SAFEGUARDING POLICY

POLICY STATEMENT:

Here at 'Happy Dayz Nursery' the welfare of the child is paramount. Following Article 19 of the United Nations Rights of the Child, children have the right to be protected from all forms of violence, abuse, neglect, and exploitation.

We also have a major responsibility to report any concerns or suspicions of abuse to the Local Authority.

The Nursery also has a responsibility to its employees to defend their right to confidentiality unless allegations of abuse against them are substantiated.

HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):

All procedures will adhere to "The All-Wales Safeguarding Procedures" Copies of which can be found online.

DEFINATION OF ABUSE

PHYSICAL ABUSE

Where someone injures or harms a child; this includes

- Smacking, which became illegal in Wales from March 2022.
- Hitting
- Smacking
- Shaking
- Throwing
- Scalding
- Drowning
- Suffocating

Physical abuse also includes parents/ carers fabricating or inducing illness to a child in their care.

SEXUAL ABUSE

Where someone forces or entices a child to take part in sexual activities; this can also include involving children in looking at pornographic material or encouraging children to behave in sexually inappropriate way.

SEXUAL EXPLOITATION

When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities.

EMOTIONAL ABUSE

Where someone persistently treats a child in ways that's severely affect his or her emotional development. This includes

- Making a child feel frightened or in danger.
- Making the child feel insecure.
- Making the child feel worthless or unloved.

- Inappropriate age and/or developmental expectations being placed on a child. jc
- A child witnessing domestic abuse, bullying etc.

Although some level of emotional abuse is involved in all types of ill treatment to a child, it may also occur alone.

NEGLECT

Where adults persistently fail to meet a child's basic needs which can damage his or her health and development. This includes failing to provide

- Food
- Shelter
- Clothing
- Medical Care
- Failing to protect them from harm
- Leaving a child alone
- Not sending a child to school
- Being unresponsive to a child's basic emotional needs.
- During pregnancy as a result of maternal substance misuse

FINANCIAL ABUSE

Financial abuse of a child is the act of using money as a weapon to take advantage of a minor. This can be done by stealing and exploiting a child's money or using their personal information for some economic gain

WHAT TO DO IF YOU THINK A CHILD IS BEING ABUSED

- Stay calm – Don't Overreact – it is extremely unlikely that the child is in immediate danger.

- If a child wants to talk to you, give them time and space. Sit and chat where and when they feel comfortable to do so.

- Don't question the child as this can lead or influence what the child tell you or the child may clam up and not talk at all.

- Don't put words into the child's mouth.

- Don't make negative comments about the alleged abuser.

- Don't promise to keep secrets.

- Reassure the child, tell them they have done the right thing by telling you and tell them it is not their fault.

- Don't try to deal with the matter yourself.

- Write down everything that you have seen or heard as soon as possible. Use the child's own words and write down what you said. Record this on a Safeguarding Record Form (located in filing cabinet in office).

- Report any concerns to a senior member of staff immediately.
- Safeguarding records will be reviewed every 3 months.
- Don't gossip with colleagues about what has been said.
- Don't make a child repeat a story unnecessarily.
- **REPORT EVERYTHING TO YOUR DESIGNATED CHILD PROTECTION PERSON - Nursery manager NATASHA ADAMS and Deputy manager EMMA JOHNS**
- It is the responsibility of ALL staff to be conscious of child abuse.
- It is not for staff to decide whether the allegation is true or not.
- WE ARE LEGALLY BOUND TO REPORT ANY CONCERNS
- ALL SUSPICIONS AND ALLEGATIONS MUST BE TAKEN SERIOUSLY AND DEALT WITH ACCORDING TO THIS PROCEDURE – DISCIPLINARY ACTION MAY BE TAKEN IF THESE PROCEDURES ARE NOT FOLLOWED
- Once the initial report has been made, the Manager or Person in Charge will report the concerns to IAA (Information, Advice and Assistance) TEAM at R.C.T.C.B.C - RCT – 01443 743730

Open 8.30 a.m. – 5.00 p.m. (Monday to Thursday)
Open 8.30 a.m. – 4.30 p.m. (Friday)

- A C1 referral form is complete by the manager who will email the form to IAA
  Email - IAATeam@rctcbc.gov.uk
- To report safeguarding concerns on an open case to Children's Services, staff must contact MASH (Multi Agency Safeguarding Hub) directly on 01443 657237/ 657236
- Email: ChildrensSafeguardingHub@rctcbc.gov.uk
- Emergency Duty Team (EDT) - Out of hours contact - 01443 743665
- Emergency Referrals outside office hours email :
  SocialWorkEmergencyDutyTeam@rctcbc.gov.uk
- Contact the police on either 101 for enquiries or 999 for emergencies.
- If staff have an immediate concern, they can contact IAA directly themselves.

ALLEGATIONS AGAINST STAFF

- All allegations of abuse or possible abuse must be referred to The Manager immediately.
- All allegations will be dealt with on an individual basis – all staff should be aware that this could lead to immediate suspension from work pending an investigation - this is to protect both the child and member of staff from further allegations.
- An investigation into the allegations will follow:
- The Manager will collect information from any witnesses, record this in writing and sign
- The Manager will collect information from the child where possible – recording the conversation in the child's words.

- The Manager will discuss the information with the child's parents and decide whether the incident / allegation can be handled within the Nursery setting or whether it should be investigated under the Wales Safeguarding Procedures

- In such cases where the Wales Safeguarding Procedures are to be followed:
- The manager will report the issue to the police and IAA team.
- It will be the decision of these two agencies to decide if a strategy meeting is needed.
- If a strategy meeting is called, then the child's parents and accused staff member must be informed immediately.
- At all stages of investigation, the accused member of staff has the right to be accompanied to any meetings or discussions by a friend, trade union representative or solicitor, and to receive minutes of these meetings.
- The accused member of staff must be kept informed of procedures and outcomes and arrangements for support which they may require.

For information on Safeguarding
https://www.cwmtafmorgannwgsafeguardingboard.co.uk/

This policy should be read in conjunction with:
The Confidentiality Policy.
The Data Protection Policy.
The Prevent Policy.
The Social Media Policy.
The Whistleblowing Policy.

Review date: August 2025
Reviewed by Natasha Adams and Emma Johns.
Date of next review: August 2026