

Nurseries Policies

Sussex House Nursery and Wendy House Nursery

Associated Policies

*British Values and Prevent
Lost and Missing Child Policy
Arrival and Collection Policy
Learning Play, and Care
Intimate Care
Mobile Phone and Camera Policy
Parental Responsibility*

*Sussex House Nursery
Sussex House
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Ofsted No130674*

Brighton & Sussex University Hospital nurseries are committed to the protection of the children in their care. The welfare, safety and protection of children are paramount.

Our policy is in line with the local child protection procedures approved by the Local Safeguarding Children Board (LSCB).

The Nursery Management team complies with the local child protection procedures approved by the Local Safeguarding Children Board and ensures that all adults working and looking after children in the provision are able to put the procedures into practice.

The Policy is based on the Government's statutory guidance 'Working Together to Safeguard Children' and the Brighton & Sussex University Hospitals Trust Safeguarding Policy and the Early Years Statutory Requirements 2017 to ensure the following procedures are followed:

- Procedures when an allegation is raised against a member of staff.
- Covering the use of mobile phones and cameras.
- Training of staff.
- Designated Staff to tackle Safeguarding and Child Protection concerns.
- Ensuring the suitability of people looking after children.
- Providers follow the guidance of 'Working Together to Safeguard Children'.

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Ofsted No. EY231358

It is a requirement of providers to report any suspicions they may have that a child has suffered/is suffering or is at risk of suffering harm to the Local Safeguarding Children Board.

A copy of the Sussex Child Protection and Safeguarding Procedures is available for the staff with relevant contact telephone numbers.

The Nurseries will ensure:

- That confidentiality is maintained at all times.
- The Service Manager and Nursery Management teams are the designated staff for child protection liaison.
- The Service Manager and Nursery Management teams should ensure that all staff have a DBS or previously cleared CRB and have appropriate recruitment clearances.

- If a child shows concern to Nursery staff on an occasion when he/she has entered the nursery showing signs of injury this will be recorded on and Incident on Arrival form and if necessary a child protection concern form filed in the child's admission file.
- Staff will inform and discuss any concerns they have regarding a child's safety with the designated person or his/her line manager. Should concerns arise full, contemporaneous and objective records must be kept.
- Parent or carers permission will be sought (although this is not a requirement) before a referral is undertaken or discussed with other agencies, unless doing so may itself place the child at further risk.
- The Designated Person will seek advice from the following professionals to establish if the report constitutes a child protection concern; Debbie Fillery Nurse Consultant for Safeguarding Children and Young People or Sarah Matthews, Safeguarding Nurse for Brighton & Sussex University Trust as professional advisor. Tracey Gregory, Senior Designated Person and Childcare Services Manager with responsibility for the nurseries.
- Telephone for guidance or referral:

Local Authority Safeguarding Board -West Sussex:
Multi-Agency Safeguarding Hub (MASH)
Mon-Fri (8.00-17.00) Tel: 01403 229900
Out of Hours Tel: 03302226664
Email: MASH@westsussex.gcse.gov.uk

Local Authority Designated Officer: Tel: 03302223339

Local Authority Safeguarding Board - Brighton and Hove:
The Front Door for Families (previously known MASH)
Mon-Fri (8.00-17.00) Tel: 01273 290400
Out of Hours Tel: 02173 335905
Email: FrontDoorForFamilies@brighton-hove.gcsx.gov.uk

Local Authority Designated Officer: Tel: 01273 295643

- The Local Authority Designated Officer (LADO) will be appointed if an allegation has been made against a member of staff. A strategy meeting will be arranged if deemed appropriate.
- BSUH Senior Designated Person will contact Ofsted

Unauthorised or Incapacitated Person

We will not release any child to any person who is not authorised to pick up by the child's parent or carer. Staff will notify the person with legal responsibility of the child and will only release if verified.

We will not release any child to any person[s] we feel may be incapacitated in a way which could result in harm to a child for example under the influence of alcohol or drugs or behaving in a manner not suitable of taking charge of a child. It is the responsibility of the Nursery Manager, Deputy Manager or senior member of staff on duty to contact the child's other parent or carer or emergency contact person. If no contact can be made then the Local Safeguarding Children Board will be informed and/ or a 999 call if we feel that there is a risk or potential harm to a child.

The nursery management team will document any concerns regarding the suitability of persons collecting.

