



## Safeguarding and Child Protection statement

EYFS 3.4-3.8: Providers must be alert to any issues for concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB). The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting. A practitioner must be designated to take lead responsibility for safeguarding children in every setting. The lead practitioner is responsible for liaison with local statutory children's services agencies, and with the LSCB. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect. Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues. Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include: significant changes in children's behaviour; deterioration in children's general well-being; unexplained bruising, marks or signs of possible abuse or neglect; children's comments which give cause for concern; any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or inappropriate behaviour displayed by other members of staff, or any other person working with the children. Providers must have regard to the Government's statutory guidance 'Working Together to Safeguard Children 2013'. If providers have concerns about children's safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police. Registered providers must inform Ofsted of any allegations of serious harm or abuse by any person working with children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Registered providers must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.

## Introduction

At Hyde Park Village Nursery we believe the welfare and safety of all children in our care is of paramount importance. All children have the right to enjoy the activities of the Nursery in a happy, safe and secure environment. We adhere carefully to all legislative requirements.



## Roles and Responsibilities

All staff, Students and Volunteers have an obligation to ensure that children are kept safe and protected from harm. They are required to take steps to develop their safeguarding skills and knowledge, to make sure they understand the safeguarding policies and procedures up to date and act where they are concerned a child may be experiencing harm or at risk of harm.

Our aims are to:

- create an environment in the Nursery which is safe and secure for all children
- to provide them with the knowledge and understanding of how they can keep themselves safe and develop their confidence, independence, positive relationships and sense of appropriate behaviours
- enable the older children to have the self-confidence and the vocabulary to identify and resist inappropriate approaches and know where to go for help
- to ensure that staff are supportive
- to work with parents/carers to build their understanding of and commitment to the welfare of all our children.

In order to fulfil these aims:

- We ensure our staff are suitable to fulfil the requirements of their role
- Our staff have received training in Safeguarding Children with regular update training provided and monitored
- We follow the guidelines laid down by Children's Services
- We also have a copy of a flow chart of these procedures is displayed in the office.
- All members of staff know the Nursery's procedures for recording and reporting incidents.
- We notify the registration authority (Ofsted) of any incident or accident which affects the wellbeing of children, always within 14 days of the incident taking place, as well as the action taken in regards to the allegations.
- If a report is to be made to the authorities, we take advice from Children's Services in deciding whether we must inform the child's parents at the same time.

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- We meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006.
- We have a separate ICT and Internet Safety Policy.

### Children

- We create within the Nursery a culture of value, dignity and respect for the individual and encourage this in the children.
- We ensure that planning and activities are carried out in a way that is appropriate for the ages and stages of our children.
- We introduce key elements of safeguarding children into our curriculum, or activity planning so that children can develop an understanding of why and how to keep safe, (e.g. Stranger Danger, Road Safety) including their right to be consulted in matters affecting them.
- We develop the children's awareness and understanding of inappropriate expectations and behaviours from themselves and their peers.
- Adults will act as good role models for the children at all times.

### Staff

- Staff are aware of their duty to maintain the wellbeing and welfare of the children in their care
- Each child is assigned a Key person. Parents and carers are informed of who this will be and the key workers role is explained before the child starts with us
- we operate an open door policy with staff and managers are available to discuss any concerns staff have about children on a daily basis 24 hours a day either within the nursery or during out of hours via one of the nursery phones. Staff also receive regular touch base supervision as well as two appraisals a year.
- They are aware of the Health and Safety policies and procedures.
- Are aware that they can play an important part in the link in identifying a child's need for protection and help create a positive culture.
- Ensure activities are enjoyable and promote relevant development and fair play.
- Staff consult and gain the children's permission where manual or physical support is required (age appropriate).

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- The use of cameras is only permitted for the attainment of evidence of the children's development for their profiles or for nursery displays and these are only to be taken on the nursery's cameras with parental consent previously sought at registering with us.
- Applicants for posts within the Nursery 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 DBS checks and take-up references 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 police checks for staff and students, to ensure that no disqualified person or unfit person works at the Nursery or has access to the children.
- We record all information regarding qualifications, identity and vetting processes
- Students or any other visitors (including tradesmen or workmen) do not work unsupervised and must be within sight of a member of staff 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 safeguarding children concern.
- Staff members are informed of the expectation to disclose any new conviction, caution, court orders, reprimands and warnings received during their employment and are aware that their continued employment is decided on by the Nursery owners.
- All of our staff members will receive training on Safeguarding Children Issues. We ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and are aware of the local authority guidelines for making referrals. We ensure that all staff are aware of the procedures for reporting and recording their concerns in the setting.
- The following behaviours displayed by a practitioner will be addressed and reported to our Safeguarding Officer:
  - Giving any particular child excessive one to one attention beyond the requirements of their usual role and responsibility
  - Inappropriate sexual comments
  - Fixation on a child or being distracted when a specific child is out of the room

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- Trying to gain opportunities to be alone with a child
- Excessive tactile actions
- Purchasing gifts for a particular child
- Making inappropriate, offensive or sexually suggestive comments regarding the children or around the children
- Making excessive connections with a family or offering unrequested services such as babysitting.
- Engage in rough, physical or sexually provocative games with the children
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature that the child is able to do for themselves
- Administer unauthorized medication
- Inappropriate sharing of images

NB. This list is not exhaustive and if at any time staff or parents have concerns regarding the inappropriate practice/ action of a practitioner they should inform the Safeguarding Officer.

### Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. If there are concerns within the Nursery, it is important that the onsite Manager is made aware of them. Any information shared with external agencies is done under the guidance of the Local Safeguarding Children Board.

Accurate records will be maintained of all telephone calls, minutes and outcomes of meetings etc. relevant to the matter, treating these records as highly confidential and keeping them in a locked filing cabinet in the Nursery office.

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## Procedure Regarding Abuse or Suspected Abuse by a Member of Staff

Despite all efforts to recruit safely there may be occasions when allegations of abuse are made against a staff member. The following procedure will take place if at any time it is reported to safeguarding lead that a member of staff or student has behaved in a way that has harmed a child or may have harmed a child; has possibly committed a criminal offence against or related to a child; behaved towards a child in a way that indicates they are unsuitable to work with children.

- In order to safeguard the children and themselves the member of staff who has had the allegation made against them will be suspended immediately from duties with the children pending investigation.
- We will inform Ofsted and LADO immediately and advice will be taken as to any action to be taken, including whether or not to inform the parents/carers of the child concerned.
- The Nursery will follow the advice of the Local Authority Designated Officer (LADO) as to how much information should be disclosed to the parents and the staff member against whom the allegations or suspicions have been levied.
- At all stages written documentation will be taken concerning allegations and conversations with all parties involved, this documentation will include dates, times, locations and names of potential witnesses.
- At this point the case will be taken over by the authorities concerned and a strategy meeting will be held.
- All documentation will be kept in a locked confidential file in the Nursery office.
- Guidance on where to find information, support and advice will be provided for the member of staff

N.B. If the concern personally involves the named safeguarding children advisor then the next nominated and the concern should be addressed to them.

### Contact details

For important contact details of Tri-Brough and safeguarding lead details please see Safeguarding flow charts.

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