



## **Nursery Plus Pen-y-Bryn & Pre Nursery Pen-y-Bryn**

### **Child Protection Policy**

Governor with Responsibility for Safeguarding and Child Protection  
Dr. Wendy Kitson

Designated Safeguarding Officer  
Mr Richard Monteiro

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Children and Family Services:  
Duty Social Worker, 01492 575111 ([daduty@conwy.gcsx.gov.uk](mailto:daduty@conwy.gcsx.gov.uk)) Safeguarding and Reviewing Unit for concerns about adults: 0300 456 1111. Out of hours telephone number 01492 515777

Keeping Learners Safe – Welsh Government Circular - 158/2015 state:  
'Everyone who works in education should share the same goals to keep children and young people safe.'

We do this by:

1. Creating and keeping safe places to learn.
2. Identifying where there are welfare concerns and taking the right action.
3. Helping children to be aware and understand how to stay safe.

We reach these goals by:

1. Stopping unsuitable people working with children
2. Having safer practice in place
3. Challenging poor or unsafe practice
4. Identifying when there is an issue or concern about a child's welfare and taking actions
5. Working together with other services

#### PURPOSE OF A SAFEGUARDING/CHILD PROTECTION POLICY

The purpose of the Safeguarding/child protection policy is to provide clear direction to staff and others about their duties and responsibilities in dealing with safeguarding and child protection issues. The policy also makes explicit the Nursery's commitment to the development of good practice and sound procedures. This ensures that safeguarding/child protection concerns and referrals may be handled sensitively, professionally and in ways, which support the needs of the child.

Pre Nursery Pen-y-Bryn and Nursery Plus Pen-y-Bryn fully recognises the contribution it can make to protect children and support pupils in school. There are three main elements to this policy

- a) Prevention (e.g. positive atmosphere, teaching and pastoral, support to children)
- b) Protection (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns)
- c) Support (to children and staff and to children who may have been abused).

This policy applies to all staff and volunteers working in Pre Nursery and Nursery Plus.

All staff will have access to this policy.

All staff will sign to the effect that they have read and understood its contents.

All staff, volunteers and responsible persons hold current DBS Enhanced Disclosures and these will be up dated as required.

All applicants for work will be interviewed before appointment. At least two references from persons who has verified experience of their work with children. All references will be checked.

All appointments will be subject to a probationary period and will not be confirmed unless the Registered Persons are confident the applicant can be safely entrusted with children.

Students will be closely supervised at all times.

All staff MUST record and report any child protection issues, concerns or suspicions to the Designated Safeguarding Lead for Pre Nursery and Nursery Plus, as soon as it is identified and is practically possible.

#### OUR COMMITMENT

We recognize that for our pupils, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult can help the prevention and identification of child abuse. Our Pre Nursery and Nursery Plus therefore:

- a) Establishes and maintains an ethos where children feel secure and are encouraged to talk, and are listened to.
- b) Ensure children know that there are adults in the Pre Nursery and Nursery Plus who they can approach.
- c) Ensure that wherever possible every effort will be made to establish effective working relationships with parents.
- d) Ensure staff and volunteers have knowledge of, and access to, the current Child Protection Guidelines and are informed of any amendments.

- e) Ensure all staff and volunteers have knowledge of, and access to, local authority or
- f) Staff and volunteers will be required to complete Child Protection training, e.g. Hwb Child Protection courses; or any other course deemed appropriate by CIW.
- g) At all times children will be supervised by a responsible adult.

## ROLE AND RESPONSIBILITIES

ALL ADULTS WORKING WITH OR ON BEHALF OF CHILDREN HAVE A RESPONSIBILITY TO PROTECT CHILDREN.

It is the role of the designated lead person to ensure that local child protection procedures are followed within the Pre Nursery and Nursery Plus, and to make relevant referrals to the named agencies according to the guidance given. Additionally, it is their role to ensure all staff employed within the Pre Nursery and Nursery Plus are aware of the internal procedures, to advise staff and to offer support to those requiring this.

It is the role of the designated lead person to make sure that child protection policies are in place, there are enough resources and time for all staff and volunteers to understand what to do and that they feel able to raise concerns.

The role and responsibilities of the named governor responsible for child protection ensure that the Pre Nursery and Nursery Plus has an effective policy, that child protection procedures are complied with, and to support Pre Nursery and Nursery Plus in this aspect. Governors are not given details relating to specific child protection situations to ensure confidentiality is not breached.

The following issues have been made aware to all staff;

1. Radicalisation and the Prevent strategy
2. Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV)
3. Child Sexual Exploitation (CSE)
4. Looked after children (LAC)

## TRAINING

All staff at both Pre Nursery Pen-y-Bryn and Nursery Plus Pen-y-Bryn have completed Safeguarding training relevant to their position within the services including designated safeguarding training. This training is updated annually and certificates of attendance kept on file.

## PROCEDURES

All staff are kept informed about child protection procedures, through induction, briefings and awareness training – and staff are to be kept informed regularly who the nominated person is.

All staff will have a face-to-face interview on induction for new staff, outlining safeguarding procedures and responsibilities, and these interviews will be recorded and filed appropriately.

Liaise with other bodies

Pre Nursery and Nursery Plus will operate within the All Wales Child Protection Guidelines. Advice and further information can be sought from Health Visitors, Social Services Duty Desk, NSPCC, and Early Years Wales etc.

## PROFESSIONAL CONFIDENTIALITY

Confidentiality is an issue, which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a child nor should they agree with the pupil to keep a secret as where there is a child protection concern this must be reported to the named person and may require further investigation by appropriate authorities. This would lead to a breakdown in trust of adults by the child and could potentially compromise wellbeing and safety. The designated lead will invoke the local agreed guidelines and procedures, where there is a cause of concern. Staff will be informed of relevant aspects in respect of child protection on a 'need to know basis' only. Any information shared with a member of staff in this way must be held confidentially to themselves.

