



Safeguarding Children Policy

Safeguarding and promoting the welfare of children, for the sake of this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

(Definition taken from the HM Government document 'Working together to safeguard children' 2015)

STATEMENT OF INTENT

Orchard Day Nursery intends to provide an environment in which young children are safe from abuse and in which any suspicion of abuse is appropriately responded to.

Orchard Day Nursery will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be safe from any abuse in whatever form.

The nursery staff will respond to suspicions of abuse by following the procedures laid out in the government booklet 'What To Do If You're Worried A Child is being Abused' summary or any national guidance which replaces this publication.

The Nursery retains a copy of the Dorset Safeguarding Children Board - Safeguarding Standards, Policy and Procedures - 2014. This file is available for reference to all staff and is kept in the office, so it may be referred to as and when required. A copy of 'Working Together to Safeguard Children - A Guide to Inter-agency Working Together to Safeguard and Promote the Welfare of Children. (HM Government 2006)' is also held on the nursery computer for reference.

Orchard Day Nursery has a clear commitment to safeguarding children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the nursery owner or manager at the earliest opportunity.

AIMS

Our aims are to:

- create an environment in the nursery which encourages children to develop a positive self image, regardless of race, language, religion, culture or home background;
- provide a safe and secure environment for all children;
- help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- encourage children to develop a sense of autonomy and independence in a way which is appropriate to their age and stage of development;
- enable children to have the self confidence and the vocabulary to resist inappropriate approaches;
- work with parents to build their understanding of and commitment to the welfare of all our children;
- always listen to children.

The legal framework for this work is:

- Safeguarding Vulnerable Groups Act (2006)
- Working together to safeguard children (2015)
- EYFS Statutory framework (section 3 safeguarding and welfare requirements) 2014
- Childcare Act 2006

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- The Rehabilitation of Offenders Act
- The Children Act 1989
- The Children Act 2004
- Human Rights Act 1998
- Data Protection Act 1998
- The Protection of Children Act 1999

DUTY OF CARE

Practitioners have a duty to safeguard and promote the welfare of children. Due to the many hours of care we are providing, staff will often be the first people to sense that there is a problem. They may well be the first people in whom children confide about abuse. The nursery has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to welfare issues including physical, sexual, emotional abuse or neglect.

Our prime responsibility is the welfare and well being of all children in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention. All staff will work as part of a multi-agency team where needed in the best interests of the child.

All staff will be familiar with their own responsibilities to act swiftly upon any suspicions or concerns they may have about any child or member of staff at the nursery. The nursery will follow the procedures set out in the Early Years Foundation Stage and Dorset Safeguarding Children Boards (DSCB's) Guidance and as such will seek advice on all steps taken subsequently. The nursery has a duty to report any suspicions around abuse to the local authority who have an obligation to investigate such matters. In the event of no response or an inappropriate response received from the relevant agency, and the DSL is not satisfied or still has concerns, they will endeavour to seek advice from alternative avenues. If staff feel their concerns are not responded to appropriately, contact details for further advice and support agencies are available on page 13 of this policy.

Staff must not make comment either publicly or in private about a parent's supposed or actual behaviour. Staff must raise any concerns initially with the manager. The manager will then discuss the matter with the registered person and appropriate action will be considered. Staff responsibilities do not include investigating the suspected abuse. However, the staff will keep accurate records of their observations, signed and dated, and of anything said to them by the child or others in connection with the suspected abuse. This information will be kept in a locked cabinet.

It is always important to listen to children. Strict confidentiality will be observed at all times. All our staff will receive training on the protection of children from abuse. It is the policy of the nursery to provide a secure and safe environment for all children. The nursery will therefore not allow an adult to be left alone with a child who has not received their enhanced DBS check clearance.

Staff who do not have an up to date enhanced DBS check will not be allowed unsupervised access to a child and will not be allowed to change nappies (whether supervised or not) until an enhanced DBS returns clear.

