



**The Burrow**  
**Policies and Procedures**  
**1. The Child**



The Burrow Nursery is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding children is everyone's responsibility.

## 1.2 Child Protection

### **Policy statement**

- **Our Designated Safeguarding Lead (DSL)** who oversees all safeguarding, welfare and protection issues:  
**Lynn Mee** Owner Manager
- **Our Deputy Designated Safeguarding Lead (DDSL)** who acts with, and in the absence of, the DSL:  
**Emily Berrill** Deputy Manager

The Burrow will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Child Protection Policy is based on three key commitments, and we carry out the following procedures to ensure we meet these key commitments.

### **Procedures**

#### **Key commitment 1 – Culture of Safety**

**We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our provision.**

- Our culture of safety is maintained throughout our practice in accordance with our Safeguarding Policies and Procedures and '**Safeguarding Children at The Burrow Nursery**' Procedures (**App 1.2a**), which is displayed in the nursery setting
- All staff, volunteers, students, and apprentices are vetted through our robust Safer Recruitment and Staffing Policies and Procedures
- We ensure all staff have read and understand our Safeguarding Policies and Procedures and parents are made aware of and can gain access to these through our induction process, '**Welcome to The Burrow**' information booklet (**App 1.2b**) and our website
- All staff are trained in and have an up-to-date knowledge of safeguarding issues
- We respond to any inappropriate behaviour displayed by members of staff, volunteers or any other person on the premises, which includes:
  - inappropriate sexual comments
  - excessive one-to-one attention beyond the requirements of their usual role and responsibilities
  - inappropriate use of cameras and mobile phones including sharing of images

- We follow our Safeguarding Procedures to respond to any complaint by a parent or disclosure by a child of abuse by a member of staff or volunteer within the setting, or anyone on the premises
- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify Ofsted and the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

**Key commitment 2 - Responding**

**We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in**

**'What to do if you're worried a child is being abused' (HMG 2015) (App 1.2)**

***Responding to suspicions of abuse***

- We acknowledge that abuse of children can be physical, emotional, sexual, or neglect and can include domestic, financial, and online abuse, as well as bullying and cyber bullying,
- We are also aware that child abuse linked to disability, cultural and spiritual beliefs, child sexual exploitation (CSE), fabricated or induced illness, female genital mutilation (FGM), and radicalisation may affect, or may have affected, children within our community
- We are aware of the need for vigilance in detecting the signs of abuse in children which can include
  - significant changes in their behaviour or play
  - deterioration in their general well-being and appearance
  - comments which may give cause for concern, or the things they say (direct or indirect disclosure)
- unexplained bruising or marks, including in non-mobile babies or infants, and details of these signs can be found in 'What to do if.....' and located around the nursery premises
- Where we believe that a child in our care, or that is known to us, may be affected by any of these factors we follow our Safeguarding Procedures for reporting child protection concerns
- We take account of the need to also protect young people aged 16-19 as defined by the Children Act (HMG 1989). This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow our **Safeguarding Procedures** for reporting child protection concerns. The views of the young person will always be considered, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary in order to prevent a crime from being committed or intervene where one may have been committed, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where the consequence of not sharing it could be worse than the outcome of having shared it.

### *Recording suspicions of abuse and disclosures*

- At all times, where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs that give cause for concern, we follow the procedures below, and those laid out in our Safeguarding Procedures
- The member of staff will:
- listen to the child and offer reassurance, and give assurance that action will be taken
  - not ask direct, closed questions or make suggestions to the child, or make promises 'not to tell'
  - inform the DSL or DDSL of the issue at the earliest opportunity
  - make a written record using a **Discussion/Event Log (App 1.2c)**, including a **Body Mapping Form (App 1.2d)**, if appropriate
- These records are signed and dated and kept confidentially and securely in the Central Safeguarding File.

### *Informing parents*

- In line with guidance from the Surrey Safeguarding Children Partnership, parents are the first point of contact, where possible, when any safeguarding incident occurs or is suspected. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child in greater danger
- Parents are informed when we complete an Event Log for their child, and we also make a note of any discussion we have with them regarding the concern
- If a suspicion of abuse warrants referral to the Single Point of Access (SPA), parents are informed at the same time that the referral will be made, except where it is believed that the child may be placed in greater danger by doing so
- This will usually be the case where the parent is the likely abuser. In these cases, the SPA will follow their own procedures to inform parents.

### *Liaison with other agencies*

We work within the Surrey Safeguarding Children Partnership guidelines, including our use of the **Surrey Continuum of Support (App 1.2e)**

- The current version of '**What to do if.....**' is available for parents and staff, and all staff are familiar with what they need to do if they have concerns
- We have our **Safeguarding Procedures** for contacting the relevant agencies regarding child protection issues
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm/abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

### *Allegations against staff*

We ensure that all parents and staff know how to complain about the behaviour or actions of staff, including allegations made against them, following our 'Safeguarding Children at The Burrow Nursery' Procedures and **Complaints Procedure (App 1.2f)**

### Key commitment 3 – Training, Curriculum and Support

**We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.**

#### *Training*

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of all forms of possible abuse and neglect and that they are aware of our procedures for reporting a concern
- Training in all areas of Safeguarding is kept updated in line with our Staffing Policy

#### *Teaching and Learning*

- We ensure through our Teaching & Learning Policy that our children develop an understanding of why and how to keep safe

#### *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 Surrey Safeguarding Children Partnership and in line with our Confidentiality and Data Protection (including Information Sharing) Policy.

#### *Support to families*

- We ensure our children, and their families feel valued and safe at all times through our Partnership with Parents Policy

**Signed: L.B. Mee**

**Name: Lynn Mee**

**On behalf of The Burrow Nursery**