



Safeguarding Children Policy

West Byfleet Nursery recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children in its care. All children have the right to protection, regardless of age, gender, race, culture, background or disability.

We aim to ensure the suitability of all adults working with children, to promote good health and maintain accurate records, and ensure that our policies and procedures are up to date and adhered to by all staff, volunteers and students working within the setting.

Aims and objectives

- to provide a safe environment for the children to learn in;
- promoting children's right to be strong and listened to by creating an environment in our setting that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background
- to work with parents to build their understanding of and commitment to the principles of safeguarding all our children;
- to raise the awareness of all staff to these issues, and to define their roles and responsibilities in reporting possible cases of abuse;
- to identify children who are suffering, or likely to suffer, significant harm;
- to ensure effective communication between all staff on child protection issues;
- to set down the correct procedures for those who encounter any issue of safeguarding

In **Working Together to Safeguard Children 2015** (p5) Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

We work within Surrey Safeguarding Children Board guidelines. We have procedures for contacting the local authority through the Surrey MASH (Multi-Agency Safeguarding Hub) 0300 470 9100. Ofsted will also be notified of any incident or arrangements that may affect the wellbeing of the children 0300 123 1231.

West Byfleet Nursery Designated Safeguarding Lead (DSL) is Ruth Claydon. The Deputy DSLs are Alison Doussoux and Fizza Hyderi.

The DSL role is to:-

- ensure that Working Together to Safeguard Children 2015, Surrey Safeguarding Children Board's Procedures and the Government's Prevent Duty are followed in the Nursery
- ensure that all staff are aware of these procedures
- ensure that all staff have relevant training
- develop effective working relations with other agencies and services
- take further action about specific concerns
- ensure that accurate records relating to individual children are kept secure

- ensure that children who are on the 'Child Protection Plan' are monitored
- provide guidance to parents', children, and staff about obtaining support
- regularly review accident, incident, and recorded concerns to identify possible safeguarding issues

The DSL has a responsibility to refer to the Surrey Safeguarding Children Board's procedures manual website at regular intervals to check for procedural updates and cascade this information to all members of staff

<http://sscb.proceduresonline.com/index.html>

www.surreycc.gov.uk/safeguarding

The DSL will attend the multi-agency training Foundation Modules 1 and 2 as soon as possible upon designation of the role and then update this every two years.

Nursery Procedures

We acknowledge that abuse of children can take different forms, physical, emotional, sexual as well as neglect.

- If any member of staff is concerned about a child he or she must inform the DSL, Ruth Claydon. In the absence of the DSL the Deputy DSL must be informed.
- Information regarding concerns must be recorded by the member of staff in the safeguarding book, signed and dated. The recording of the information must be accurate and factual.
- Reassurance and comfort should be given to the child
- Staff should not promise confidentiality to the child
- Staff should take care not to influence the outcome either through the way they speak to children or by asking them leading questions or attempt to investigate allegations as this may jeopardise a police investigation
- The DSL will decide whether the concerns should be referred to Surrey Multi Agency Safeguarding Hub (MASH), this may be done without prior discussion with parent if it is believed that discussion with the parents may result in harm to the child.
- If a referral is made the DSL will ensure that written confirmation of the concerns are sent within 48 hours.
- All records relating to Safeguarding are in a secure locked place.
- All staff are made aware of their duty of care both within and outside the setting.
- We promote strong links with local schools and, with parents permission, will share any concerns with new schools or settings
- We encourage activities to help children to think about keeping themselves safe.
- Staff are required to record any pre-existing injury, using a body map where appropriate, making enquires to establish cause.
- Staff are instructed that any bruising in any child who is not independently mobile should raise suspicion of maltreatment and **must** be reported to the DSL. This will trigger an immediate referral to children's services.

Staffing and volunteering

Copies of 'What to do if you are worried a child is being abused', for all parents and staff to refer to, are available on site. Links to relevant websites are included in the staff handbook.

