



## **Safeguarding Children and Young People Policy 2019-2020**

This Policy should be read in conjunction with Buckinghamshire College Group's 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 is 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 is the lead member of staff for those 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 for children in Buckinghamshire College Group Nursery Provision is:

Carol Carlin  
Head of Early Years Nursery/ Pre-school  
01296 588594  
[ccarlin@buckscollegigroup.ac.uk](mailto:ccarlin@buckscollegigroup.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 460001 (local rate call 01296 383962)  
Email: [cypfirstresponse@buckscc.gov.uk](mailto:cypfirstresponse@buckscc.gov.uk)  
[secure-cypfirstresponse@buckscc.gcsx.gov.uk](mailto:secure-cypfirstresponse@buckscc.gcsx.gov.uk)

**Checklist:**

**Impact on Diversity:**

The basic requirement that children are kept safe is universal and cuts across cultural boundaries. Every child living in this country is entitled to be given the protection of the law regardless of his/her background (16.10 Victoria Climbié Inquiry).

**Impact on Health & Safety:**

Fundamental to health and safety and a safe learning environment.

**Impact on General Data Protection Policy Freedom of Information:**

Buckinghamshire College Group complies with the requirements of the Data Protection Act, which allows for disclosure of personal data where this is necessary to protect the vital interests of a child.

**Awareness:**

Students and parents will be made aware of this Policy through the Parent Handbooks.

**Process of review:**

This Policy will be reviewed annually or with legislative changes and guidance and approved by the Governing Body.

**Responsibility for maintaining this Policy rests with:**

Head of Early Years Nursery/Pre-school: Carol Carlin

## 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 or 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. Buckinghamshire College Group 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 Buckinghamshire College Group 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 Buckinghamshire College Group 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 Buckinghamshire College Group 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.

Buckinghamshire College Group 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 Director of 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 Buckinghamshire College Group 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 Buckinghamshire College Group immediately so that appropriate action can be taken.

If on conclusion of the case Buckinghamshire College Group 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 Safe guarding 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 October 2019

Next review date October 2020

Name: Carol Carlin



Signature: