

## Safeguarding Policy

This is a **statement of intent** that demonstrates a commitment to safeguard children from harm.

- Little Acorns Safeguarding Officer is the [Terri Devonshire](#) and Deputy Safeguarding Officer [Hayley Pitt](#)
- Little Acorns is committed to safe recruitment, selection and vetting procedure with all staff holding a current CRB check.
- The welfare of the child is paramount.
- Little Acorns actively works to protect the children's safety and welfare e.g. with regard to: health and safety, anti-bullying, protection of children online and photography.
- All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.
- Little Acorns incorporates safeguarding into its strategy, structures and working practices.
- Little Acorns organisational ethos values and respects all children and young people.
- Little Acorns works in consideration of the whole being of the child including their physical, material and psychological well being.
- Little Acorns recognises that abuse can take many forms including physical, emotional, sexual or through neglect.
- All staff will attend a Safeguarding Course.
- Little Acorns Staff will not allow collection of a child by an adult they believe is under the influence of alcohol or drugs. If necessary 999 will be called to remove the person in question.
- Little Acorns Staff will not allow collection of a child in a car that obviously has no seatbelt restraint or appropriate car seat.
- All matters will be dealt with confidentially.
- Little Acorns Staff will respond appropriately to any:
  - Significant changes in the child's behaviour
  - Deterioration in their general well-being
  - Unexplained bruising, marks or signs of possible abuse
  - Signs of neglect
  - Comments children make which may give cause for concern

Ensure immediate medical attention, if necessary.

- With sensitivity, ask the parent/carer how the injuries occurred and get them to complete an **Accident at Home** form.
- If necessary, ask the parent/carer to seek outside medical advice before leaving the child at Little Acorns Day Nursery.
- Make a written record, including diagrams, of observations and explanations given. A witness wherever possible will be noted. This recording of information is to ensure that reasonably full and clear information is obtained.
- Take the form to the Child Protection Officer who will sign

Forms will be filed the **Accident at Home File** and monitored to see if any concern builds. If a concern builds the Child Protection Officer will contact the Acton Ealing Safe in order to be able to make an appropriate referral if necessary. **Acton Ealing**

**Safe: 020 8825 8000**

## LITTLE ACORNS DAY NURSERY

### Procedure if there is suspicion of abuse by parent/carer

If through conversation or other contact with the child we have cause to suspect physical, sexual or emotional abuse or neglect of a child in our care Little Acorns Staff will:

- Listen to what the child says: being comforting and sympathetic, ensuring that the child feels as little responsibility as possible.
- Not make any suggestions to the child regarding how the incident may have happened. We will not question the child except to clarify what he/she is saying.
- Write down exactly what the child says, or what actions concern us, and what we have said in response. We will sign and date it.
- Will not make assumptions about who the allegation might concern.
- Inform the Safeguarding Officer (SO), Manager or Deputy Manger of the suspicions and that person
  - **If unsure** the CPD will seek help from the Consultation and Advice Service Monday, Wednesday & Friday 9.30-4.30 on **02088256134**
  - Or the CPD will phone the Social Care Team immediately on **02088258000**
  - Without delay complete Appendix Two in The Yellow Safeguarding Policy & Procedures Code of Conduct Book page 56,57,58,59,60
  - Refer the above and any statements to the Duty Team Manager at the relevant Area Team as listed on page 56 of the Yellow Safeguarding Policy & Procedures Code of Conduct Book
  - Safeguarding Officer, Manager or Deputy Manger will ask the parent/carer to sign the form and inform the parents of the referral if the Social Care Team considers this would not put the child at further risk.
  - Once a child is referred to ACTON EALING SAFE they will make an assessment of the child's needs.
  - Ofsted will be notified of
  - **Consultation and Advice Service Monday, Wednesday & Friday 9.30-4.30 on 02088256134**
  - **The Social Care Team immediately on 02088258000**

**Procedure with an Allegation of child Abuse against someone  
working within the nursery**

**Role of staff member to whom allegation is made:**

- Listen to what the parent, carer of child says: being comforting and sympathetic, ensuring that the child feels as little responsibility as possible.
- Inform the complainant that what they have said will be taken seriously and be passed to the person nominated to deal with such matters.
- Not make any suggestions to the child regarding how the incident may have happened. We will not interrogate the child
- Write down exactly what the complainant says, or try and encourage them to put it in writing
- Inform the Safeguarding Officer (SO), Manager or Deputy Manger of the accusation

**Role of the Nominated Safeguarding Officer:**

If there is a concern that any person who works with children, in connection with their employment or voluntary activity has:

1. Behaved in a way that has harmed a child, or may have harmed a child
  2. Possibly committed a criminal offence against or related to a child
  3. Behaved towards a child or children in a way that indicates they are unsuitable to work with children
- If the Safeguarding Officer is unsure as to whether the information given meets any of the above criteria she will discuss this with The Local Authority Designated Officer LADO to consider how to move forward. The LADO is:

**Rupidu Virdee on 02088255268 or email at [Virdee@ealing.gov.uk](mailto:Virdee@ealing.gov.uk)**

- The decision as to whether to suspend the member of staff will be taken in liaison with the **LADO**.
- If the member of staff has contact with other children outside the organisation the **LADO** will decide as to whether they are notified and how
- The member of staff will be informed as to why they are being suspended. Details of the allegation should not be shared until this is agreed as part of the investigation process. It is enough to simply say an allegation has been made. Staff will be supported at all times.

- If it is considered that the allegation does not meet the above criteria, why this is will be recorded along with any decisions regarding further action.
- If need be training will be undertaken for the staff in question and a disciplinary hearing within the nursery will be conducted if necessary. The outcome of any agreed actions will be fed back to the LADO for the authority records.
- If it is considered that the allegation does meet the above criteria, the LADO will decide how to move forward and whether the member of staff in question needs to be suspended from work
- The member of staff in charge will also contact Ofsted and notify them of the events
- At all times we will keep the complainant informed of what is happening

#### **Acton Ealing Safe Contact Details:**

- (020) 8825 8000 & say you need to make a Safeguarding referral

**The LADO is:**

Rupidu Virdee on 02088255268 or email at [Virdee@ealing.gov.uk](mailto:Virdee@ealing.gov.uk)