

Mad Hatters

Safeguarding Policy

- We aim to create an environment in which children are safe and secure.
- Mad Hatters follows a wide range of policies and procedures that work together to provide a safe environment.
- The designated person responsible for Safeguarding is Sarah Holmes
- Prior to appointment rigorous staff checks are followed. All staff are interviewed and at least two references are taken up. Explanations are sought for gaps in employment history or rapid movement from one job to another
- During induction new employees will be made aware of the Solihull Safeguarding Children's Board Child Protection Guidance Notes and Ofsted requirements under the Early Years Foundation Stage and the importance of following procedures.
- Any signs of physical, sexual or emotional abuse or neglect will be reported immediately to Multi-Agency Safeguarding Hub (M.A.S.H).
- If a child gives a verbal indication of being abused or neglected, the carer will listen to the child, write down exactly what the child has said, the time, place, and people present. The M.A.S.H Team will be contacted on 0121 788 4333.

Solihull Council,
Council House,
Manor Square
Solihull,
West Midlands,
B91 3QB

Fax 0121 788 4394

Police Family Protection Unit 0121 712 6143

LADO (Local Authority Designated Officer) – 0121 788 4310

- All employees must be checked by the Disclosure and Barring Service.
- All employees must leave their mobile phones in the office at all times during work hours. Under no circumstances are staff or visitors to use phones in the children's rooms.
- Please refer to our Photograph Policy, in regards to taking photos within nursery.

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- A designated Safeguarding Officer will attend a Level 1 and Level 2 Safeguarding training course. Other members of staff will attend at least a Level 1 Safeguarding training course, or ensure appropriate training is carried out on induction, and continued through staff meetings. Any relevant training courses to Safeguarding will also be attended, and staff meetings are to include safeguarding training each month.
- Information from training courses will be cascaded down to other members of staff through staff meetings.
- All matters relating to any form of Safeguarding & Child Protection will be treated with the utmost care and confidentiality.
- All new parents/carers will be given a copy of the Safeguarding Policy.
- The Safeguarding procedures must be adhered to at all times.
- This policy is also supported with our The Prevent Duty and promoting British Values policy, which must be adhered to at all times.

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Child Protection

Unfortunately child abuse occurs throughout society however loving and caring their environment seems to be.

There is no stereotype child abuser – he/she can be old, young, parent, brother, sister, auntie, uncle, grandparent, teacher, neighbour, friend, in other words it can be anyone.

Child Abuse can be:

Sexual

Abuse is not limited to full sexual intercourse; it is sexual abuse to fondle their private parts, to attempt or to have oral or anal sex. It can also be in the form of child pornography – by showing children or involving children. Adults or children use children to satisfy their own sexual needs.

Emotional

Children's development can be hindered or damaged by coldness or rejection from a parent/carer/someone close to them even when they are not physically harmed. This form of abuse is the continual pattern of being shouted at, threatened or taunted.

Physical

Physical abuse occurs when someone injures a child deliberately, i.e. by hitting, burning or attempting to suffocate the child. It is also physical abuse if a child is given alcohol or inappropriate drugs.

Neglect

Children are neglected when their basic needs for clothing, food and shelter are not met. This could arise because parents are unable to meet these needs because of money problems or housing difficulties. It is also neglectful if they leave babies and young children alone or unsupervised.

If you suspect a child is being abused:

- 1) Report suspicions to the Nursery Manager or Designated Person
- 2) If the Nursery Manager or Designated Person has concerns about the child's welfare the M.A.S.H team should investigate the matter then s/he will contact the appropriate area office immediately.

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Concerns About Persons in a Position in Trust

- If a concern arises against any person in a position of trust, that raises a query as to their suitability to work with children (this may include a cleaner/cook/gardener/student/staff member or volunteer) we will immediately take the person to one side and inform them an allegation has been made against them.
- We will not at this point tell the person the nature of the allegation.
- We will remove said person from any direct contact with children (this may mean suspension without prejudice).

A person of higher authority can only remove a staff member from direct contact with children. Where the person in a Position of Trust is the Registered Provider this will mean contacting Ofsted on 0300 123 4666. Advice can be sought from the LADO on 0121 788 4310 first. If you are unable to contact the LADO, ring Ofsted, do not delay, always consider the priority of safeguarding the Children.

- We will ensure someone in the nursery will be designated to offer support to the member of staff.
- If the parent of the child is not already aware of the concern we will immediately inform them (if at all possible try to ensure the confidentiality of all parties concerned).
- We will contact the Local Authority Designated Officer on 0121 788 4310. In their absence we will contact The M.A.S.H team on 0121 788 4333 and speak to a principle officer.
- We will then inform Ofsted of the concern and our actions to date on 0300 123 4666 within 14 days.
- We will fully co-operate at all times with any external investigation, which may include a multi agency “Position of Trust Co-ordination Meeting, and will take on board any advice given in relation to the allegation.
- If the allegation is founded, we will then take the person through a disciplinary process and dismiss them, we will also refer their name to the Secretary of State for possible inclusion in the list of people banned from working with children.
- If not proven we will follow the advice given by the principal officer and the LADO for early years.

This process will be followed when concerns arise around “persons in a position of trust.”

Whistle Blowing

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Mad Hatters strives to safeguard and act in the interest of the children. It is important to us that if any concerns were to arise, we feel our staff are able and willing to report such concerns. We offer an “Open Door” approach to all concerns, and take every concern seriously. All concerns raised will be acted upon in accordance with the Concerns About Persons in a Position of Trust procedure.

This policy applies to all employees and all other agents of the Nursery, who are encouraged to raise concerns in a responsible manner. Mad Hatters prefers that a concern is raised and dealt with properly, rather than kept quiet.

- If a concern arises against any person in a position of trust, that raises a query as to their suitability to work with children (this may include a cleaner/cook/gardener/student/staff member or volunteer), then this needs to be reported to the Manager/Deputy Manager as soon as it is apparent.
- If you feel you are unable to approach the Manager/Deputy Manager for any reason, you are required to report all issues to LADO (Local Authority Designated Officer) – 0121 788 4310.
- Alternatively you can also keep the whistle blowing helpline number on 0800 028 0285
- Additional information about reporting any concerns about a person in a position of trust can also be found on the notice board by the office in the nursery, and accessible in all base rooms.

Any individual raising legitimate concerns will not be subject to any detriment, either during or after employment. Mad Hatters will also endeavour to ensure that the individual is protected from any intimidation or harassment by any other parties.

You must in no way victimise or otherwise subject to any detriment another employee on the grounds that they have made a disclosure under this policy. Any employee who does so may be subject to disciplinary action up to and including dismissal for gross misconduct.

If you raise a concern and you are found to be culpable, or in any way involved in the wrongdoing, or if you raise a concern maliciously, then you may be subject to disciplinary action up to and including dismissal without notice for gross misconduct.