The setting operates in accordance with the government's Statutory Framework for EYFS (2017) and 'Working together to safeguard children March 2015'. We abide by Ofsted requirement in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

All adults in the Nursery receive regular training to raise their awareness of abuse, and to improve their knowledge of Safeguarding procedures that have been agreed locally. The initial training takes place within six months of joining the setting, the maximum period of time before refresher training must take place is three years.

The setting follows Safer Recruitment practices when advertising for, interviewing and employing new staff members.

All new staff, volunteers and students will receive induction training to ensure that they have a clear understanding of their role and responsibilities. Induction training will include information on emergency evacuation procedures, safeguarding, confidentiality, whistle blowing and e-safety, absence, staffing, health and safety policies. New staff will also be provided with a copy of the setting's code of conduct and staff handbook.

Staff are trained to respond to:

Significant changes in a child's behaviour

Deterioration in a child's general well-being

Unexplained bruising, markings or signs of possible abuse

Neglect

Disguised compliance

Comments a child may make which may give cause for concern

Any evidence or indication that a child, or any member of their family, may be at risk from misuse of alcohol or drugs, domestic abuse, Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM), Breast Ironing (BI), Honour Based Violence (HBV), Forced Marriage (FM), Grooming including online internet safety, Faith Abuse, Modern day slavery, Child Trafficking or any form of radicalisation (Prevent Duty) will result in immediate referral to the appropriate authority.

Supervisions and Appraisals

All staff must attend regular supervisions and an annual appraisal with the appropriate manager/mentor within the setting. Supervisions and appraisals foster a culture of supportive team work, reflective practice and continuous improvement.

Supervisions and appraisals will provide opportunities for staff to;

- Address any issues (particularly any concerns regarding the health and wellbeing of the children)
- Identify solutions to any issues (e.g. attendance/time keeping/record keeping etc.)
- Receive individual coaching/mentoring to improve their performance
- Discuss any other issues in confidence
- Appraisals give a opportunity for annual performance targets will be set. These will be monitored throughout the year.

The nursery also operates an open door policy and staff are encouraged to discuss any safeguarding concerns as and when required.

The layout of our rooms allow for constant adult supervision. No staff member will be left alone for long periods of time with individual children or small groups. Any adult **without DBS clearance will never be left alone with a child.** All staff are required to attend, Working together to Safeguard Children' within 6 months of commencing employment and to then update this knowledge by attending a refresher course every three years

We require that staff working within the setting disclose any information regarding themselves, or anyone in their household, relating to convictions, court orders reprimands and/or warnings that may affect their suitability to work with children upon commencement of employment.

We also require further disclosures to be made at each staff appraisals/supervisions.

Working with Parents

On admission to nursery we inform parents that if their child is unable to attend nursery for **any** reason, they must contact the nursery as soon as possible with an explanation for the absence. We maintain and monitor records of child absences for safeguarding and funding purposes.(see Non-attendance policy)

The setting only records statutory information required for each child. This information is stored both on paper and digitally and will be stored for the sole purpose of the administration of the nursery. The setting is registered with the ICO, our Data Controller is Catherine Hill.

Should another adult, who is not known to the setting, be collecting the child at the end of the session the parent must notify the setting of the individual's name and relationship to the child and provide them with the password. On collection the person's name will be verified and the password checked to confirm their authority to collect.

The nursery must see legal evidence/documentation of variations to parental responsibility/legal contact for example court order etc.

Parents are required to provide the nursery with emergency contact details and inform the nursery of any changes to these details as soon as possible

If a child has unclear or complex needs that are not putting the child at risk of significant harm then an Early Help Assessment may be completed with parental consent and involvement, to clarify the needs and identify the best methods of support (Targeted Services)

Photography

Personal mobile phones, tablets or any other electronic devices are not allowed outside the staff room or office area.

Taking photographs using mobile phones is strictly prohibited. Any member of staff, volunteer, student or member of the public who does not adhere to this will be asked to delete any images and leave the site immediately and, where appropriate, subject to disciplinary procedures.

West Byfleet Nursery will obtain parental consent to use photos of the children in the following ways

- Within the setting,
- in setting publications,
- in child's own electronic profile,
- in the local press,
- on the nursery's website,
- in another child's electronic profile to record group activities.

