



bumblebees

DAY NURSERY PLYMOUTH LIMITED

🌐 www.bumblebeesltd.co.uk

Safeguarding Policy

Purpose and Aims

The purpose of Bumblebees Day Nursery's safeguarding policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those children/young people who attend our setting. The policy aims to ensure that:

All our children are safe and protected from harm;

Other elements of provision and policies are in place to enable children to feel safe and adopt safe practices;

Staff, children, proprietors, visitors, volunteers and parents are aware of the expected behaviours' and the settings' legal responsibilities in relation to the safeguarding and promoting the welfare of all of our children.

Ethos

All children deserve the opportunity to achieve their full potential. In 2003, the Government published the *Every Child Matters* Green Paper alongside the formal response to the report into the death of Victoria Climbié. The Green Paper set out five outcomes that are key to children and young people's wellbeing:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution; and
- achieve economic wellbeing.

The five outcomes are universal ambitions for every child and young person, whatever their background or circumstances. Improving outcomes for all children and young people underpins all of the development and work within this setting.

Safeguarding in Bumblebees Day Nursery is considered everyone's responsibility and as such our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential. Bumblebees Day Nursery recognises the contribution it can make in ensuring that all children registered or who use our setting feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

Responsibilities and expectations

Bumblebees Day Nursery has a proprietor, Mrs Gemma Whittington, whose legal responsibility it is to make sure that the setting has an effective safeguarding policy and procedures in place and monitors that the setting complies with them. The proprietor should also ensure that the policy is made available to parents and carers if requested. It is the responsibility of the proprietor to ensure that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting, that the setting has procedures for handling allegations of abuse made against members of staff (including the Playleader/Manager) or volunteers and ensure the safe and appropriate use of cameras, mobile phones, technology and on line equipment within the setting. The proprietor has appointed a Safeguarding Designated Officer (SDO) who has lead responsibility for dealing with all safeguarding issues in our setting.

The **Safeguarding Designated Officer** is Miss Faye Thorning. If they are not available then the contact person is Mrs Joanne Lindsay. This person can also be contacted with any safeguarding concerns and is our named Deputy SDO.

It is the responsibility of the SDO to ensure that all safeguarding issues raised in the setting are effectively responded to, recorded and referred to the appropriate agency. They are also responsible for arranging the whole setting's safeguarding training for all staff and volunteers who work with children and young people in our setting. The SDO must ensure that the whole setting's safeguarding training takes place at least every three years; which they can deliver within the setting provided they are linked in to the support and quality assurance process offered by the Local Authority.

The SDO is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child at our setting and to contribute to multi-agency discussions to safeguard and promote the child's welfare.

The SDO is responsible for ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures. This includes the E-safety Policy which includes Camera & Image Policy and Mobile Phone Policy.

All Child Protection concerns need to be acted on **immediately**. If you are concerned that a child may be at risk or is actually suffering abuse, you must tell the Safeguarding Designated Officer.

All Adults, including the SDO, have a duty to refer all known or suspected cases of abuse to the relevant agency including Children and Young Peoples Service (CYPS) – Social Care, MASH (Multi Agency Safeguarding Hub) or the Police. Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting's Designated Person in the first instance. Any records made should be kept securely on the Child's Protection file.

What to do if you are concerned

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform your Safeguarding Designated Officer as soon as possible.
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the setting safeguarding record log forms.

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the

Safeguarding Designated Officer. Where those concerns relate to the Safeguarding Designated Officer however, this should be reported to the Proprietor using the setting's 'Whistle blowing' policy.

Managing Allegations

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our setting. Allegations will usually be that some kind of abuse has taken place. They can be made by children and young people or other concerned adults. If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the SDO who will advise the Proprietor. In the case of the allegation being made against the SDO this will be brought to the immediate attention of the Proprietor. The Proprietor will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations made against the adult, in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made. Proprietor will need to:

- Refer to the Local Authority Designated Officer (LADO) immediately and follow up in writing within 48 hours. Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Advise Ofsted of the allegation within 14 days of the allegation.
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation if this is deemed necessary.
- Act on any decision made in any strategy meeting.
- Advise the Independent Safeguarding Authority where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

Training

All members of staff and volunteers will have access to whole setting safeguarding training at least every three years. We will also, as part of our induction, issue information in relation to our Safeguarding policy and any policy related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers.

Our Safeguarding Designated Officer will undertake further safeguarding training, Group 3 DSCB Multi-agency Safeguarding course or Group 3 Refresher Courses, in addition to the whole setting training. This will be undertaken at least every three years which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. This will support both the SDO to be able to better undertake their role and support the setting in ensuring our safeguarding arrangements are robust and achieving better outcomes for the children in our setting. This includes taking part in multi-agency training in addition to safeguarding training.

Our safeguarding arrangements are reported on an annual basis to our Proprietor and our Safeguarding policy is reviewed annually, in order to keep it updated in line with local and national guidance/legislation.

We will include our Safeguarding Policy in our setting's prospectus/website and will post copies of our policy throughout the setting. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

Useful Contacts:

CYPS area contact numbers:

(9am - 5pm Monday to Thursday, 9am – 4pm Friday)

Multi-agency Safeguarding Hub (MASH)

0345 155 1071

email: mashsecure@devon.gcsx.gov.uk

Teignbridge, South & West Devon CYPS

01392 386 000

Out of hours for CYPS (Social Care):

5pm -9am and at weekends and public holidays, please contact:

Emergency Duty Service

0845 6000 388 (low-rate call)

Police Central Referral Unit:

0845 605 116

EYCS Consultation Service:

If you have concerns about a child but are unsure whether to make a Social Care referral. The numbers are:

Nikki Phillips – Locality Manager for Exeter, East and Mid Devon

01392 385394

Melissa Filby – Locality Manager for Northern Devon

01271 388901

Susan Bolt - Locality Manager for South West Devon

01626 324982

DSCB

Head of Safeguarding: Chris Dimmelow

01392 386091

DSCB Office: Christina Ashforth

01392 386067

Child Protection Chairs and Local Authority Designated Officers for managing allegations against staff:

Allegations against staff Referral Co-ordinator

01392 384964

Plymouth Child

Children's services Advise and Assessment

01752 308600

Out of Hours services

01752 364984

Ofsted

0300 1231231