The nursery aims to:

- ensure that children are never placed at risk while in the charge of nursery staff
- ensure that confidentiality is maintained at all times

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- ensure that all staff are alert to the signs and understand what is meant by safeguarding and are aware of the different ways in which children can be harmed including by other children i.e. bullying.
- ensure that all staff are familiar with safeguarding issues and procedures
- ensure parents are fully aware of safeguarding policies and procedures when they register with the nursery and kept informed of all updates when they occur
- regularly review and update this policy.

Children will be supported by offering reassurance, comfort and sensitive interactions. Activities will be devised according to individual circumstances to enable children to develop confidence within their peer group.

Parents and families will be treated with respect in a non-judgmental manner whilst investigations are carried out in the best interests of the child.

Documentation and liaison with other bodies

- We work within the Dorset Safeguarding Children Board (DSCB) guidelines.
- We have a copy of "Working Together to Safeguard Children 2015" available in the office for reference.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the wellbeing of children.
- We have procedures for contacting the local authority on safeguarding children issues, including maintaining a list of names, addresses and telephone numbers of local office contacts *(see appendix iii), to ensure that it is easy, in any emergency, for the nursery and social services to work well together.
- A poster is displayed on the staff and parent information board of our designated safeguarding lead (DSL) and contact details for referrals/advice.
- Contact details for the NSPCC are also kept. *(see appendix iii)
- If a report is to be made to the authorities, we act within the DSCB guidance in deciding whether we must inform the child's parents at the same time.

METHODS

It is the policy of Orchard Day Nursery to:

- Exclude known abusers. Disclosure and barring checks are carried out on all personnel who work or volunteer for the company, and it is made clear to applicants that the post applied for involves working with children and is exempt from the Rehabilitation of Offenders Act 1974. Also Local Authority checks will be carried out.
- All applicants who work within the nursery, whether voluntary or paid, will be interviewed and will be asked to provide at least 2 references. We ensure we receive both references BEFORE a new member of staff commences employment with us. All staff must supply ID to verify and confirm identity.
- In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
- All appointments both paid and voluntary will be subject to a probationary period and will not be confirmed unless the nursery is confident, and relevant DBS checks are proven that the applicant can be safely entrusted with children.
- Orchard Day Nursery will seek training opportunities for all staff employed to ensure that they recognise the symptoms to possible physical abuse, emotional abuse, sexual abuse and neglect.

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**(see appendix ii)*

- Staff who are awaiting DBS checks will not change nappies, accompany children to the toilet or be left unsupervised with children. All staff will be fully informed.
- Children will be encouraged to develop a sense of independence through adult support in making choices and in finding names for their feelings and acceptable ways to express themselves. This will enable children to have self confidence and the vocabulary to resist inappropriate behaviour.
- 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 lead to dismissal for reasons of safeguarding children concern
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children. All visitors are asked to review our safeguarding policy statement and confirm they have read and understood this by signing the visitors book.
- All visitors / contractors will be asked to present ID and will be accompanied whilst on the premises, especially when in the areas the children use.
- The deployment of staff within the nursery allows for constant supervision. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be placed into action to ensure the safety of the child and the adult.
- The initial design of the nursery layout, permits constant supervision of all children, at all times.
- All staff will receive regular supervision meetings where opportunities will be made available to discuss child protection training and any needs for further support.
- In the event of a child suspected of being at risk there is a Designated Safeguarding Leader (DSL) within the nursery setting. **(See appendix i)*

PHOTOGRAPHS, CAMERA'S AND MOBILE PHONES

Orchard Day Nursery produces photographs for display use within the nursery to secure a sense of belonging for all children who attend the setting. Photographic evidence is also used in the children's individual Observation, Assessment and Achievement Records and documents produced for OFSTED and Dorset Early Years Team for Quality Improvement Audit purposes. Parental permission is sought prior to children's photographs being displayed. **We also use photos to upload on to individual online learning journals through www.tapestry.co.uk** All staff and parents have secure and individual access rights to view their children/key children's learning journals. Access rights are restricted exclusively to parents/carers and key person's. All photos and/or vidoes uploaded must be approved by the Management team prior to being confirmed in to the child's learning journal and ready for parents to view. Parents are also able to upload photos and make comments that must be approved by the Management team.