Separate parental consent may also be sought for special events.

We collate a database of this information and ensure that all staff and key persons are aware of parental choices.

Personal cameras are **strictly forbidden** in the setting. Nursery tablets are used by staff for the sole purpose of recording and documenting individual and group activities and are never used in changing areas or toilets. All nursery tablets remain on site at all times and are locked in secure storage when the nursery is closed.

Allegations against staff

If an allegation is made against a member of staff, volunteer or student we will follow the guidance of the Surrey Local Authority Designated Officer (LADO) who we will contact within 24 hours of the allegation being made.

All details of the alleged offence will be recorded and any such complaint will be passed to Surrey Multi Agency Safeguarding Hub (MASH) to investigate. All providers must inform Ofsted without delay (within 24 hours) of any allegations of serious harm or abuse by any person working or looking after children on the premises (whether that allegation is related to harm or abuse committed on the premises or elsewhere) and of the action taken in respect of these allegations.

Our policy is to suspend the member of staff on full pay for the duration of the investigation, this is not an admission that the alleged incident has taken place, but is to protect the staff as well as the children and families throughout the process.

The Local Authority Designated Officer (LADO) will be informed by the provider on 0300 123 1650, Option 3, within 24 hours. A written report will be submitted to Ofsted as soon as possible, no later than 14 days, 0300 1234 666.

The setting will notify the DBS where a member of staff is dismissed, or would have been had they not left first, because they have harmed a child or put a child at risk of harm.

Practitioners can also seek advice on any safeguarding issue directly from the LADO without having to make a referral (0300 123 1650 Option 3.)

The LADO can also be contacted via email at LADO@surreycc.gov.uk

Whistleblowing

This policy is written in accordance to the Public Disclosure Act 1998. People who speak out about malpractice (blowing the whistle) within an organisation are protected in certain ways under this Act.

Whistleblowing is different from a complaint or a grievance. The term generally applies when you are acting as a witness to a misconduct that threatens other people or children, such as failure of child safeguarding and welfare systems, financial malpractice, danger, illegality or other wrong doing.

West Byfleet Nursery supports measures that protect whistle blowers from any form of victimisation. The nursery has procedures in place to ensure that any concerns are dealt with efficiently and will take actions to maintain the confidentiality of the workers who may raise concerns.

Staff who have a genuine belief that the people they work with are behaving in a way that seems wrong or who has a serious concern will be doing their duty and acting in the public interest by speaking out.

If a staff member has serious concerns then that staff member should initially make the Manager, Ruth Claydon, or Deputy Manager, Nicky Welland, aware of these either verbally or in a written report, however depending on the seriousness of the concerns and who is suspected of any wrong doing, staff may wish to speak to a director of the nursery or directly to Ofsted.

If the staff member chooses to make a written report then they should take the following into account: the background and the history of the concern, names, dates, and places where relevant and the reasons for making the disclosure. The staff member raising the concern is expected to demonstrate that they have an honest and reasonable suspicion that malpractice has/is likely to occur.

All concerns will be treated in confidence and every effort will be made to protect the identity of the staff member reporting concerns if they so wish, however it may be necessary during the course of the investigation to make the origin of the complaint known to the person or persons the allegations concern. Complainants should be aware that their identity may be revealed by inference.

The nursery will respond to any concerns raised

Initial enquiries will be made to establish whether an investigation is appropriate and if so what form it should take

Concerns or allegations that fall within the remit of specific procedures such as conduct or discrimination issues for example will be dealt with by following those procedures

Concerns may sometimes be resolved by agreement of a specific action without the need for investigation

If urgent action is required (for example in the case of gross misconduct) action will be taken prior to an investigation being conducted

The staff member who raised the concern will be made aware of how the nursery will deal with the concern within 10 working days of the concern being raised

West Byfleet Nursery recognises and accepts that it may be difficult and uncomfortable to report concerns

If an allegation is made in good faith but is not upheld following an investigation, no action will be taken against the person raising the concern

If a staff member makes an allegation frivolously, maliciously or for personal gain then disciplinary action may be taken against them

Advice may be sought from the following;

ACAS www.acas.org.uk

Ofsted whistleblower hotline 0300 123 3155 . www.ofsted.gov.uk

Public concern at work (Whistleblowing charity) 020 7404 6609 helpline@pcaw.co.uk

NSPCC www.nspcc.org.uk

E-Safety

The e-safety is the implementation of Safeguarding in relation to electronic communications of all types.

