



Safeguarding Children and Young People Policy Nursery Appendix 2020-21

This policy should be read in conjunction with Buckinghamshire College Group safeguarding policy and guidelines.

Purpose: This policy deals with the protection of all children at Aylesbury College Day Nursery.

Scope: Children and young people are defined as those under the age of 18 years. Therefore, will include students on work placements in the nursery.

Statement of Policy:

- Aylesbury College Day Nursery holds as one of its highest priorities the health, safety and welfare of all children and young people involved in courses or activities, which come under the responsibility of the nursery.
- Aylesbury College Day Nursery will have a child protection policy and procedures in place, which are made available to parents, students and staff.
- Aylesbury College Day Nursery will operate safe recruitment procedures and make sure appropriate checks are carried out on staff and volunteers who work with children and young people. Please refer to recruitment policy.
- All Nursery staff will take responsibility to ensure that all children and staff interact well with one another and feel safe and comfortable within the nursery.
- Aylesbury College Day Nursery expect all staff to lead by example and to play a full part in promoting an awareness that is age appropriate for all our children on issues relating to health, safety and well-being.
- Aylesbury College Day Nursery will establish and maintain an environment where children feel safe.
- Aylesbury College Day Nursery will ensure children know that there are adults in the nursery whom they can speak to if they are worried or upset about anything.
- Aylesbury College Day Nursery will include opportunities in the daily routine for children to develop the skills they need to recognise how to keep themselves safe.
- Aylesbury College Day Nursery will promote awareness by teaching children how to keep themselves safe, help children to adjust their behaviours in order to reduce risks and build confidence.
- Aylesbury College Day Nursery Staff acknowledge the need for a culture of vigilance to be present in the nursery to support safeguarding.
- Aylesbury College Day Nursery staff will be mindful / respectful and take into consideration cultural differences.

Aylesbury College Day Nursery will have procedures in place for dealing with allegations of abuse against members of staff and volunteers (Appendix 1). Allegations made against children by other children will be dealt with as part of our behaviour management policy section strategies to promote positive behaviour (see behaviour management policy)

- Aylesbury College Day Nursery will provide a senior member of staff designated to take lead responsibility for dealing with child protection issues, providing advice and support to staff, and liaising with agencies. Carol Carlin, Head of Early Years Nursery / PreSchool, is the lead member of staff for these purposes.

- Aylesbury College Day Nursery will provide regular training to ensure all staff are aware of the arrangements for child protection and Prevent and their responsibilities for both.
- Aylesbury College Day Nursery will undertake an annual review of its policies and procedures relating to safeguarding children and young people.
- Aylesbury College Day Nursery is fully aware of its legal responsibilities.

The Child Protection Manager and Prevent Lead for children in Aylesbury College Day Nursery is:
Carol Carlin Head of Early Years Nursery / Pre-school - 01296 588594
ccarlin@buckscollegegroup.ac.uk

Individuals may also contact the first response team at Buckinghamshire County Council on the following number, with any concerns they have.

Telephone 0845 4600001 (local rate call 01296 383962)

Email: cypfirstresponse@buckscc.gov.uk
secure-cypfirstresponse@buckscc.gcsx.gov.uk

Appendix 1

Dealing with Allegations against Staff

The following procedures should be used in respect of cases in which it is alleged that a member of staff (including a volunteer) has:

- Behaved in a way that has harmed a child/young person, or may have harmed a child/young person
- Possibly committed an offence related to a child/young person
- Behaved towards a child/children or young person/people that indicate s/he is unsuitable to work with children/young people

The allegation should be reported to the Principal immediately, unless the allegation is about the Principal in which case it should be reported to the Chair of Governors.

If the allegation meets any of the above criteria the Principal should report it to the Local Authority Designated Officer (LADO) the same day. And the College will follow their advice on the way forward. In all incidences of allegations being made against a staff member, a report will be sent to Ofsted and Buckinghamshire County Council Early Years department informing them of the allegations and they will be kept fully informed of all actions taken.

The member of staff whom such an allegation is made will be suspended under the College Disciplinary or Harassment Procedures as appropriate.

The member of staff who is the subject of the allegation should be kept informed of the progress of the case and the College should consider what support is appropriate, for example via occupational health and counselling arrangements. The member of staff should be kept informed of developments at the College while suspended and should be advised to contact their union or professional body at the outset.

Parents/carers of the child/young person involved should be told about the allegation as soon as possible and kept informed of the progress and outcome.

During the initial consideration the LADO will discuss the matter with the Principal and obtain further details including whether there is evidence that establishes the allegation is false or unfounded. The Principal should not investigate the allegation at this stage.

Where there is cause to suspect that a child/young person is suffering or likely to suffer significant harm the LADO will refer to Social Care for children and families. Where there is not cause to suspect significant harm but that a criminal offence has been committed the LADO will refer the case to the Police.

The College will deal with the allegation where initial consideration decides that the allegation does not involve a possible criminal offence. If the nature of the allegation does not require formal disciplinary action the Principal should take appropriate action within 3 working days. If a disciplinary hearing is required and can be held without further investigation this should take place within 15 working days.

Where further investigation is required to inform consideration of disciplinary action, the Principal, the Executive Director Human Resources and the LADO should discuss who should undertake that. The investigating officer should aim to provide a written report to the Principal within 10 working days.

Once the report is received the Principal and the Chair of Governors should consult with the LADO and decide whether a disciplinary hearing is needed within 2 working days. If a hearing is needed it should be held within 15 working days.

The LADO will continue to liaise with the College to monitor progress of the case and provide advice or support when required.

If a criminal investigation is undertaken and the police decide not to charge the individual with an offence or administer a caution, or the person is acquitted by a Court, the police should pass all information they may have which is relevant to a disciplinary case within 3 working days. If the person is convicted of an offence the police should inform the College immediately so that appropriate action can be taken.

If on conclusion of the case the College ceases to use the person's services or the person ceases to provide his or her services the Principal should consult the LADO about whether a referral to the DCFS/DIUS and the ISA is required. In addition to this the Nursery Safeguarding Officer will contact Ofsted to inform them of the outcomes regarding the person.

Every effort should be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or being considered.

If the member of staff who is subject to the allegation tenders a resignation during the investigation, this must not prevent an allegation being followed up in accordance with these procedures. So called 'compromise agreements' must not be used in these cases.

In the rare event that an allegation is shown to have been deliberately invented or malicious, the Principal should consider whether any disciplinary action is appropriate against the student who made it, or the Police to consider whether any action might be appropriate against the person responsible if s/he was not a student.

In a case where an allegation is made against another student or a student working with children, the procedures apply but will be dealt with through the student disciplinary process. Consideration will be given to the age and stage of development of the student.

Reviewed May 2020

Next review date May 2021

Name: Carol Carlin

Signature:

A handwritten signature in black ink, appearing to read 'Carol Carlin', is written over a light blue rectangular background.

Equality Impact Statement

We have a duty to consider the impact of changes on groups with Protected Characteristics (race, disability, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership).

What are the overall aims of the change? Why are you proposing it?	The aim of this policy is to provide a framework to ensure that the guidelines are in place to support all stakeholders
Given the aims of your proposal, what issues does your data/information highlight?	Everybody is included within this policy, and all groups are given equability in regards to their needs and provisions
How could the proposed change affect positively/negatively on groups with protected characteristics?	This has a positive impact on all groups with protected characteristics, as they are ensured equal treatment and provision based on their needs. Risk assessments may be carried out to ensure that this is the case and provisions maybe altered to accommodate specific needs
What actions will you take to mitigate any negative impact?	No negative impact to having this policy
Is there any potential negative impact justified in light of wider benefits of the proposal?	No negative impact to having this policy
Recording final decision	This policy requires Executive and Corporation approval
Has the policy taken into consideration the requirements of GDPR regulations? Are there any actions that need addressing, e.g.; data sharing agreement; has data consent been considered; data retention timescales?	GDPR regulations have been considered and actions comply with data protection requirements.