



Safeguarding Policy

At all times, the welfare of the child will be paramount at Sunnydale Nursery Ltd. Sunnydale Nursery Ltd recognises its responsibilities for safeguarding children and protecting them from harm.

All adults involved with Sunnydale Nursery Ltd will work together to safeguard children by promoting an environment where children can thrive, be safe from abuse and where there is a suspicion of abuse, it will be promptly and appropriately responded to. All parents/carers are made aware of Sunnydale Nursery Ltd.'s responsibilities with regard to child protection procedures and how we will safeguard and promote the welfare of their children through the publication of our safeguarding and child protection policy.

To provide a safe learning environment, Sunnydale Nursery Ltd will:

- Exclude known abusers.
- Establish and maintain an environment where children feel secure, are encouraged to talk and listen to.
- Ensure children know that there are adults in the setting who they can approach if they are worried.
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies.
- Include opportunities within the early years foundation stage curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Take all reasonable measures to ensure risk of harm to children's welfare are minimised.
- Take all appropriate actions to address concerns about the welfare of a child, working to local policies and procedures in full working partnership with other agencies.
- Ensure robust child protection arrangements are in place and embedded in the daily life and practice of the setting.
- Promote pupil health and safety.
- Promote safe practice and challenge unsafe practice.
- Ensure that procedures are in place to deal with allegations of abuse against staff and volunteers.
- Provide first aid and meet the health needs of children with medical conditions.
- Ensure site security.



- Everyone having a duty to safeguard children inside and outside of the nursery environment, including trips.
- Ensure all mobile phones are locked away in the office except for staff lunch times.

Safer Recruitment

- All applicants that work within the setting; whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide two references. All references will be followed up.
- In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
- All adults working will have an enhanced DBS check. No adult will start their position at Sunnydale Nursery Ltd until all checks have been completed and clearance given.
- Internal and external CCTV cameras are in place.
- DBS checks are carried out at every supervision and appraisal via the update system from employed staff at Sunnydale Nursery Ltd.

Seek and Supply Training

Gemma Bull is the Designated Safeguarding Lead at Sunnydale Nursery Ltd. Jade Oliver, Devon Leaper, Ellie Smyth, Amy Thompson and Sarah McLeod are our Deputy Designated Safeguarding Leads. Our DSL will provide additional support to ensure responsibilities for safeguarding and child protection are fully embedded within the nursery ethos and that specific duties are fulfilled. The DPS will ensure staff receive induction training covering child protection to enable them to recognise signs of abuse and report this appropriately.

Our safeguarding and child protection policy will be updated annually and ensure staff have a yearly refresher and access to training also.

Prevent Abuse by Means of Good Practice

- Child protection protocols/procedures will be based on current Nottinghamshire Safeguarding Board guidelines which are based on the Child Act 1989, and incorporated the principles of 'quality protects act 1999' and 'working together to safeguard children act 2018'.
- Adults will not be left alone for long periods with individual children or with small groups.



- Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches (PSED).
- The layout of the setting will permit constant supervision of all children at all times.

Respond Appropriately to Suspicions of Abuse

- Changes in children's behaviour and appearance will be investigated.
- Parents will normally be the first point of reference, although suspicions will also be referred as appropriate to children's social care.
- All suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/key person and the parent.

Keeping Records

Whenever concerning changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual ongoing records of children's progress and development. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour, appearance, without comment or interpretation and where possible the exact words spoken by the child, the date, name and signature of the recorder. All of this information will be recorded into the 'confidential referral record form' and if appropriate, the body map. These can be found in the appendices. Copies of these forms can be found in the office.

Such records will be kept in a separate file and will not be accessible to people in the setting other than the Nursery Manager, Key Person or other member of staff as appropriate.

Of those children with complex needs including children who are subject to a protection plan will need extra support in line with the completion of common assessment framework (CAF) form.

Children protection records should be passed on to any new school or setting the child attends and kept until they are 25 (Seven years after they reach school leaving age - information and records management society 2016). In some cases, records can be kept for longer periods of time, for example if:



- The records provide information about a child's personal history which they might want to access at a later date.
- The records have been maintained for the purposes of research,
- The information in the records is relevant to legal action that has been started but not finished.
- The records have been archived for historical purposes.

Where there are legal proceedings, it is best to seek legal advice about how long to retain records.

Liaison with External Agencies

Sunnydale nursery Ltd operated in accordance to the Nottinghamshire safeguarding children's board procedures (Access to this is available online at www.nottinghamshire.gov.uk/nscb).

- If the setting is concerned about a child, observations will be shared with the children's social care department if explanations sought from parents/carers are deemed inadequate/suspicious or still have cause for concern.
- If a report on a child is to be made to the authorities, the referral process set out in the DFES 'what to do if you're worried about a child being abused' will be followed.
- Sunnydale Nursery Ltd will ensure that all contact details for the children's social care department that are needed for referral and in any emergency are current and communicated effectively.
- Records will also be kept of the local (Nottingham) safeguarding children's board, or other contact(s) as appropriate.

Supporting Families

- Sunnydale Nursery Ltd will endeavour to build up trusting and supportive relationships between families, staff, students and visitors to our setting.
- Where abuse at home is suspected, Sunnydale Nursery Ltd will continue to welcome the child and family while investigations proceed.
- Confidential records kept regarding a child will be shared with the child's parents as appropriate but also considering the safety of the staff team and the child themselves. Records will also need to be shared with inter-agencies if concerns progress.
- With the provision that the care, safety and welfare of the child is paramount, the setting will support and work with the child's family.



- If there is an allegation made about a member of staff regarding the safeguarding of a child/children, then this will be investigated thoroughly following the policy 'professional abuse procedure'.