The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. It is important for children to learn to be e-safe from an early age and the nursery can play a vital part in starting this process.

In line with nursery policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an Internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks

The Internet is becoming as commonplace as the telephone or TV and its effective use is an essential life-skill. Unmediated Internet access brings with it the possibility of placing children in embarrassing, inappropriate and even dangerous situations.

Significant educational benefits can result from Internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment

We have a duty to ensure that children in the Nursery are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.

Internet safety in the Nursery depends on staff, parents, carers and visitors taking responsibility for the use of Internet and other communication technologies such as mobile phones. It is the Nursery's responsibility to use technical solutions to limit Internet access and to monitor their effectiveness.

Staff will guide pupils in online activities that will support their learning journeys. The Internet is also used in the nursery to support the professional work of staff, to enhance the nursery's management information and business administration systems.

The nursery Business Manager is responsible for Systems Support and will ensure that the appropriate filters are applied to the PCs in the Nursery and to the PCs/laptops in the office. The Business Manager will also review the sites accessed. Staff will monitor any websites being used by the children during nursery sessions.

If staff or pupils discover unsuitable sites have been accessed on the Nursery computer they must be reported to the Manager immediately so that the filters can be reviewed.

Staff are responsible for ensuring that material accessed by children is appropriate and for ensuring that the use of any Internet derived materials by staff or by children complies with copyright law.

Information on the nursery's website www.westbyfleetnursery.co.uk is managed as follows; The point of contact on the website is the nursery address, nursery email and telephone number. Staff or children's home information are not published.

Written permission from parents or carers for using their children's photographs on the website is requested when each child starts at the Nursery and parents/carers wishes are followed at all times. Website photographs that include children are carefully selected and parents specific permission obtained.

Pupils' names will not be used anywhere on the website, particularly in association with photographs.

Managing e-mail

- Children will not have access to e-mail.
- Staff using e-mail will use a nursery e-mail address. This address must not be for personal e-mail
- All data about children attending the nursery will be kept on a data base for the sole purpose of the administration of the nursery. Personal details will **not** be shared with any other party (except in circumstances where we are required by law to share information, please see our Information Sharing Policy)
- Information may be stored electronically, where this is necessary it will be in line with the nursery's Information Sharing policy.

On-line communications and social networking.

On-line chat rooms and social networking sites such as Facebook or Twitter will not be used at nursery. Staff are not permitted to have parents of children who attend the setting as friends on any social networking site. Privacy settings should be set at maximum level.

Staff must not discuss individual children or the setting on any social networking site. Staff must not post anything on any networking sites that may offend a parent, another staff member or any other person attending the nursery.

Staff must adhere to West Byfleet Nursery's confidentiality policy at all times including outside of working hours. Any breach of this policy will lead to disciplinary procedures

Staff are made aware of this Safeguarding policy upon induction. Staff are required to read and sign their agreement to adhere to the policy. Failure to adhere to this policy will result in disciplinary procedures being initiated

Mobile technologies

Mobile phones, i-watches, tablets and any other electronic devices capable of taking photographs are not permitted outside the staff room. Staff are permitted to use their mobile phones in the staff room only, but the taking of photographs using a personal device is strictly prohibited anywhere on site.

Visitors are always accompanied and are not permitted to use mobile devices anywhere on site.

Visitors who will be on site for any length of time are required to leave any bags and electronic devices in the office where they will be stored securely until their departure.

The nursery laptops remain the property of the nursery and must be returned if a member of staff leaves the nursery or if otherwise requested.

Any complaints about the inappropriate use of the internet or other technologies will be handled through the Complaints procedure.

Signed: Ruth Claydon Date:12th February 2018 Review Date: January 2019