

# Safeguarding Policy



Our first responsibility and priority is towards the children in our care. If we have any cause for concern the designated safeguarding lead (DSL) will report it, following the Nottingham City Safeguarding Children Board (NCSCB) procedures, the relevant local procedures that are held by Heart preschool are available on request. Heart Preschool understand that child abuse can be physical, sexual, emotional, neglect or a mixture of these. We must notify Ofsted of any allegations of abuse, which are alleged to have taken place while the child is in our care.

## **Procedure**

Heart preschool staff keep up to date with child protection issues and relevant legislation by taking regular training courses and by reading relevant publications.

We have access to, and are familiar with, the Nottingham City Safeguarding Children Board procedures. Every six months we check that we have the latest version of the relevant procedures; information about these procedures is available on the Nottingham City web site.

If we are concerned about a child's welfare, the DSL may contact the Nottingham City social care team, Nottingham City Early Years Team, or other relevant support services for advice, providing this does not affect confidentiality.

Child protection concerns that could identify a particular child are kept confidential and only shared with people who need to know this information.

We work together with parents to make sure the care of their child is consistent. Please see Heart Preschools Working with Parents policy. Alternatively, parents or carers or staff can contact The Children's and Families direct number 0115 8764800 from 8.30am to 5.00pm Or The Emergency Duty Team on 0115 8765600 from 5.00pm to 8.30pm.

If we notice:

- Significant changes in behaviour
- Deterioration in children's general well being
- Unexpected bruising, marks or signs of possible abuse or neglect
- Children's comments which give us cause for concern
- Any reason to suspect neglect or abuse outside the setting, for example in the child's home and/or
- Inappropriate behaviour displayed by other adults in contact with the children. For example inappropriate sexual comments; excessive 1:1 attention (beyond the requirements of their role) or inappropriate sharing of images

Heart Preschool DSL and staff will implement the Nottingham City Safeguarding Children Board procedures, without delay to minimise any risk to the child. We will call the local social care duty desk and follow it up with a letter within 48 hours. We will keep a factual record of the concern and will ask the parents for an explanation, providing it would not put the child at risk.

The Early Years Foundation Stage states registered providers must let Ofsted know of any concerns that they have reported without delay.

*If a child tells us that they or another child is being abused, we will:*

- Show that we have heard what they are saying, and that we take their allegations seriously
- Encourage the child to talk, but we will not prompt them or ask them leading questions. We will not interrupt when a child is recalling significant events and will not make a child repeat their account
- Explain what actions we must take, in a way that is appropriate to the age and understanding of the child
- Write down what we have been told using exact words where possible
- Make a note of the date, time, place and people who were present at the discussion
- Then report concerns immediately to the duty social worker who has the experience and responsibility to assess the situation.

If an **allegation is made against any staff members**, we will report it to Ofsted and Nottingham City Local Authority Designated Officer (LADO) on 0115 8764747 following the Safeguarding Children Board procedures. We may also contact Nottingham City's Early Years Team and Churches Child Protection Advisory Service on 0303 003 11 11 for advice and support.

*In all instances we will record:*

- The child's full name and address
- The date and time of the record
- Factual details of the concern, for example bruising, what the child said, who was present
- Details of any previous concerns
- Details of any explanations from the parents
- Any action taken such as speaking to parents.

We respectfully ask that staff do not use their personal phones or cameras in the presence of any children at Heart Preschool, unless it is in the event of an emergency.

Photographs can capture special moments and provide ideal evidence to document children's achievements. However, we are aware of the importance of safeguarding all children and photographs can only be taken of the children with parental permission and only used as agreed.