



# Safeguarding Children Policy and Procedures

## Policy

If a member of staff at Tiny Turners suspects that a child in the Nursery is being abused in any way, then it is extremely important that it is reported to the Manager. Under no circumstances should it be ignored or forgotten; consider the circumstances of what you know very carefully (write them down if necessary) before you discuss it with the manager.

### Allegations Against Staff

In the event that a worker suspects that a colleague is abusing a child, the matter should be reported immediately to the Manager of safeguarding children. It is the responsibility of the Safeguarding Officer to ensure that an immediate referral is made to the social services department, the NSPCC or the Police and Ofsted.

Designated Local Authority Officer – Philip Curtis 01429 401844

There are safeguarding children's incident forms, which should be completed if you suspect any cases of abuse. You must be as clear and thorough as possible when completing this form, as this may be used as evidence in the future. The person in charge of safeguarding children will receive the appropriate training to deal with such situations. Once this has been done, then the various organisations (OFSTED and Designated Officer) will be informed together with the Police (Depending on the circumstances).

In the main office there is more information on safeguarding children, which explains all the procedures involved in cases of this nature. It contains details of the levels and types of abuse, i.e. Sexual; Emotional; Neglect; and Physical and ways of recognising them.

It is important that you read this booklet and, for your own protection as well as that of the child. This is an important issue and again it must be stressed, should not be ignored, or forgotten.

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Reviewed: February 2024  
Next Review: February 2025

Proprietors: Karen Clark and Helen Dey



# Procedures

## Adults

If an allegation is made against an adult in the setting, the designated persons within the Tiny Turners organisation will talk to the person and suspend them from the setting while further investigation takes place.

The designated person will assess the evidence to decide the next stage, collect all evidence and assess sources of evidence - hearsay, opinion or factual, contact parents.

- a) Hearsay - carry out internal and external investigation to establish whether there is anything to report to the safeguarding children team.
- b) Opinion - monitor situation, keep records of any incidents which might give cause for concern.
- c) Factual reports information to Duty Social Worker or Police Child Protection Unit and Early Years and Ofsted.

Evidence is reported to Early Years and Ofsted. Depending on outcome being true or false.

## Children

If you suspect a child may have been abused inform the designated person (likely to be the Manager on duty).

Record your observations or describe the incident on an incident report.

The designated person will assess the evidence to decide the next stage.

- a) Monitor the situation through ongoing observations and staff discussions if general concern without concrete evidence. Where possible discuss concerns with the parents.
- b) Contact Early Years to discuss with a member of inspection team if have more specific concerns but without concrete evidence.
- c) Where possible discuss with parents.
- d) Contact Duty Social Worker or Police Child Protection Unit and inform Early Years if you have specific evidence to report.

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At Tiny Turners we plan to provide an environment, which ensures children are safe from potential abuse including bullying and we will respond to any suspicion of potential abuse in a way which respects the child's right and reinforces the adult's responsibilities to the children.

Categories of abuse are as follows. One or more combinations of them may have occurred or likely to occur.

**Neglect. Physical Abuse. Sexual Abuse. Emotional Abuse.**

If a member of staff at Tiny Turners suspects that a child in the Nursery has been abused in any way, then it is extremely important that it is reported to the Manager and the person in charge of safeguarding children immediately. Under no circumstances should it be ignored or forgotten. Consider the circumstances of what you know very carefully. Record your observations as soon as possible. Do not discuss any incidents or suspicions with any other staff members before discussing it with your Manager.

We must:

- Ensure that the up most effort is taken to avoid inappropriate use of mobile phone cameras within the nursery and the children's rooms. No staff member is allowed to have their mobile telephone on their persons in working hours. The mobile telephones are placed with the staff's other personal belongs in lockers or in their bags on the hooks near the kitchen and laundry room, away from the children's rooms. It is a nursery offence to have any mobile telephone in the children's rooms. It is also an offence to take out of the setting nursery property i.e.: a camera, computer key fobs, memory cards etc. Anyone seen to be breaking the above offences will be faced with charges of Gross Misconduct, which could lead to that person being instantly dismissed.
- Ensure that all adults working (voluntary or paid) in the setting are aware of the fact that such work is exempt from the provision laid down in the Rehabilitation of Offenders Act 1974
- Keep an ongoing record of observations of significant changes in the children's behaviour or appearance, which will be written and kept confidential.
- Offer ongoing training to all adults involved with the care and education of children, which will help staff to recognise and respond to suspected abuse of children, whether physical, emotional, sexual or as a result of neglect.

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- Never allow an unregistered adult to be alone with a child or children (e.g., going to the toilet or supervising children in a separate room)
- Have clearly set out procedures, which all adults will be aware of, to respond to concerns of suspected abuse.
- Each Nursery has a designated person to whom all concerns should be referred. In the absence of this person, concerns should be notified to Karen Clark.
- The Nursery will ensure all adults know who to contact within the setting and what to do if that person does not carry out their responsibility for the child's wellbeing.
- The Nursery will monitor the situation through ongoing observations and staff discussions if there is general concern without concrete evidence. Where possible discuss concerns with Parents. (Except in cases of suspected sexual abuse)
- The Nursery will wherever possible continue to support and work with the child's family to maintain continuity of care for the child.
- Contact Early Years to discuss with a member of the inspection team if we have more specific concerns but without concrete evidence. Where possible discuss concern with Parents.
- Contact Duty Social Worker or Police Child Protection Unit and inform Early Years if we have specific evidence to report.
- All details of concern, progress, case conferences etc are CONFIDENTIAL and will not be discussed with anyone not authorised to have the information.

**If any member of staff has any concerns or worry about a child in the nursery then it should be brought to the managers attention and not ignored.**

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## Allegation Made by a Child

If a child made an allegation of abuse to a staff member, it is very important that the staff member reports it to the safeguarding children officer's and manager. This should be done immediately and under no circumstances should it be ignored or forgotten. It is important that you consider the circumstances and what you know (write them down if necessary) before you discuss it with anyone.

If the child is making an allegation against a staff member then that staff member would be suspended immediately pending further investigation

Once this has been done, then the various organisations will be informed.

There are safeguarding children's incident forms, which should be completed if an allegation has been made. When completing this form and writing down any information what a child has said it is very important that you only write exactly what has been said and no wording changed in any way.

**If the allegation made is against a staff member or another child, then the child's parent will be informed immediately, and it will be explained to them what the next steps are going to be.**

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# Safeguarding Children Incident Form

Name of Child:.....

Date of Birth:.....

Date and Time of Incident:.....

Nature of Incident:.....

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Action Taken by Staff:.....

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Staff Involved and Present:.....

.....

Other Professionals Informed and Involved i.e., Social Services:.....

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Outcome of Incident:.....

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Next Steps to be Taken by Staff Involved:.....

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Completed by:.....

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