



SAFE GUARDING CHILDREN/ CHILD PROTECTION

- POLICY AND PROCEDURES

CHILD PROTECTION IS THE RESPONSIBILITY OF EVERYONE

We at Toptotz intend to create in our nursery an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

Exclude known abusers

It will be made clear to applicants for posts within the nursery that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for work within the Nursery, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide two references. All such 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 appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the Nursery is confident that the applicant can be safely entrusted with children. All applicants will be required to go through the CRB process in order to establish their suitability.

Seek and supply training

We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

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.

The layout of the playroom(s) will permit constant supervision of all children.

Respond appropriately to suspicions of abuse

Changes in children's behaviour/appearance will be investigated. All staff should be aware of this safe guarding policy and procedures for recording/ reporting worries or concerns.

There is a designated person responsible for the safeguarding children issues:

Staff are aware in the absence of the designated person they can confidentially speak to the Nursery Manager.

Parents will normally be the first point of reference, though suspicions will also be referred as appropriate to the registering authority, Social Services Department and ACPC will conduct investigations.

All such 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, the Nursery Manager and the Director.

In the event of an allegation being made against a member of staff the member of staff will be suspended while investigations are carried out. In order to protect all those involved the member of staff will be advised not to contact staff, children or families

connected to the nursery during the investigation. The member of staff will be kept up to date during the investigation.

Keep records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be recorded in the Incident book, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, and age of the child: timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder.

A body map may also be used.

Such records will be kept and locked away and will not be accessible to people in the Nursery other than the Nursery Manager, Director and other members of staff as appropriate.

Liaise with other bodies

The Nursery operates in accordance with local authority guidelines. Confidential records kept on children about whom the Nursery is anxious will be shared with the SSD and ACPC if the nursery feels adequate explanations in the child's condition have not been provided.

If a report on a child is to be made to the authorities, the child's parents will be informed at the same time as the report is made.

The group will maintain ongoing contact with the registering authority, including names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in any emergency, for the Nursery, the SSD and ACPC to work well together.

Support families

The Nursery will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.

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

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

With the provision that the care and safety of the child must always be paramount, the

Nursery will do all in its power to support and work with the child's family.

Support staff

The Management recognise that those staff involved in child protection issues may find it distressing and will offer support accordingly.

- Children will be supervised at all times by a responsible adult.
- Children will never 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 students or visitors.
- Children are supervised closely at all times by authorised adults when taking part in outdoor activities.

- Children will only be collected from the Nursery by an authorised adult whose details are held by the Nursery. The Nursery will keep all accurate records.
- Toptotz Day Nursery will hold regular staff meetings to facilitate the raising of any concerns.
- Toptotz staff will endeavour to build trusting and supportive relationships between families.
- Where abuse is suspected at home or elsewhere, Toptotz will continue to welcome the child and family whilst investigations proceed.

ACPC: 01267 228943

POLICE: 01554 772222

CSSIW: 01267 223402