

# Highdale Day Nursery

## Safeguarding Policy

Here at Highdale we believe the welfare of each child is paramount. As a provider of child care and education we have a responsibility to all children and parents to provide security, and promote confidence and independence. All staff are asked to be vigilant in picking up on any issues that could be factors of any abusive situation, whether it is a parent demonstrating signs and symptoms of domestic abuse, or knowledge of family situations that could cause stress or a higher probability of neglect due to conditions such as alcoholism. As practitioners we strive to build strong relationships with both parents and children so that they can come to use for help and advice and feel that they can open up to us before situations get out of hand.

There are four categories of abuse, Neglect, Physical, Sexual and Emotional abuse. All staff will have been given training for being aware of signs and symptoms of abuse, in order to protect all of the children.

If there are any signs of abuse, or disclosures made, all information will be recorded, and kept on file. Information gained will be kept confidential from those not involved. Staff will report to Lindsay Ford, named Child protection officer, who will deal with individual issues.

In all cases when the child is believed to be at risk, Lindsay will usually attempt to discuss sensitively with parents or primary carers what has been recorded. Hopefully most cases can be cleared up with everyone remaining honest and working together. In some cases we will gain advice from our local children's social care department and they can then take responsibility for the next steps of action.

The procedure to be followed in the event of a child disclosing information to you.

Continue to listen to what the child is saying, and where possible move to a quieter, more private area.

If possible try to get another member of staff to witness what is being disclosed.

Help to establish basic facts without making presumptions or asking direct questions.

Reassure the child that they have done the right thing telling you, but do not make any promises to keep the information a secret.

Record, straight away what has been said, entering time, date and other relevant information.

Inform Lindsay, child protection officer, who will then discuss the disclosure with parents or the children's social care department.

If a child displays unusual behaviour, has injuries in unusual places on the body or you are simply not sure about a child's welfare, it is always best to discuss the issue with other members of staff, and if necessary organise to speak to parents, the children's social care department or other agencies.

The procedure to be followed in the event of a member of staff having an allegation made against them.

Allegations should be logged in writing with management or if management is involved with the allegation, members of staff or parents should take the allegation direct to the children's Social care department, the police, or Ofsted. Ofsted and other agencies need to be informed as soon as possible but no longer than two weeks later after the allegation has been made.

If the allegation is proven, then instant dismissal will be enforced and the member of staff will face criminal charges.

All staff hold an enhanced CRB which should protect anyone from being employed with a criminal record regarding abuse.

The complaints policy is shown on the notice board, displaying Ofsted contact details should you wish to inform them of an allegation.

### Contact Numbers

Emergency out of hours 01454 615156

Police child protection team 01934 638171

Ofsted 0845 6014771