Role of the nursery 'Designated Person' (DP) (Nursery and Deputy Managers):

- Ensure that staff complete and maintain documentation of a child's health, wellbeing and daily routine
- Maintain accurate and secure Safeguarding or Child Protection records
- Ensure staff have annual training and aware of any updates
- Ensuring that staff know the signs and symptoms of abuse
- Attend Local Authority 'Strategy Meeting' and meet with all professionals assigned to the case.
- Support children, staff and families on advice from Local Authority professionals.
- Liaise with BSUH HR Recruitment to ensure all staff have cleared relevant checks when recruiting to a post'
- Supervise staff practice and challenge inappropriate behaviours.
- Act as a source of support, advice and expertise on matters of safety and safeguarding and deciding whether to make a referral by liaising with relevant agencies.
- To lead in a case of staff suspension due to a safeguarding concern.
- The DSP will liaise with the police and Local Safeguarding Board in cases where a crime may have been committed.
- To inform Ofsted and the Local Education Authority with a concern of Child Protection or Safeguarding only in the absence of the Childcare Services Manager.
- Liaise with Disclose and Barring service in cases where a person has been dismissed or resigned due to risk / harm of a child, only in the absence of the Childcare Services Manager.
- The DSP will review annually the 'Child Protection and Safeguarding' policy annually and update when required.
- To ensure staff attend the annual BSUH Safeguarding training.

The Action of the 'Designated Person' on receiving a report of suspected harm:

The designated person decides whether the report constitutes a child protection concern. If it does a referral is made to MASH at West Sussex Children or The Front Door For Families (Brighton and Hove)

- If unsure about whether the report constitutes a child protection concern, the designated person will consult with the Safeguarding team based at BSUH NHS Trust or telephone will telephone the Local Safeguarding Children Board.
- When consulting with the LSCB the designated person makes it clear whether they are making a referral or seeking advice.
- When making a referral to the Designated Person will take advice of the LSCB or Local Authority Designated Officer (LADO) of who and when 'persons' need to be informed for example the parent or carer. The safety of the child is paramount at all times.
- If unsure about the safety of the child the LSCB will consult with social services and the police.
- All child protection referrals are reported to Ofsted Complaints Tel: 03001231231
- OFSTED address: Ofsted

Piccadilly Gate, Store Street,
Manchester M1 2WD

Allegations surrounding a Staff Member or Volunteer:

The Senior Designated person will be responsible where there is a Safeguarding or Child Protection allegation about a member of Staff, Volunteer or Student.

Allegations of abuse made against a person who works with children detailed in chapter 2 'Working Together Safeguarding' 2013 revised 2015. The procedures should be applied when there is an allegation or concern that any person who works with children in connection with his/her employment or voluntary activity has:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates that he/she is unsuitable to work with children.

The Senior Designated Person will:

- Decides whether the concerns or complaints fall within the threshold of significant harm and therefore requires appropriate disciplinary procedures.
- Consult the Local Safeguarding Children Board regarding the concern. A LADO will be assigned to the case and discuss what information can be shared with parents or carers to reassure and contain rumours.
- Arrange for the member of staff or volunteer to refrain from work while investigation is taking place.
- Inform Human Resources of the complaint. Brighton & Sussex University Trust complaint procedure will be enforced.
- Suspend the member of staff (if allegations are very serious and are likely to lead to dismissal and prosecution) and then follow the BSUH disciplinary procedure.
- Ensure that confidentiality is maintained at all times.
- Support the other staff
- Inform Ofsted about the situation.

Suspension of a Staff Member for an Allegation:

Suspension does not indicate that an alleged incident has taken place but is intended to allow a full investigation to be conducted and to protect the staff member or volunteer as well as the children, families and other staff throughout the process.

The decision to suspend a member of staff where an allegation against them has been made should be under the guidance of the Childcare Services Manager as the Senior Designated Officer and a senior HR Manager to be present.

Suspension is not automatic and alternatives to suspension should always be considered i.e. working from home or temporary redeployment.

Expectations of Staff working in BSUH Nurseries:

All Staff should,

- Recognise and respond to physical, emotional and behavioural indicators that a child might be suffering from harm.
- Respond appropriately to a child's allegation of abuse.
- Act on concerns about the conduct of a colleague, volunteer or students.
- Act on a report of suspicion of abuse
- Staff own awareness – Ensure not left in room for long periods of time alone.
- Care for a distressed child appropriately and ensure other staff members are

present.

