**The Berrypatch Nursery and Out of school club**

**Child Protection Policy and procedure**

The safety and welfare of the children in our care is paramount .It is everyone’s responsibility, who works within the children’s workforce to safeguard and promote the children’s welfare .

Safeguarding and promoting the welfare of children is defined as:

* Protecting children from maltreatment ,
* Preventing impairment of children's health or development
* ensuring that children grow up in circumstances consistent with the provision of

Safe and effective care

* Taking action to enable all children to have the best outcomes

Taken from ‘Working Together to Safeguard Children’ (2023)

Our policy is in line with the Northamptonshire Safeguarding Children’s Partnership and takes into account our duties under :

* The Children Act 1989 and 2004
* Working together to Safeguard Children 2023
* After- school clubs, community activities and tuition – Safeguarding guidance for providers 2023
* The Statutory Framework for the Early years Foundation Stage 2024
* Safeguarding Vulnerable Groups Act 2006
* The Prevent duty 2023

We also have regard to ‘What to do if you are worried a child is being abused’ ( 2015) and ‘Information sharing advice for practitioners’ (2024)

To ensure that we can safeguard the children ;

We have a separate, Safer recruitment policy to ensure that any persons working with children is suitable.

As the building is used by others measures are in place to ensure the safety of the children in our care. This is recorded in our full riak assessment.

All staff are trained to identify the possible signs and indicators of abuse . This includes – Physical, emotional, neglect and sexual abuse .As a setting we are aware and alert to possible signs and of children that maybe at risk of Female Genital Mutilation ( FGM) .Rebecca has completed training in this and we are also aware of the Northamptonshire Safeguarding Children’s partnership FGM assessment tool kit. General safeguarding training will be refreshed every year by all staff .Staff are also aware that there maybe barriers in recognising abuse in children with disabilities/special educational needs. This could be due to lack of ability to communicate, disabilities/behaviour causing marks/bruises. We are also aware that peer on peer abuse exists and have referred to this in our Bullying Policy.

CONTEST is the governments counter terrorism strategy .Part of this Strategy is ‘ Prevent’– to stop people becoming terrorists or supporting terrorism

# In line with The Prevent Duty 2023 We are aware of signs that could suggest children and families may be at risk of radicalisation , extremism and terrorism and the Designated Safeguarding Leads are familiar with the ‘The Prevent duty: safeguarding learners vulnerable to radicalisation’ available at :

# <https://www.gov.uk/government/publications/the-prevent-duty-safeguarding-learners-vulnerable-to-radicalisation>

In line with The Prevent Duty 2023 we are aware of signs that could suggest children and families may be at risk of radicalisation , extremism and terrorism . We promote The British Values of: Democracy, Rule of Law, Individual Liberty and Mutual respect and tolerance through emphasis on children’s Personal, Social and Emotional development and their Understanding of the World

( Early Years Foundation Stage 2024) See additional document – How we promote British Values

If concerns are raised about a child and/or family we will:

* Record
* Pass the information onto the Designated Safeguarding lead-who will:

Contact The Multi Agency Safeguarding Hub Team on 0300 126 7000 and complete the referral form which can be accessed from

<https://nctrust.co.uk/report-a-concern-or-request-support/>

For advice we could contact The Prevent Team within Northants Police [101](tel:101) or the national police Prevent advice line [0800 011 3764](tel:0800011%203764)

In line with The Prevent Duty 2015 We are aware of signs that could suggest children and families may be at risk of radicalisation , extremism and terrorism . We promote The British Values of: Democracy, Rule of Law, Individual Liberty and Mutual respect and tolerance through emphasis on children’s Personal, Social and Emotional development and their Understanding of the World

( Early Years Foundation Stage 2024) See additional document – How we promote British Values

We have registered for updates with Northamptonshire Safeguarding Children’s Partnership to ensure that we are aware of any changes to policies, procedures, laws and guidance .

All staff are also aware of inappropriate behaviour shown by other child care professionals working with children and details of how to contact the Designated Officer at the local authority are displayed in the office .

Everyone working with the children has been checked by the Disclosure and Barring Service (DBS check ). In the case where we are waiting for the check to be processed the adult will not be left unsupervised with a child/children . Each staff and committee members dbs number is recorded and the date it was issued and who it was issued by . All staff and committee members are registered to the update service. The manager will check the status of each person associated at the end of every term (approx. every 12 weeks) .A committee member will check the status of the manager every term ( approx. every 12 weeks)

Mobile phones are not permitted in the main rooms in the setting with the exception of the settings mobile – used for contact with parents . Smart watches that have internet connection or photo sharing facilities are not permitted to be worn by staff during working hours and will be kept in the office alongside personal mobile phones. Staff mobile phones are kept in the office .Parents/visitors are informed that mobile phones are not to be used in the setting and must be kept with personal belongings in the office. There is a separate Social media Policy and Staff behaviour Policy .Staff are aware of how to whistle blow if they are worried about other staff members/other professionals. The designated safeguarding lead of the setting should be informed or they can contact the Designated Officer at the local authority – details are displayed in the office.

All nappy changes and change of clothes are recorded.

Photographs are only taken if we have written parental permission to do so and may be used for displays in the setting. Photographs on the computer are printed for use in the playgroup and then deleted and removed from the recycle bin . Photographs that are taken of the children using the tablets are kept at the setting , in a locked filing cabinet. Photographs are uploaded to the online system and then deleted from the device at the earliest opportunity , usually within 24 hours. The manager performs weekly checks to ensure that all photographs are deleted.

