1. **SAFEGUARDING/CHILD PROTECTION POLICY**

The Orchard Day Nursery will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

All staff members should be aware of the possible indications of abuse or neglect and of the procedure for dealing with suspected cases. Local Authority Approved Safeguarding training and refreshers should be undertaken every 2 years

The Orchard Day Nursery is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the Merton LSCB procedures and thresholds.

The nursery also adheres to the Government’s statutory guidance of Mandatory Reporting of Female Genital Mutilation (FGM) Keeping Children Safe in Education document, *‘Working Together to Safeguard Children’*, Prevent Duty Guidance and British values, a copy of which is kept in the Office and available to all staff who request it.

If there are concerns about a child’s safety or welfare, it must be noted to an agency with statutory responsibilities without delay. This being local children’s social care services, MASH (Merton’s Multi Agency Safeguarding Hub)

**Monday – Friday 09:00 – 17:00**

MASH on **020 8545 4226** or **020 8545 4227**

**Out of hours:**

**020 8770 5000**

**Out of Hours Emergencies (Evening and Weekends**)

0208 7705000

**Police**
*A child being abused or at significant risk of being abused*

Emergency 999

Non-Emergency 101

**Responding to suspicions of abuse**

* We acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect.
* When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
* Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the 'nominated person'. The information is stored on the child's personal file.
* Staff in the nursery take care not to influence the outcome either through the way they speak to children or by asking questions of children.

**Disclosures**

Where a child makes a disclosure to a member of staff, that member of staff:

* offers reassurance to the child;
* listens to the child; and
* gives reassurance that she or he will act.

The member of staff does not question the child

**Recording suspicions of abuse and disclosures**

Staff make a record using MERTONS’s Incident/Concern Recording Log of:

* the child's name;
* the child's address;
* the age of the child;
* the date and time of the observation or the disclosure;
* an objective record of the observation or disclosure;
* the exact words spoken by the child as far as possible;
* the name of the person to whom the concern was reported, with date and time; and
* the names of any other person present at the time.

These records are signed and dated, signed by the Nominated Safeguarding Person or their Deputy and kept in the child's personal file.

All members of staff know the procedures for recording and reporting.

**Informing parents**

* Parents are normally the first point of contact.
* If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, **except where Merton Safeguarding Children Guidance does not allow this.**
* This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

**Support to families**

* The nursery believes in building trusting and supportive relationships with families, staff and volunteers in the group.
* The nursery makes clear to parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising always with the local social care department.
* The nursery continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
* We follow the Child Protection Plan as set by the Social Care department in relation to the nursery's designated role and tasks in supporting the child and the family, after any investigation.
* Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of Merton Safeguarding Children Board.

Nominated Safeguarding Persons are:

NIDA SALAHAT

SEEMI ALI KHAN

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Our Safeguarding Children Advisors (Senior managers with knowledge or expertise in child protection and/or childcare) who acts as lead on child protection issues are:

* We provide adequate and appropriate staffing resources to meet the needs of children.
* Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
* Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed.
* Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
* We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
* Volunteers do not work unsupervised.
* Contractors, Trades people and business callers will be supervised at all times
* We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
* We have procedures for recording the details of visitors to the setting.
* We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

**Staff camera and personal mobile phones**

* Camera facilities on mobile phones must **never** be used to take photographs of the children.
* Only the cameras belonging to the nursery may be used to take photographs of the children. Staff’s personal cameras must **not** be used.
* Except in exceptional circumstances, staff’s personal telephones must not be switched on during working time, must be kept in SAFE and their use restricted to break times only, whilst on duty.

**Staff Self Disclosure regarding CRB/DBS Checks**

* Staff are required to disclose to their supervisor any change in their circumstances (whether at work or in their own time) that may exclude them from working within the nursery.
* Staff will be asked each supervision if there is anything they need to disclose since their previous meeting

Issued by Nursery Manager: **20/11/2019**

Date to be reviewed: **20/11/2020**