- Ensure that two members of staff are present at the start and at the end of the day.
- Ensure that volunteers/agency staffs are not left alone at any at any time with the children.
- Attend regular training courses regarding child protection.
- On being alert to abuse all staff and volunteers should record accurately and report to the designated person without delay and certainly on the same day.

All Staff should be aware that when dealing with child protection issues that parental co-operation is of the up most importance and that they are committed to:

- Supporting parent or carer in understanding their responsibilities for the welfare of their children.
- Working at fostering trust and good relationships with parents.
- Informing parents of their child's progress and development and encouraging them to enjoy and celebrate their child's achievements.

Staffing Demonstrating British Values within BSUH Nurseries:

Since July 2015 the Statutory Framework for the Early Years Foundation Stage (revised 2017) demonstrates links to promote fundamental 'British Values' to comply with the 'Prevent Duty 2015'

Brighton & Sussex University Hospitals NHS Trust Nurseries will demonstrate the following responsibilities:

- Provide staff with sufficient training of Child Protection and Safeguarding to all staff annually.
- Staff to recognise vulnerability in families and recognise radicalism behaviours and be aware of the actions in response.
- Both Senior Designated Person and Named Nursery Designated Person to understand when to make a referral and professionals to liaise with (in-line with normal reporting process).
- Senior Designated Person and/or Designated Person to liaise with BSUH Human Resources if staff or volunteers are demonstrating radicalised behaviours or signs of family vulnerability.
- Staff to be alert to any Safeguarding and Child Protection issues in the child's life at home or elsewhere.
- Staff to keep children safe and promote wellbeing.
- Staff to promote 'Personal, Social and Emotional' development by teaching children right from wrong, to mix with others and share values, ideas and opinions. Ensure all beliefs and cultures are respected, shared and celebrated.
- Staff to challenge negative behaviours towards individual's race, beliefs, culture, gender and sexuality and prevent stereotypical thoughts or behaviours.

Additional Safeguarding and Child Protection Concerns

Fabricated Illness:

Fabricated or induced illness is when the carer may exaggerate or deliberately cause symptoms of illness to a child in order to seek out unnecessary medical treatment or investigation.

The signs may include the carer exaggerating a real illness or symptoms, inducing physical illness through poisoning, starvation and inappropriate diet. They may also present false allegations of abuse, encourage the child to appear ill or disabled to obtain unnecessary treatment or specialised support.

Missing / Repeated Absence of a Child:

If it is determined that a child has repeated absence from the setting without prior acceptable notification than Brighton & Sussex University Hospitals has a responsibility to ensure that the welfare of the child is upheld and has the responsibility to liaise with other agencies such as Health Visitor, Social Worker known to the family to ensure they receive the required support.

Where a child is repeatedly absent from the setting the Nursery Manager or Service Manager has the responsibility to ensure the child is safe and therefore will contact the parent or carer to establish the child's welfare.

In such circumstances there may be a child protection concern and therefore the nursery will be permitted to follow the Safeguarding and Child Protection policy and procedures.

Domestic Abuse:

The Government defines 'Domestic Abuse' as an incident or pattern of incidents demonstrated in of controlling, coercive, threatening behaviour, violence or abuse of a person 16 years or over who are or have been intimate partners or family members regardless of gender, sexuality. Also included as signs of Domestic Abuse are physiological, physical, sexual, emotional and financial abuse.

Further Safeguarding / Child Protection Concerns Linked to Beliefs in Spirits Possession and Abuse in Faith / Cultural Groups:

Staffs have a 'Duty of Care' to report any child suffering damage to their physical and mental health, their capacity to learn and ability to form relationships.

If the nurseries suspect a child's safety and wellbeing is at risk due to concerns surrounding rituals of religious/faiths/cultural groups the 'Designated Person' will sort advice from the following contacts:

- Local Safeguarding Children's Board
- Child Protection Advisory Service (CPAS)
- African Caribbean Evangelical Alliance (ACEA)

Female Genital Mutilation (FGM) the procedure which includes the removal of part or all of the external genitalia for cultural or other therapeutic reasons the BSUH Nurseries will:

- Refer to the Local Authority Safeguarding Board
- Ref to the FGM – Multi Agency Guidance (February 2011)

All NHS Hospitals are required to record a patient that has FGM or a family history of FGM.

Reviewed and Written 26th September 2017

Mrs Tracey Gregory, Brighton & Sussex University Hospitals Childcare Services Manager

Reviewed 29th September 2017

Mrs Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital

Mrs Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital