



Safeguarding Policy

Once Upon A Time Nursery believes that the needs of children and all children's development are paramount. This policy lays out its principles based on the Wales Safeguarding Procedures. The registered person, Andrea Morgan and Nursery Manager, Donna Rix are familiar with the Welsh Government Statutory Guidance on Safeguarding Children under the Social Services and Well-being (Wales) Act 2014.

Aims

This policy aims to provide clear directions to staff about safeguarding. All staff need to be aware of their obligations to ensure that all our children are safe and secure in our setting and that they are taught how to lead a healthy lifestyle. This policy is shared with parents/carers before a child starts attending the nursery and a parent/carer signature is requested on the nursery contract to confirm the policy has been read and understood.

Safeguarding

Child protection begins by safeguarding the well-being of children. The nursery will create an environment in which children are safe from harm and abuse.

To do this the nursery will:

Exclude known abusers

- Successful applicants will only start employment subject to two suitable references, preferably one being from the last employer.
- Disclosure and Barring Services (DBS) being carried out. In addition, all volunteers helping at the nursery will be subject to the same checks as paid staff.
- Please see additional policy: Safer Recruitment Policy and Checklist.

Ensure good practice

- Staff will understand their role and responsibilities to safeguard and



promote the welfare of children at risk of harm, abuse and neglect.

- Staff will be aware of the nursery's procedures for safeguarding.
- The nursery manager, Donna Rix, will be responsible for Child Protection. All applicants applying for work within the nursery, both paid and unpaid, will be interviewed before appointment and asked to provide two references. All references will be followed up.
- Children will be always supervised by a responsible and DBS checked adult.
- All adults, both paid and unpaid, will be subject to a probationary period and will not be confirmed in post until the nursery manager is confident the applicant can be safely entrusted with children.
- There are no circumstances in which children will be punished by smacking, slapping, shaking or any other means. Neither will be humiliating and/or frightening methods of punishment be used.
- All visitors will sign in and out on arrival and departure and state the purpose for the visit. Children will not be left alone with visitors to the nursery.
- Students will closely be supervised by a suitable and DBS checked adult.
- Children will only be collected from the nursery by an authorized adult known to the nursery.
- The nursery manager will ensure all staff and volunteers have knowledge of and access to Wales Safeguarding Procedures.
- Children will be accompanied always by authorized adults when taking part in external activities, e.g. walks, visits, shops etc.

Provide training

- Staff will have access to and comply with Wales Safeguarding Procedures.
- Staff will undergo Safeguarding Training to a level that meets their roles and responsibilities and update their training every 3 years.

Support families

- Staff will recognize when a parent/carer has compromised caring capacity, that is, problems which may affect their capacity to provide effective and appropriate care, or which may mean they pose a risk of harm.



- Staff will work cooperatively with the child at risk, carers and families, unless this is inconsistent with the need to ensure the individual's safety.
- Staff will be aware that the rights of the child should be paramount to the approach.
- Staff should have regard to the characteristics, culture and beliefs of the child and their family, whilst recognizing the safeguarding of the individual is paramount.

Keep accurate records

- Staff will be aware of who to contact in the nursery to discuss concerns about a child at risk of abuse and neglect and their duty to report.
- Staff will know when and how to report concerns about abuse and neglect to Social Services or the Police.
- The nursery will have secure storage of paper/electronic records.
- Retention and disposal of records in line with data protection will be adhered to.
- The nursery will hold a chronology of concerns.
- The nursery will be aware of who has access to records.
- Records will hold factual wording only.

Respond appropriately to suspicion of abuse

- Staff will be alert to indicators of abuse and neglect both within and outside the family.
- Staff will be aware of the impact of abuse and neglect on children.
- Staff will have regard to providing appropriate support to enable the child to participate in decisions that affect him/her.
- Staff will have regard to the importance of promoting and respecting the dignity of the individual.
- Staff will, as far as reasonably practical, ascertain and have regard for the child's views, wishes and feelings.
- Staff will be aware that the child's best interest will be paramount.



Details of who to report to

- Designated Safeguarding Lead: Donna Rix
- Deputy Safeguarding Lead: Lucy Perry
- Responsible Individual: Andrea Morgan
- Report in person, email hello@onceuponatimenursery.wales, telephone Donna 07949336409, Andrea 07974316314, Lucy 07772054287
- If neither of the above mentioned are available, please seek advice from IAA.

Liaise with other agencies

- Staff will have knowledge of how to share and help to analyze information so that an informed assessment can be made of the child and family's needs and circumstances.
- Staff will contribute as necessary at all stages of the Safeguarding process and review outcomes against shared objectives.
- Staff will be committed to fully cooperating with all agencies involved.

The welfare of the children is paramount, and any suspicion of abuse must be responded to promptly and appropriately. This policy informs staff of:

- categories of abuse and how to recognize signs and symptoms
- how to respond to a disclosure or suspicion of abuse.
- How to make a referral.

When might staff be vulnerable?

- Alone with a child
- Administering first aid
- Restraining a child
- When a child seeks affection
- Providing intimate personal care
- Using ICT



Why might staff be vulnerable?

- Lack of training or support
- When unclear about procedures to follow
- Failure to report or seek advice/poor lines of communication
- Failure to record

Training

All staff and volunteers will be required to attend the appropriate child protection training. Minimal training requirements are:

Employees who do not work directly with children, e.g. cooks, cleaners, will complete Level 1 Safeguarding Awareness online.

Nursery Nurses/Assistants will complete Level 2 Safeguarding Intermediate Course face-to-face (where possible).

Senior Staff will complete Level 3 Advanced Safeguarding face-to-face (where possible).

The nursery manager will ensure all staff and volunteers have awareness of and access to local authority Child Protection courses, or any other appropriate courses.

Staff will be made aware of and have access to all information, policies and procedures relating to the safeguarding of children including categories of abuse: physical, emotional, sexual, neglect, radicalization, trafficking, and religious.

Definitions of child abuse and neglect

All adults working with children and young people should have an awareness of the categories of abuse. Therefore, Once Upon A Time Nursery ensures all staff, are made aware of the definitions of child abuse and neglect by providing staff with the following definitions taken directly from the Wales Safeguarding Procedures.

Physical abuse

Physical abuse may involve hitting, shaking, poisoning, burning or scalding,



drowning, suffocating, cutting, slapping, punching, kicking, biting, choking, stabbing or shooting, withholding meals, denying sleep, inflicting pain in any other way causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces an illness in a child whom they are looking after by actively promoting the sick role of a child by exaggeration, non-treatment of real problems, fabrication (lying) on falsification signs and/or inducing of illness.

Some possible indicators of physical abuse:

Bruising to parts of the body

- In the shape of a hand, ligature, stick, teeth mark (not the size of a child), or grip marks.
- Tiny red or purple spots (not caused by a known medical condition).
- Bites, cuts, scars on areas of the body usually covered by clothing, e.g. back, chest, abdomen, genital area.

Burns and scalds

- On unusual parts of the body that would not be expected to meet a hot object e.g. back of hand, soles of feet.
- Burns in the shape of an object e.g. iron, cigarette.

Bone fractures/ trauma to body

- If explanation of a fracture is absent or unsuitable.
- If fractures identified on x-ray were not clinically evident e.g. rib fractures to an infant.
- Intercranial injuries, eye trauma, spinal, oral and genital injuries if explanation is absent or unsuitable.

Aggressive behaviour

- A child may be mimicking learnt aggressive behaviours observed.

Withdrawn, timid behaviour

- A child may be unsure of the consequences of their actions, having been subject to physical abuse, therefore may present with being withdrawn and timid to protect themselves from harm.



