



Park Avenue, Solihull, B91 3EN [Tel: 0121 711 2557](tel:01217112557)  
[www.solihulldaycare.co.uk](http://www.solihulldaycare.co.uk)

## Safeguarding Children Policy

***Solihull Day Care is a welcoming inclusive provision, that embraces and celebrates the individual uniqueness of every child and family and we understand that English may not always be your first language. If you would like this policy translated into a more familiar language, please let the Designated Safeguarding Lead know so that we can arrange this for you.***

Solihull Day Care 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 form of abuse in whatever form.

We will:

- Create an environment to encourage children to develop a positive self-image
- Encourage children to develop a sense of independent and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Always listen to children
- Share our policies and procedures, especially those concerning Safeguarding, with all parents and carers prior to their children starting at the setting.

Solihull Day Care 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 nursery Designated Safeguarding Lead or deputy at the earliest opportunity.

The legal framework for this policy is based on the

- Children Act 1989 and 2004
- Childcare Act 2006 (amended 2018)
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2020
- Data Protection Act 2018
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.
- Inspecting Safeguarding in Early years, Education and Skills settings 2019
- Prevent Duty 2015



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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 interest of the child.

It is the responsibility of all staff to ensure the safety and well-being of all children at the setting. All staff will be familiar with their 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 2021 and Safeguarding Children Partnership 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 will support us with next steps.

Staff must not comment either publicly or in private about a parent's supposed or actual behaviour. Staff must raise any concerns initially with the Designated Safeguarding Lead. The Designated Safeguarding Lead will then discuss the matter with the Manager where appropriate and appropriate action will be taken. 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 recorded on incident reporting forms in the Safeguarding file and kept in a locked cabinet, discussed only on a need-to-know basis respecting children's, family, staff confidence and adhering to confidentiality and the Data Protection Act.

It is always important to listen to the children, verbal and nonverbal communication e.g. their behaviour. 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 safe and secure environment for all children. The nursery will therefore not allow an adult to be left alone with a child who has not yet received their enhanced DBS check clearance.

The nursery aims to:

- Ensure that children are never placed at risk while in the charge of our staff
- Ensure that confidentiality is maintained at all times
- 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 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 as they occur.
- Regularly review and update this policy, at least annually and when new or amended guidance is produced.

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-judgemental manner whilst investigations are carried out in the best interest of the child.

### **Contact Telephone Numbers**



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- Ofsted: 0300 123 1231/0300 1234 666
- Solihull Safeguarding Children's Partnership/MASH : 0121 788 4300
- Emergency Duty Team (evenings and weekends) 0121 605 6060

All referrals need to be confirmed in writing within 48 hours using the Children and Families inter agency referral form [Multi Agency Referral \(solihull.gov.uk\)](http://Multi Agency Referral (solihull.gov.uk))

- "Prevent" concerns: Department of Education helpline 020 7340 7264 or email [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)
- To report concerns or allegations against people who work or volunteer with children please contact the Solihull Local Authority Designated Officer:

LADO: Lesley Hudson

The LADO service is based at:  
Child Protection and Review Unit  
Bluebell Centre  
Chelmsley Wood  
B37 5TN  
B37 5EX (Sat Nav)

LADO referrals: should be made via

**Telephone:** 07795128638

**Email:** [lado@solihull.gov.uk](mailto:lado@solihull.gov.uk) (please put 'LADO referral' in subject line)

## **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.

Procedure:

- All signs of marks / injuries to a child, when they come into nursery, will be recorded as soon as noticed by a member of staff in the incident file which can be found in the locked filing cabinet in the Manager's office.
- 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, the Solihull and Social Services Multi Agency Safeguarding Team will be notified on 0121 788 4300.

### **Fabricated Illness**

Is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.



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### **Sexual abuse**

Action will be taken under this heading if the 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.

Procedure:

- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the designated member of staff for safe guarding children. This is Jessica Dolan and Kaitlin Eve.
- The matter will be referred to the Solihull Multi Agency Safeguarding Hub (MASH) and followed up in writing using the inter-agency referral form (found in the Safeguarding file).

### **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 the child, caused by persistent or severe ill treatment or rejection.

**Domestic abuse** is the physical, sexual or emotional abuse inflicted on a man or woman by their partner or ex-partner. This can affect the children of a family regardless of whether the child witnesses the abuse first hand or not. As a nursery, practitioners need to be aware of the signs to ensure that children in our care are safeguarded and [give/ refer the](#) support the children and family need. Young children witnessing abuse incidents in the home will affect them in a variety of ways. Concerns about emotional or domestic abuse will be dealt with as follows:

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 appears to be any queries regarding the circumstances, the matter will be referred to the Solihull Multi Agency Safeguarding Hub (MASH).

Further support for practitioners can be found on the website : National Centre for Domestic Violence [www.ncdv.org.uk](http://www.ncdv.org.uk).

### **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.

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 appears to be any queries regarding the circumstances, the matter will be referred to the Solihull Duty Assessment and Referral Team.



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### **Extremism and the Prevent Duty**

As a childcare provider, we have an obligation to protect young children from the risk of radicalisation by others, whether in their family or outside. Practitioners at Solihull Day Care must look out for the following signs:

- Changes in family behaviour
- Changes in the children's behaviour e.g. aggression towards others
- Comments made by a child which may cause concern, e/g. commenting on what their mummy or daddy has said, talking about fighting for 'the cause' etc
- Comments made by family members, e.g. about certain faiths, beliefs, cultures
- Any other signs that family members may be showing extremism.

