concerns.

Children are accompanied at all times by an authorised adult when taking part in groups external activities, e.g. walks, visits, carnivals, swimming etc.

Respond appropriately to suspicion of abuse

Changes in child's behaviour or injuries will be investigated.

Parents will normally be the first point of contact.



If there are grounds for suspecting abuse, these will be referred to the local Child Protection Team (Social Services) Tel. no. 01554 742142 , CIW Tel. no. 01267 223402, NSPCC or Police, as appropriate.

All such suspicions /investigations /referrals will be kept confidential and shared only with those who need to know. These would usually be a member of staff, Nursery Leader and Mrs Ellen Chapman the Director of the Nursery.

If any of the concerns involve the manager, then suggestions and concerns should be dealt with by speaking to the Nursery Director/ Safeguarding Coordinator:

Mrs Ellen Chapman

Myrtle House

22 Myrtle Terrace

Llanelli

Carmarthenshire SA15 1LH

Tel: 01554 756051

Or in the absence of the Nursery Director/ Safeguarding Coordinator then speak to the Deputy Safeguarding Coordinator:

Rev Martin O'Brien

Myrtle House

22 Myrtle Terrace

Llanelli

Carmarthenshire SA15 1LH

Tel: 01554 756051

Keep accurate records

Whenever worrying changes are observed in a child's behaviour or physical condition, or if there is an injury, a confidential record should be set up. The record will include (in addition to the child's name, address, age and date) observations of the child's behaviour /appearance, without comment or interpretation. Exact words spoken by the child may also be recorded, timed, dated, and signed by the recorder.

Such records will be kept confidential and should not be accessible to anyone in the group other than the Nursery Director, Nursery Leader and other members of staff as appropriate.

Liaise with other bodies

The group will operate within the local authority guidelines. Confidential records kept on children about whom there is concern, should be shared with the Social Services department; if it is felt that adequate explanations for the child's condition have not been provided, or if the Social Services department requests access.

Support families

The group will do all in its power to build trusting and supportive relationships between families, staff and volunteers within the group.

Where abuse is suspected at home or elsewhere, the group will continue to welcome the child and family whilst investigations proceed.

Confidential records on a child will be shared with the child's parents.



The group believes the care and safety of the child are paramount and will do all it can to support and work with the child's family.

Offer training

The group will ensure all staff and volunteers have knowledge of, and access to, Early Years Wales's 'Child Protection Guidelines'. Staff and volunteers will be encouraged to attend Child Protection training sessions to enable them to recognise signs of abuse.

Safeguarding Policy Statement

The Nursery has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be taken if we have reason to believe that a child in our care is subject to either emotional, physical or sexual abuse or neglect.

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

The Nursery has a duty to report any suspicions around abuse to the Local Authority. The Children Act 1989 (Section 47(1)) places a duty on the Local Authority to investigate such matters. The Nursery will follow the procedures set out in the Local Authority Child Protection Documents and as such will seek their advice on all steps taken subsequently.

1. Physical abuse

Action will be taken under this heading if the staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge, or a reasonable suspicion that the injury was inflicted or knowingly not prevented.

Procedure

- a. Any sign of a mark /injury to a child when they come into Nursery will be recorded.
- b. The incident will be discussed with the parent.
- c. Such discussion will be recorded, and the parent will have access to such records.
- d. If there appear to be any queries regarding the injury the Local Authority will be notified.

2. Sexual abuse

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

Procedure

- a. The observed instances will be reported to the Director.



- b. The matter will be referred to the Local Authority.

3. Emotional abuse

Action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection.

Procedure

- a. The concern will be discussed with the parent.
- b. Such discussion will be recorded and the parent will have access to such records.
- c. If there appear to be any queries regarding the circumstances, the matter will be referred to the Local Authority.

4. Neglect

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including non-organic failure to thrive.

Procedure

- a. The concern will be discussed with the parent.
- b. Such discussion will be recorded, and the parent will have access to such records.
- c. If there appear to be any queries regarding the circumstances the Local Authority will be notified.