Staff are not permitted to keep personal mobile phones (especially those with a camera function) in the play rooms. Photos taken in the nursery must only be downloaded onto the nursery tablets, ipods, computers and cameras. Visitors are also respectfully requested not to take their mobile phones or any camera equipment into the children's play rooms with them but to leave them in the nursery office. All staff handbags and personal belongings must be kept in the relevant cupboard in the kitchen / staff room.

The Nursery will supply two mobile handsets (without camera functions) for staff to use during outings with the children.

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THE DESIGNATED SAFEGUARDING LEAD (DSL) DUTIES ARE AS FOLLOW:

- To be familiar with the DSCB Procedures as followed by the Local Social Care and Health department.
- To be trained and familiar with the Common Assessment Framework procedures and paperwork.
- To be familiar with the Safeguarding Children policy and procedure followed by the nursery.
- To obtain training on Safeguarding Children and their responsibilities
- To have responsibility for Safeguarding Children and child welfare issues in the nursery and keep the registered person appropriately informed.
- To liaise with the Social Care Department and other agencies regarding the Safeguarding Children and welfare issues of the children in the nursery.
- To hold all observations and consultations in a confidential manner. These will be recorded and kept in a locked cabinet on the premises of Orchard Day Nursery.
- To inform and train members of staff in the procedures to follow with regards to the Safeguarding Children and welfare issues.

THE REGISTERED PERSON'S DUTIES ARE AS FOLLOWS:

- To assist the Designated Safeguarding Coordinator responsible for liaison with Safeguarding Children agencies.
- Ensure that all policies and DSCB procedures are followed.
- Appropriate training and support to be given; through the local authority Early Years and Childcare Services Department.
- To ensure that the confidentiality and procedures are adhered to.

Staff working closely with children know them and are, therefore, in a position to notice change. Changes that the staff observe will be shared confidentially with the Designated Safeguarding Lead and/or Registered person. The staff will inform these person's of any of the following:

- Significant behavioural changes
- Unexplained bruises or marks
- Any comments a child may make that gives cause for concern
- Any deterioration in the child's general well being.

By using the above information this will enable us to make a decision regarding any necessary action be taken.

The safety of all children is paramount, to ensure this we will:

- Ensure that nursery exit gates are closed at all times.
- The main front door is only ever opened by a member of staff.
- All medicines are stored in a locked cabinet and only administered by a level 3 (or above) qualified key person / supervisor or member of the management team (See medication policy.)
- Any dietary requirements will be recorded and made available to all members of staff.

PROCEDURES

- If a member of staff observes changes in a child's behaviour and/or appearance, it will be reported to the DSL to be appropriately investigated in writing, observing confidentiality at all times.
- Staff will not cross-examine a child, they must listen and observe the child, remaining calm at all times, record exactly what the child has said and report to the DSL.
- Reassurance must be given to the child that he/she has done the right thing by telling someone.
- All such suspicions and investigations will be kept confidential, shared only with those who need to

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know. The people most commonly involved will be the member of staff and the DSCO.

- If concerns for a child's welfare arise these will be shared with the Social Care Department, if the Nursery feels that adequate explanations for the changes in the child's condition have not been provided.
- If a report on the child is to be made to the Local Authorities, the child's guardian will be informed at the same time as the report is made unless this would put the child at further significant risk.
- Records will be kept of the local NSPCC Contact and The Children's Duty Social Worker's number and any other appropriate contacts. *(see appendix iii)
- The Nursery will take every step in its power to build up trusting and supportive relationships between families and the staff.
- Whilst abuse at home is suspected, the nursery will continue to welcome the child and family whilst investigations are proceeding.