Emotional abuse

Emotional abuse is the ongoing emotional maltreatment of a child. It can seriously damage a child's emotional health and development.

Emotional abuse can involve; deliberately trying to scare or humiliate a child, isolating or ignoring them, never saying anything kind or expressing positive feelings towards them, criticizing them, threatening, shouting or calling them names, making them the subject of jokes, blaming, making them perform degrading acts, not recognizing a child's individuality, trying to control their lives, pushing a child too hard, not recognizing their limitations, exposing them to distressing events such as domestic violence/drug taking, failure to promote their social development/having friends, manipulating them, being absent.

Some possible indicators of Emotional abuse:

- A child displays a marked change in behaviour or emotional state (and is not explained by a known stressful situation such as bereavement, or parental separation).
- Recurrent nightmares containing similar themes.
- Extreme distress
- Markedly oppositional behaviour
- Withdrawal of communication
- Become withdrawn

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether the child is aware of what is happening or not. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Child Sexual Exploitation (CSE) is a form of child sexual abuse. Any child can be sexually exploited irrespective of gender, ethnicity or sexuality.

Some possible indicators of sexual abuse are:

Inappropriate sexual knowledge/behaviour



A child may display sexual knowledge/behaviour by:

- drawing pictures of genitalia.
- emulating sexual activity with another child.
- using sexual language associated with knowledge.
- displaying oral – genital contact with another child or doll.
- requesting to be touched in the genital area.
- inserting or attempting to insert an object, finger or penis into another child's vagina.

Physical signs

- May have genital, anal or perineal injury.
- Bleeding or discharge (with no medical explanation)
- Anal fissure and constipation (where medical conditions have been excluded as the cause).
- Sexual transmitted disease.

Others

- School phobia, withdrawn behaviour, pregnancy, promiscuity.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's well-being, health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. Neglect can occur during pregnancy, this could be due to substance abuse, failure to prepare appropriately for the birth, failure to seek ant-natal care, engage in behaviours that could put baby at risk.

Some possible indicators of neglect:



Medical appointments that are not kept

- Parents/carers minimize or ignore children's illness or health (including oral) needs and fail to seek medical attention or administer medication and treatment.

Poor health and hygiene, leading to failure to thrive

- A child does not receive/is not provided with adequate calories or nutritional intake for normal growth (also known as "failure to thrive". In extreme cases it can cause malnutrition.

Inadequate clothing for the weather conditions

- Parents/carers fail to meet basic needs such as providing food, appropriate clothing for the weather, shelter and keeping the child clean and hygienic.

Lack of love and attention

- A child does not receive the amount of attention, stimulation or affection that they need from a parent/carer. This can occur (but not always) if the parent/carer has mental health issues, substance or alcohol misuse or is persistently preoccupied with other difficulties such as domestic violence.

Lack of protection and supervision

- Parents/carers fail to provide an adequate level of supervision and guidance to ensure the child's safety and protection from harm, for example, a child may be left alone or with inappropriate carers.

Financial Abuse

Financial abuse is when someone steals money or possessions, pressures or tricks someone into giving money or changing a will, misuses bank accounts/benefits, controls access to money, forces someone into debt or financial decisions.

This can affect early years children in the following ways:

- Misuse of money, benefits or resources intended for the child could contribute to neglect or wider safeguarding concerns.



Some possible indicators of financial abuse:

- Lack of suitable clothing
- Poor hygiene
- Required essential items not being provided
- Lack of food
- Repeated non-attendance (linked to transport)
- Medications, health needs or appointments not being met
- Money intended for the child being diverted in a way that results in unmet needs.

What to do if you suspect financial abuse:

Staff should record factual concerns where a child's needs appear repeatedly to be unmet and discuss these concerns with the DSL. Concerns should be considered in the wider context of neglect, family stress, exploitation or other safeguarding risks.