IN A CASE WHERE AN ADULT HAS A CAUSE FOR CONCERN REGARDING A CHILD'S SAFETY AND WELLBEING AND/OR WELFARE, THE LOCAL AUTHORITY TEAM SHOULD BE CONTACTED ON:

Nottinghamshire Safeguarding Children Board

County hall
West Bridgeford
Nottinghamshire
NG2 7QP

Telephone: 0115 9773180
Email: info@nscb@nottsc.gov.uk

Nottinghamshire Police

Emergency: 999
Main Switchboard Number: 101 Ext - 8002962
Email: prevent@nottinghamshire.pnn.police.uk

MASH - Multi Agency Safeguarding Hub

As a professional with a new safeguarding concern regarding a child, young person or vulnerable adult, you can:

Telephone: 0300 500 8090

During the following hours:
Monday - Thursday: 08:30am - 17:00pm
Friday: 08:30am - 16:30pm

Fax Number: 01623 483295

To submit an online concern form, log onto www.nottinghamshire.gov.uk/MASH

MASH
Piazza
Little Oak Drive
Sherwood Business Park



Annesley
Nottinghamshire
NG15 0DR

**In an emergency, outside of these hours contact:
The emergency Duty Team (EDT) on 0300 456 4546**

OFSTED

Ofsted
Picadilly Gate
Store Street
Manchester
M1 2WD

Tel: 0300 123 1231 (08:00am - 18:00pm Monday - Friday)

Email: enquiries@ofsted.gov.uk

Appendix A

Categories and Procedure for the Four Types of Abuse

What is child abuse?

Child abuse is the ill treatment or neglect of a child by an adult or young person resulting in the child suffering significant harm. Abuse of a child can be sexual, physical and emotional or neglect. Child abuse and neglect occurs to children of both sexes, of all ages and in all cultures and social classes.

The following information describes the four categories of abuse, and the procedure that will be taken if we have reason to believe that a child in our case is subject to either emotional, physical, sexual abuse or neglect.

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 a definite knowledge, or a reasonable suspicion that the injury was inflicted or knowingly not prevented.

Procedure

Any sign of a mark or injury to a child when they come in to nursery will be recorded and discussed with the designated safeguarding person. This incident will be discussed with the parent/main carer also. Such discussion will be



recorded and the parent/main carer will have access to such records. If there appears to be any queries regarding the injury the children's social care will be notified.

Sexual Abuse

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated a 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

The observation instances will be recorded and reported to the designated safeguarding person. The matter will be referred to the children's social care.

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 is persistent or severe ill treatment or rejection.

Procedure

The concern will be discussed with the nursery manager who would then discuss the matter with the parent/main carer. Such discussion will be recorded and the parent/main carer will have access to such records. If there appears to be any queries regarding circumstances, the matter will be referred to children's social care.

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 (e.g. 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

The concern will be discussed with the nursery manager who would then discuss the matter with the parent/main carer. Such discussion will be recorded and the parent/main carer will have access to such records. If there appears to be any queries regarding the circumstances, social services will be notified.

Remember



Children who have learning difficulties, physical disabilities or sensory impairment (children without sight or hearing) are more likely to suffer abuse and they may find it even more difficult to tell if they are being abused.

Appendix B

Nottinghamshire Multi-Agency Safeguarding Hub (MASH) - A Guide For Professionals

About the MASH

The MASH will deal with new safeguarding concerns, where someone is concerned about the safety or well-being of a child or adult, or thinks they might be at risk of harm. For example, a teacher may believe that one of their pupils is at risk of harm at home or a doctor may think an elderly person is being neglected. In both cases they would raise their concern with the local authority or the police.

Within the MASH, information from different agencies will be collated and used to decide what action to take. As a result, the agencies will be able to act quickly in a co-ordinated and consistent way, ensuring that vulnerable children and adults are kept safe. The MASH will involve representatives for the county council, police and health working together in the same location, Virtual links will exist to other services and agencies such as probation, housing, mental health, early intervention and young people's services.

Where does the idea come from?

The MASH model originated in Devon, where the county council, police, health and education worked together to set up MASH in 2010. Other areas have now replicated the approach including, Staffordshire, Norfolk, Birmingham, and Haringey, there are also plans to set up MASH's in every London borough. The project in Nottinghamshire is building upon best practice elsewhere in the country.

How does it work?

The MASH acts as the first point of contact, receiving NEW safeguarding concerns or enquiries and collating the information from different agencies to build up a holistic picture of the circumstances of a case. The agencies involved quickly share information on a case and make a swift decision on the most appropriate action needed. Better co-ordination between agencies will also incorporate a telephone hotline providing advice and guidance for professionals with concerns about a child or vulnerable adult. This will help improve the quality



of information provided and reduce the number of inappropriate referrals. The MASH will replace a range of existing referral points and allow agencies to work together more closely - an approach which is already working elsewhere in the country.

What benefits will it bring?

The MASH will bring the following benefits:

- Faster, more co-ordinated and consistent responses to new safeguarding concerns about vulnerable children and adults.
- An improved 'journey' for the child or adult with greater emphasis on early intervention and better-informed services provided at the right time.

Appendix B Continued

- Greater ability to identify potential vulnerability, enabling more preventative action to be taken, dealing with cases before they escalate.
- A more straight forward and responsive process for the professional or citizen raising a concern, with clear guidance and support.
- Closer partnership working, clearer accountability and less duplication of effort.
- A reduction in the number of children and adults inappropriately accessing costly services from social care, the police and others.
- A reduction in the number of inappropriate referrals and re-referrals.

To access information on early help services, guidance and to download service request forms, please visit:

<https://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/pathway-to-provision>

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