Recording suspicions of abuse and disclosures

Staff make an objective record (supported by the Designated Safeguarding Lead (DSL) of any observation or disclosure and include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of injuries or marks seen
- Exact observation of an incident including any other witnesses
- 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.
- Any discussion held with parent (where deemed appropriate).

These records should be signed by the person reporting this and the DSL, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important **not** to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure it is vital that details are logged down accurately.

All members of staff know the procedures for recording and reporting. It may be thought necessary that through discussion with all concerned the matter needs to be raised with the DSCB (Dorset Safeguarding Board) and / or Ofsted. Staff involved may be asked to supply details of any information they have with regard to a child. The nursery expects all members of staff to co-operate with the Dorset Safeguarding Children Board (DSCB)/Child Protection Team and OFSTED in any way necessary to ensure the safety of the children.

Staff must not make comment either publicly or in private about a parent's supposed or actual behaviour.

All staff will attend safeguarding training within their first six months of employment, and receive initial basic training during their first week. This will include the procedures for recording and reporting.

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Informing parents

If a suspicion of abuse is recorded, advice would be sought from the local social care and health office (*see useful numbers on page 13 of this policy*) before speaking with parents. It could be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

INTIMATE CARE

In order to ensure the health and wellbeing of the children in our care it is the duty of staff members to carry out intimate tasks.

Considerations will be given to protecting the children and staff members when carrying out the following daily care routines:

- Nappy Changing / Intimate Cleansing
- Assistance of Intimate Cleansing for Toilet / Potty Trained Children
- Changing of Soiled / Wet Clothing
- Hand and Facial Cleansing
- Application of cream / lotion (inc. nappy, sun protection and medical)
- Application of Teething gel
- Brushing Teeth
- Emergency Medical Attention / Resuscitation
- Emergency cleansing of the body and hair
- Nail care - (Nail cutting is not permitted)

Due care and attention will be given to these acts in the interests of the child and parental permission will be sought for staff members to carry out personal care duties.

The management team regularly conducts working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines.

New staff members awaiting CRB clearance are not permitted to carry out nappy changing or accompany children to the toilet and are only permitted to carry out other intimate tasks under the supervision of a qualified practitioner with a current CRB disclosure.

Students are only permitted to carry out intimate care routines in line with training and assessment requirements under the supervision of a qualified practitioner with a current CRB disclosure.

PROCEDURE TO FOLLOW IF STAFF ARE ACCUSED OF ABUSE

If a member of staff or a volunteer is accused of any form of child abuse, such suspicions must be reported to the Designated Safeguarding Co-ordinator (DSCO). The Local Authority Designated Person (LADO) and the Dorset Safeguarding Children Board will be informed and this will be investigated. This may result in the nursery disciplinary procedure being followed.

If the allegation is against the DSCO, all interviews will be conducted by the Local Authority Designated Person (LADO).

The person against whom the allegation is made will be informed of the allegation and interviewed immediately. Following an interview, if there is any potential substance to the allegation, they will be suspended on full pay pending further investigation. Investigations will be in line with the DSCB procedures and conducted in conjunction with the DSCB. The correct procedure for reporting an allegation will be followed and OfSTED will be informed. This may result in the nursery disciplinary

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procedure being followed. Confidential records will be kept of the allegation and of all subsequent proceedings.