The Legal Framework

- Legal Framework for safeguarding children comes under the Social Services and Well-being (Wales) Act 2014.
- Local Authorities must:
 - Safeguard and promote the welfare of children in need
 - Provide a range of services
 - Investigate when there is reason to suspect a child is suffering, or is likely to suffer, significant harm.
- Child Protection is a collective responsibility:
 - Wales Safeguarding Procedures
 - Social Services and Well-being (Wales) Act 2014

What to do if you are told of abuse

Staff at Once Upon A Time Nursery will follow these guidelines if a child discloses information to them. Remember that the child chooses whom to talk to, so it may not

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be the person at the nursery with the most, or even any experience and/or training in dealing with disclosures.

Listen:

- Listen and accept what is being said
- Do not express verbally or non-verbally how it makes you feel, that is a separate issue for you to deal with later
- Make notes, dated and signed
- It is acceptable to observe bruises but not to ask a child to remove or adjust their clothing to observe them. Any bruising should be noted on a body map. (See body picture included in this policy).
- If any child arrives at nursery with an injury the parent must be asked how the injury occurred. This record of events must be recorded on an existing injury form and the parent must sign to confirm this is an accurate account given by themselves. This form will remain in the child's individual file.

Reassure:

- Reassure the child as much as you can
- Disclosing abuse is a very hard thing for a child to do and it is important to let them know you take them seriously
- Tell the child that you will help or will ensure they receive the help they need
- Do not make false promises, such as "I won't say anything".

React:

- Reacting to the conversation only so far is needed for you to know whether a referral to Social Services is necessary
- Ask open ended questions such as "is there anything else you would like to tell me?"
- Make it clear to the child what you must do next and who you must talk to
- Make it clear in such a way that there is no criticism directed at the perpetrator, who the child may love
- Do not ask the child to repeat anything to other staff.

Write:

- Write up notes in as full a way as possible, without throwing away any



original notes

- Use the child's words rather than your words for any body parts or activities described
- Include date, time, place, any non-verbal behaviour the child displays whilst talking to you, for example moments of distress and when they occurred in the conversation
- If there is any bruising or marks noticed, draw on the body diagram to show where they are.

Follow:

- Do not confront the alleged abuser or any others who may be involved
- Follow the procedures for Once Upon A Time Nursery (see procedures attached to this policy).
- If a referral is necessary make sure you have all the information

Talk:

- Talk to a senior member of staff and explain what's happened, remembering confidentiality
- Acknowledge how you feel. It is safer emotionally, and often physically, to explain what feelings you have to a trusted adult than to leave work feeling upset, anxious and uncertain.

Confidentiality:

Staff have the professional responsibility to share relevant information about the protection of children with other professionals, particularly investigating agencies. Staff who receive safeguarding information about children in the setting and their families should have the information only within professional context. All child protection cases will be in a locked filing cabinet and maintained by the safeguarding officer, Donna Rix.

All personal information about the children and their families is to be regarded by staff as confidential.

Support families

The nursery will endeavor to build trusting and supportive relationships between

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families, staff and volunteers.

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

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

Confidential records on a child will be shared with the child's parents/carers, except in cases in which parents/carers are implicated, and evidence gives rise for concern.

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 will 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 must be kept confidential and will not be accessible to anyone in the nursery other than the manager who will inform the registered person (owner). Other members of staff will be notified on a need-to-know basis.

Respond appropriately to suspicion of abuse

All adults have a duty of care to safeguard children and respond appropriately to any situation where they feel the child's welfare is at risk.

Changes in a child's behaviour or injuries will be monitored and recorded and action taken when appropriate.

Parents/carers will normally be the first point of contact, unless it is deemed that the child is at risk.

The manager can refer to the National Society for the Prevention of Cruelty to Children (NSPCC), Social Services duty team, IAA or the police for guidance.

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Allegations of abuse against a member of staff

If an allegation of child abuse is made against a member of staff/adult/volunteer, it is essential that procedures are followed, and the complaint investigated by social services immediately.