Procedure:

- Practitioners should discuss concerns with the lead Safeguarding Officers – Jessica Dolan or Kaitlin Eve.
- The Designated Safeguarding Lead will follow the procedures below and seek advice from one of the sources listed below.
- The Designated Safeguarding Lead will decide if it is appropriate to make a referral to the M.A.S.H team.
- Contact the local Prevent lead for the local authority.
- If the child is not in immediate danger call 101 (the non-emergency police phone number.)
- If the child is in immediate danger call 999
- Alternatively, seek advice from the Department of Education dedicated telephone helpline (020 7340 7264) or email [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

### **Recording suspicions of abuse and disclosures**

Staff will make an objective record of any observation or disclosure and include:

- Child's name
- Child's address
- Age of child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child / injuries or marks seen
- Name of the person to whom the concern was reported, with date and time; and the name of any other person present at the time.
- Any discussion held with parent / carer.



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These records are signed, dated, and kept in a separate confidential file. All members of staff know the procedures for recording and reporting, through induction, on going supervision, staff meetings and audits undertaken by management to ensure records and logs are adhering to protocols and are actioned accordingly. It may be thought necessary that through discussion with all concerned the matter needs to be raised with the Solihull Multi-Agency Safeguarding Hub (M.A.S.H.) on **0121 788 4300**.

Staff involved may be asked to supply details of any information they have regarding concerns about a child. The nursery expects all members of staff to cooperate fully with M.A.S.H. to ensure the safety of the children.

All staff will attend safeguarding training within their first 16 weeks of employment, and receive initial basic training during their induction period, this is regularly reviewed at staff meetings, and is an agenda item on staff supervision.

#### Staffing and Volunteering

The Designated Safeguarding Leads at the nursery are Jessica Dolan and Kaitlin Eve.

- We provide adequate and appropriate staffing resources to meet the needs of children
- Applicants for posts within the nursery are clearly informed that the positions held are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out robust and safer recruitment checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- The setting is responsible for carrying out DBS checks with the Disclosure and Barring Service for all staff and volunteers who will come into contact with children in our care. No person is to be left unsupervised with children until a full DBS check has been received.
- We abide by Solihull Safeguarding Partnership requirements in respect of safer recruitment references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to children.
- Volunteers, including students, have enhanced DBS checks before working with children.
- 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 led to dismissal for reasons of safeguarding children concern. We will inform Solihull's Local Authority Designated Officer, or police if a criminal offence is thought to have taken place.
- 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.
- The deployment of staff within the nursery allows for constant supervision.

#### Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed, and discussed and in the case of a referral consent is sought except where the guidance of the Solihull Safeguarding Partnership does not allow this. This will usually be the



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case where the parent is the likely abuser, or the child may be put at risk. In these cases the investigating officer will inform parents.

### **Confidentiality**

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the SAFEGUARDING CHILDREN'S PARTNERSHIP.

### **Support to families**

- The nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the setting.
- The setting 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 SAFEGUARDING CHILDREN'S PARTNERSHIP.
- With the proviso that the care and safety of the child is paramount, we will do all in our power to support and work with the child's family

### **Employees of the nursery**

If an allegation is made against a member of staff, Ofsted and the LADO, Lesley Hudson will be informed on 0121 788 4310 and this will be investigated. This may result in the nursery disciplinary procedure being followed.

The incident will be dealt with by the Designated Safeguarding Lead and the registered person.

- A full investigation will be carried out to determine how this will be handled
- If the allegation could interfere with the normal working of the nursery, the member of staff will be allocated to another area, after due consultation with all parties
- The nursery reserves the right to suspend any member of staff in full pay during an investigation
- All investigation / interviews will be documented and kept in a locked file, and Ofsted and the Local Authority Designated Officer will be contacted and advised accordingly.
- Unfounded allegations will result in all rights being re-instated
- Founded allegations will be passed on to the relevant organisations and police and will result in a termination of employment. Ofsted will be notified immediately of this decision. The nursery will also be required to notify the Independent Safeguarding Authority (ISA) to ensure their records are updated. This also applies if there are concerns about a member of staff has left or is leaving employment at the setting.
- Counselling will be made available to any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.



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### Visitors to the Nursery

- Visitors will be requested to show identification before being allowed entry to the nursery.
- A senior member of staff must record the visitors name, identification reference, and time and date of visit in the Visitors Log.
- A senior member of staff must accompany the visitor at all times whilst on the nursery and school premises.
- The visitor should be met by a senior member of staff at the Saint Martin's school office and accompanied to and from the nursery. This is to protect the children attending the school as well as the nursery children.

### Staff Induction

When staff are employed and inducted at Solihull Day Care they are provided with a copy of the Safeguarding Policy to keep and they must sign to say this information has been read. All staff must be given Safeguarding awareness training, at induction and within sixteen weeks of employment.

DBS information is recorded inline with the Safeguarding Code of Practice legislation.

### Principles of Learning and Improvement

Day Care at Saint Martin's strives to continuously review our policies and procedures to ensure we keep up to date with requirements and provide the highest standards of care. We will;

- Conduct refresher staff training sessions twice per year with all staff
- Require staff to re-read and familiarise themselves with the Safeguarding Policy every year and sign to acknowledge their understanding
- The Designated Safeguarding Lead will attend refresher training on an annual basis.
- The Designated Safeguarding Leads will stay up to date with current legislation by visiting the 'Working Together to Safeguard Children (2018) website at [www.workingtogetheronline.co.uk](http://www.workingtogetheronline.co.uk) and the [Home - Solihull Safeguarding Children Partnership \(safeguardingsolihull.org.uk\)](http://Home - Solihull Safeguarding Children Partnership (safeguardingsolihull.org.uk)

<b>This policy was updated on</b>	September 2024
<b>Signed on behalf of the nursery</b>	Jessica Dolan
<b>Date disseminated to staff</b>	September 2024
<b>Date for review</b>	September 2025