The incident will be dealt with by the Director of the Nursery and the DSL with support from the LADO under the following procedure:

- A full investigation will be carried out to determine how this will be handled
- If the allegation could possibly interfere with the normal working of the nursery, the member of staff will be allocated to another area, after due consultation with all parties including the LADO
- The nursery reserves the right to suspend any member of staff on full pay during an investigation
- All investigations/interviews will be documented and kept in a locked file
- Unfounded allegations will result in all rights being re-instated
- Founded allegations will be passed on to the relevant organisation (police) and will result in the termination of employment. Ofsted will be notified immediately of this decision.
- The nursery is required to notify the Independent Safeguarding Authority (ISA) of the dismissal or removal of a member of staff or a volunteer because they have harmed a child or vulnerable adult, even if they had left of their own accord.
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry.
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

(For more details, please see our Whistle Blower policy)

PROCEDURE TO FOLLOW IF A PARENT / GUARDIAN COLLECTING A CHILD IS UNDER THE INFLUENCE OF DRUGS OR ALCOHOL.

If a parent / guardian collecting a child from the nursery deem to be under the influence of drugs or alcohol the Safeguarding Lead or person dealing with Safeguarding Children issues should be informed immediately. The parent/guardian will be asked if there is a suitable adult (Over the age of 18) at home to collect both themselves and the child. If so, they will be contacted and asked to collect the parent / guardian and child and to ensure that the child is suitably cared for until the parent/guardian is fit to do so themselves. Alternatively, if there is no suitable adult available to collect the child. The nursery will contact the Social Care and Health Office on 01202 877445 and seek the advice from the Duty Officer. Under no circumstances will a child be released into the care of an adult under the influence of Drugs or Alcohol in charge of a motor vehicle. Any parent / guardian under the influence of drugs or alcohol will be asked to remain at the nursery until such time that a suitable adult can be contacted or advice has been sought from the Children's Duty Social Worker. If the parent / guardian present unacceptable or threatening behaviour towards a child, member of staff or another parent / guardian / visitor to the nursery, the police will be contacted immediately. Confidential records will be kept of the incident and of all subsequent incidents or proceedings.

CURRICULUM

- We introduce key elements of Safeguarding Children into our foundation stage curriculum, so that children can develop understanding of why and how to keep safe.
- We create within the nursery a culture of value and respect for the individual.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

COMPLAINTS

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- We ensure that all parents know how to complain about staff or volunteer action within the nursery, which may include an allegation of abuse. *(Please see Complaints Procedure)*
- We follow the guidance of the DSCB when investigating any complaint that a member of staff or volunteer has abused a child.
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.
- We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the nursery investigates.
- We allow investigation to be carried out with sensitivity. Staff in the nursery take care not to influence the outcome either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.

SUPPORT TO FAMILIES

- The nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- The nursery continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the DSCB.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

CONFIDENTIALITY

The nursery endeavors to uphold the confidentiality of all the children, parents/carers at all times. This will be achieved by:

- All information with regards to the child being kept on the premises in a locked cabinet at Orchard Day Nursery.
- All information with regard to the child will not be shared with anyone other than those mentioned above.

ORCHARD EXPLORERS

Orchard Explorers adopts this policy without amendment.

POLICY STATEMENT

Orchard Day Nursery undertakes to ensure that all aspects of the nursery policies and procedures are kept under review and that they operate in a non-discriminatory manner.

All nursery policies and procedures are written in accordance with the Early Years Foundation Stage (EYFS) Statutory Framework. Whilst individual policies link directly to the EYFS all policies and procedures interlink with all areas of the EYFS. The Learning and Development theme runs throughout all of our practices due to our Learning through Play ethos.

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The management will ensure that any changes to this policy will be communicated to all employees.

The management will ensure that all staff, parents, carers, voluntary workers and others are fully aware of the channels through which they lodge complaints and appeals on all matters.

We also will endeavour to ensure that all staff practices remain in line with the current best practice.