At our nursery the procedures are as follows:

- Report concerns to nursery manager, Donna Rix, Designated Safeguarding Lead and do not discuss concerns with anyone else
- All concerns must be recorded in writing and signed
- If the allegation is against the nursery manager, then refer to the nursery owner and Responsible Person Andrea Morgan
- If the allegation is against the nursery owner, report directly to CIW and IAA
- If the allegation involves both above you may go to the room leader, Lucy Perry
- If you are unable to report to all the above, please report directly to IAA
- All allegations will be taken seriously and treated in accordance with the Wales Safeguarding Procedures.
- All allegations will be reported to children's services and CIW will be informed.
- The setting will take instructions from children's services and then decide if the allegation merits discipline or whether a criminal procedure should take place.
- Suspension will be considered without prejudice
- If the incident is not found to be a criminal offence but fails to comply with our nursery procedures the manager and owner will carry out their own investigations into the allegations made and disciplinary procedures will still be followed up.
- The accused will not be approached until advised by the authorities to do so, they will then receive a written report of the allegation and be suspended for further investigation to take place.
- The investigation will be conducted by the police and children's services.
- The allegation must not be discussed with other members of staff or the accused and will be treated with the strictest confidence.
- If anyone has any information about the allegation they must disclose the information immediately to professional bodies.
- If staff are found to be discussing their concerns with each other, they could



- face disciplinary procedures themselves. This type of discussion could potentially damage any case.
- At the end of the investigation the accused member of staff will be given a written statement of the allegation as well as the conclusion of the investigation. This information will also be given to CIW.

It is essential that the investigation carried out by social services be dealt with without discrimination.

Whistle blowing

If you as a member of staff are concerned that the matter is not being addressed, you have the right to contact local safeguarding representatives as stated at the end of this policy.

Failure to report suspected abuse will result in disciplinary action being taken. (Please see Whistle Blowing Policy for Protection of Whistle Blowers).

Child in Need

All Child in Need referrals must have parental consent.

A child is in need if:

He/she is unlikely to achieve or maintain or have the opportunity of achieving or maintaining a reasonable standard of health or development without the provision for him/her of services by a local authority. His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services or he/she is disabled.

Website for Wales Safeguarding Procedures <https://www.safeguardingwales>

Procedure to follow when making a referral

- Any safeguarding concern requiring referral must be reported without delay and within 24 hours with written confirmation where required
- Provide as much information as possible about the child
- Be very clear why you are making the referral and the exact nature of your concerns

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- Confirm your telephone referral in writing within 2 working days (use Cwm Taf Safeguarding Children Report Form)
- Contribute as necessary to Child Protection enquiries
- Record all decisions and actions taken

Other policies related to Safeguarding Children

- Behaviour Policy
- Accident and Incident Policy
- Bullying Policy
- Health and Safety Policy
- Additional Learning Needs Policy
- E Safety
- Equal Opportunities Policy
- Whistle Blowing Policy
- Risk Assessment Policy

Liaise with other bodies

The nursery will operate within the Wales Safeguarding Procedures and local authority guidelines. Please see RCT Flow Chart for Safeguarding Concerns (On staff notice board)

Confidential records on children about whom there is a concern should be shared with the Social Services.

Contact details are:

Information Advice and Assistance Team (IAA)

Duty Officer

Telephone Number:

01443 425006/425003

Email:

IAAteam@rctcbc.gov.uk

Monday – Friday 8.30am-5.00pm

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Out of Hours/Weekends/Bank Holidays Telephone number:

01443 743665

Email:

SocialWorkEmergencyDutyTeam@rctcbc.gov.uk

NSPCC

Telephone Number

08088005000

Police

999 Emergency

101 Advice – ask for Pontypridd Police Station

CIW

Contact

Duty Officer

Telephone Number:

0300 7900126