## ALLEGATIONS MADE AGAINST MEMBERS OF STAFF

If an allegation of child abuse is made against a member of staff it is essential that the complaint be investigated immediately. It is also essential that the investigation be dealt with 'without discrimination'. If the accusation is in relation to child protection a member of staff should be suspended on full pay until the investigation is complete. CIW should be informed if there is a breach of regulations and the police/social services informed where the complaint appears to be upheld. Pre Nursery and Nursery Plus' discipline and grievance procedure should be followed. Further advice on employment can be sought from ACAS on 08457 47 47 47.

## RECORDS AND MONITORING

Well-kept records are essential to good Safeguarding/child protection practice. We are clear about the need to record any concerns held about a child/children, INCIDENT OR DISCLOSURE within Pre Nursery and Nursery Plus, the status of such records and when these records should be passed over to other agencies. A RECORD will be made of the concern raised and action taken. These RECORDS are kept in a confidential and SECURE MANNER.

Whenever worrying changes are observed in a child's behaviour or physical condition, or if there is an injury, a confidential record should be set up.

The record will include (in addition to the child's name, address, age and date) observations of the child's behaviour/appearance, without comment or interpretation.

Exact words spoken by the child may also be recorded, timed, dated, and signed by the recorder. Such records will be kept confidential and should not be accessible to anyone in Pre Nursery and Nursery Plus other than the manager / responsible person and other members of staff as appropriate. The lead will keep accurate records. The lead will hold regular meetings with all staff and volunteers working in Pre Nursery and Nursery Plus to facilitate the raising of any concerns.

## SAFER RECRUITMENT

Pre Nursery and Nursery Plus is committed to the principles of safer recruitment and, as part of that, adopts recruitment procedure that help deter, reject and/or identify people who might pose a risk to children. Safe recruitment process are followed as per the Welsh Government's Keeping Learners Safe Guidance 158/2015, chapter 5.

Pre Nursery and Nursery Plus ensures that at least one person on any appointment panel has undertaken appropriate training, or has good knowledge of safer recruitment practice.

Pre Nursery and Nursery Plus ensures that safer recruitment processes are robust in terms of DBS, risk assessments, publicity materials, recruitment website, advisements, candidate information etc. The school adheres to the Local Authority Recruitment Procedures and the Welsh Government Safer Recruitment Guidance.

#### SAFE SCHOOL, SAFE STAFF

Children in the Pre Nursery and Nursery Plus may have difficulty in talking about sensitive issues and lack vocabulary for this. Staff must / will be aware of the child's preferred style of communication and the individual additional needs if we are to be able to provide a safe environment for our pupils. When engaging with pupils all staff must/will be aware of the potential for misinterpreting the children's efforts to raise a child protection concern or issue

Staff working in a one-to-one situation with a child should ensure that they are positioned so as to be visible and audible to other staff where there may be a possibility of misinterpretation of their interaction with the child.

Our staff work hard to maintain effective partnerships with parents and carers to benefit all children in our care. Sensitive and supportive handling of these issues, whilst affirming that the children in our care are our first priority, will help maintain this working relationship.

The setting will endeavour to build trusting and supportive relationships between families, staff and volunteers within the group. Pre Nursery and Nursery Plus believe the care and safety of the child is paramount and will do all it can to support and work with the child's family. Where abuse is suspected at home or elsewhere, we will continue to welcome the child and family whilst investigations proceed.

All staff are required to complete a Disclosure and Barring check, which has replaced the Police Records and CRB checks, prior to taking up their appointment, and to sign a declaration regarding convictions relating to the harm of children during their application process. Staff who deliberately seek to mislead the Pre Nursery and / or Nursery Plus in respect of this will be subject to dismissal.

#### STAFF CODE OF CONDUCT

All staff are expected to adhere to a code of conduct in respect of their contact with pupils and their families. Children will be treated with respect and dignity and no punishments, detention, restraint, sanctions or rewards are allowed outside of those detailed in the Pre Nursery and Nursery Plus Behaviour Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation.

Staff will only use digital technology resources and systems for professional purposes. Staff will only use the approved Ysgol Pen-y-Bryn email, learning platform or other approved communication systems with pupils or parents / carers and only communicate with them on appropriate school business and will not disclose any person information e.g. email address or telephone numbers. Staff will not use personal cameras (digital or otherwise) or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home.

#### VOLUNTEERS

A volunteer is defined as a person who performs an activity, which involves spending time, unpaid doing something, which aims to benefit someone (individuals or groups).

Any parent or other person/organisation engaged by the Pre Nursery and Nursery Plus to work in a voluntary capacity with children will be subject to all reasonable vetting procedures. Volunteers will be subject to the same code of conduct as paid employees of the school.

#### OUTSIDE PROVIDERS

If the Pre Nursery and Nursery Plus is calling on the Services of outside providers either within the Pre Nursery and Nursery Plus or sending children off site. The Pre Nursery and Nursery Plus will ensure that all safeguarding arrangements are robust e.g. that they have checked that the providers have staff who know who to contact if an allegation is made, that all health and safety requirements are complied with together with ensuring that any identified risk assessments are adhered to.

#### ATTENDANCE AT CHILD PROTECTION CONFERENCES

The Designate Lead will attend a child protection conference called in respect of a child in Pre Nursery and Nursery Plus. They may be accompanied by other relevant staff if his is of benefit to the child. Staff attending conferences will be offered support and access to appropriate counselling if they wish to receive this.

This policy has been reviewed and approved by the Governing Body

Signed: \_\_\_\_\_

Date: January 2026

Review date: January 2027