In the event of any of the tablets becoming lost the Designated Lead should be informed immediately and they will contact the Designated Officer at the local authority immediately. Parents will be informed .

To record the children’s development we use tablets and an online system. Parents are signposted to the systems policy on storing and sharing photographs and information. To access their children’s developmental profile the parent has to agree with the policy in order to have access to the system.

We are aware that before an inspection Ofsted will perform an internet check on the setting. We will also, periodically ,check our own presence on the internet .

All devices that are used in the setting are not used without an adult.

All visitors’ identities are checked and they are asked to sign in and out of the visitors book

Children are only allowed to leave the setting with the named people that are listed on the information given to us by parents/carers . A password system is in place . The parent/carer is given a password upon their child starting which is recorded on the child’s personal details record . If none of the named people can collect the child , they will only be released if the parent has informed us of someone else collecting and the person collecting can give us the correct password.

All Staff are aware of the procedure to follow if they are concerned about a child ( see procedure 1 )

All Staff are aware of the procedure to follow if they are concerned about the behaviour of a colleague or other child care professional ( see procedure 2)

We use the Northamptonshire Thresholds document (2022) to gauge any intervention needed. Available at :

<http://www.northamptonshirescb.org.uk/about-northamptonshire-safeguarding-children-partnership/news/thresholds-and-pathways/>

**Procedure 1**

**Concerns from observations**

If a member of staff is worried that a child is being abused they must:

Record their concerns including the time, date, child’s: Full name, Date of Birth, Address , What the concern is /what they have observed, The staff members name and position .

We have specific forms to fill in in this situation that and their location had been discussed with all staff . It must be signed and passed onto the designated safeguarding lead person as soon as possible.

**Disclosure of abuse**

If a child makes a disclosure – (tells a member of staff that they are being abused ), the staff member must:

Record exactly what the child has said to them, including the time, date, child’s: Full name, Date of Birth, Address, The staff members name and position. We have specific forms to fill in in this situation that and their location had been discussed with all staff . It must be signed and passed onto the designated safeguarding lead person as soon as possible.

**Emergency situation**

If a member of staff thinks that a child is in immediate danger then the police will be contacted immediately. The designated person must also be informed

The designated safeguarding lead person/s for the setting are

Rebecca Stanford-Durdan

Nicola Gager

Reece Buckby

They can be contacted on 07597557861 or [berrypatchfinedon@gmail.com](mailto:berrypatchfinedon@gmail.com)

Rebecca,Nicola and Reece have received training on how to make a referral to the MASH team. At least 1 designated safeguarding lead will be on site at all times to deal with any concerns raised.All staff will receive safeguarding refresher training every year regardless of their role

The designated safeguarding lead will use the Northamptonshire Thresholds document to determine the level of need of the child and the family . This will be done within 24 hours of the information being given to the Designated Safeguarding Lead

Advice can be sought from :

The Multi Agency Safeguarding Hub Team 0300 126 7000.

The NSPCC – 0808 800 5000 [info@nspcc.org.uk](mailto:info@nspcc.org.uk)

In the above situations the designated safeguarding lead will make a referral to The Multi Agency Safeguarding Hub ( MASH ) by telephoning the Customer Service Centre on 0300 126 7000 or out of hours 01604 626 938

The designated safeguarding lead will be guided by the MASH team as to what to do next. A referral form – available from:

<https://nctrust.co.uk/report-a-concern-or-request-support/>

This will be completed by the designated person and be submitted via the website

The parents /carers will be informed about the referral .If we think that by informing the parent the child will be put at further risk of abuse/harm then we will continue to make the referral and seek advice form the MASH team

In the event that a child that attends the setting, lives in a different county . We will seek to find the contact details of the relevant authority with regard to child protection procedures .

We are aware that if a child lives within a private fostering arrangement then we are responsible for contacting the local authority to report this.

Procedure 2

If a member of staff is concerned about the behaviour of a colleague or other children care professional and suspects they may be abusing a child, they must

Make a record detailing their concerns and observations. Include the date, time and name and position of the member of staff .Sign and date the record and state their position. The member of staff should pass the record onto the designated safeguarding lead person as soon as possible. The designated lead will report it to the Designated Officer (DO) within 24 hours .

The designated safeguarding lead will make a referral to the Designated Officer by contacting :

[LADOConsultations@NCTrust.co.uk](mailto:LADOConsultations@NCTrust.co.uk)

Andy Smith – **07850 854 309**

Sian Edwards – **07738 636 449**

Francesca Hamilton – **07443 348 418**

The DO will investigate any allegations.

If the member of staff doesn’t feel that they can report the concern to the designated safeguarding lead person in the setting then the member of staff can contact the DO directly.

The registered provider of the setting- The Committee will contact The Office for Standards in Education (Ofsted) if the allegation is against a member of their staff, within 14 days of the allegation being made.

If an allegation is made against any member of staff, they will be suspended from their role until an investigation has taken place.

If a member of staff is dismissed ( or would have been if they had not already left the setting ) because they have harmed a child or put a child at risk of harm , the committee will contact the Disclosure and Barring Service to meet their responsibility of the Safeguarding Vulnerable Groups Act 2006