Original copy written:	July 2005
Date of review:	January 2016 Changes made Yes
Reviewed and updated by:	<i>A. Clayton</i>
Checked and agreed by:	<i>D. Appleby</i>
Date adopted:	September 14
Date of next review:	January 2017

APPENDIX i

The Designated Safeguarding Lead (DSL) is *Miss Angela Clayton, Nursery Manager*

The Secondary Safeguarding Lead and **E-quality Champion** is *Miss Jenny Sims, Deputy Manager*

APPENDIX ii

TYPES OF ABUSE

PHYSICAL ABUSE

Action will be taken under this heading if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning; where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Definition of Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child. (This situation is commonly described using terms such as 'factitious' or fabricated illness by a carer or parent.) (Taken from *Working Together to Safeguard Children 2006*)

Definition of Physical Abuse - Failure to thrive

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Failure to thrive may indicate serious physical abuse and is defined ... as an exceptionally poor rate of growth in which weight and often length becomes increasingly divergent from normal age standardised values in the children...

It's important to recognise failure to thrive as it can be associated with poor psychomotor development, and social, emotional difficulties and delay. *(Taken from Working Together to Safeguard Children 2006)*

Procedure:

- All signs of marks/injuries to a child, when they come into nursery, will be recorded as soon as noticed by a staff member
- the incident will be discussed with the parent/carer at the earliest opportunity
- such discussions will be recorded and the parent/carer will have access to such records
- if there appear to be any queries regarding the injury, advice would be sought and followed from the Safeguarding Children's Board in the local authority via the Children's Duty Social Worker **(see appendix iii).*

SEXUAL ABUSE

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour.

Definition of Sexual Abuse

It involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) 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. *(Taken from Working Together to Safeguard Children 2006)*

Procedure:

- the observed instances will be detailed in a confidential report
- the observed instances will be reported to the manager / safeguarding children coordinator
- the matter will be referred to the Safeguarding Children's Board in the local authority via the Children's Duty Social Worker **(see appendix iii).*

EMOTIONAL ABUSE

Action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

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Definition of Emotional Abuse

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on a child. These may include interactions that are beyond the child's capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve serious bullying causing a child frequently to feel frightened or in danger, or the exploitation or corruption of a child.

Some level of emotional abuse is involved in all types of maltreatment of a child though it may occur alone. *(Taken from Working Together to Safeguard Children 2006)*

Procedure:

- the concern will be discussed with the parent/carer
- such discussions will be recorded and the parent/carer will have access to such records
- if there appear to be any queries regarding the circumstances, the matter will be referred to the Safeguarding Children's Board in the local authority via the Children's Duty Social Worker **(see appendix iii)*.

NEGLECT

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including failure to thrive.

Definition of 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 health or development.

Neglect may occur during pregnancy as a result of maternal substance misuse.

Once a child is born, may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, or the failure to ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. *(Taken from Working Together to Safeguard Children 2006)*

Procedure:

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- the concern will be discussed with the parent/carer
- such discussions will be recorded and the parent/carer will have access to such records
- if there appear to be any queries regarding the circumstances the Safeguarding Children's Board in the local authority will be notified via the Children's Duty Social Worker *(see appendix iii).

USEFUL NUMBERS

Social Care and Health Office - (Children's Duty Social Worker)

Local Office - Ferndown
Penny's Walk,
Ferndown,
Dorset. BH22 9JY

Open between: 8.40 - 5.20 Mon - Thurs
8.40 - 4.00 Friday

TEL: 01202 877445

FAX: 01202 876604

Social Services out-of-hours Duty Line

TEL: 01202 668123 (5.30pm - 8.40am, Weekends, Bank Holidays etc.)

OFSTED

National Business Unit
Royal Exchange Buildings,
St. Ann's Square,
Manchester, M2 7LA

TEL: 0300 123 1231

Childcare Support Service

Dorset Sure Start

TEL: 0845 070 1007

TEL: 01305 228450

NSPCC

TEL: 0808 800 5000

www.nspcc.org.uk

Dorset Family Support Service

TEL: 01202 546049

Dorset Police

TEL: 01202 222222

Verwood Police Station

TEL: 01202 828080

In an Emergency contact 999 or 112

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