Easebourne Nursery

Safeguarding and Child Protection Policy and Procedures

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SAFEGUARDING and CHILD PROTECTION POLICY and PROCEDURES

Easebourne Nursery aims to provide an environment that ensures children are kept safe in a way which respects the child's rights and reinforces the adult responsibilities to support all children, including those with specific medical, Special Educational Needs and/or Disabilities.

We will ensure that:

- daily attendance records of children are kept, stating in/out times at Nursery.
- parents/guardians will be contacted if your child is absent and we have not had notification of illness, holiday or absence, either by telephone or email.
- only previously advised by parents/guardians, named, authorised adults may collect your child at the end of the Nursery session. Contact will be made with parents/guardians if we have not been given this prior information before your child is released.
- there is a nominated Safeguarding Designated Lead, who has undergone relevant additional Child Protection training, present during each session.
- all adults working (both paid and voluntary) in the setting are aware of the fact that such work is exempt from the provision laid down in the Rehabilitation of Offenders Act 1974.
- all staff are required to attend an interview, provide references and agree to an Disclosure & Barring System check being carried out to inform us of any police records or cautioning.

- an induction programme is provided for all employees which includes Safeguarding and Child Protection responsibilities.
- all employees attend compulsory Child Protection training which will help them to recognise and respond to suspected abuse of children, whether physical, emotional, sexual or as a result of neglect .
- all staff are aware of the Prevent Duty and the mandatory duty to report any concerns regarding radicalisation to the Nursery Manager, Deputy Manager or Headteacher (these concerns may be reported to the Police immediately).
- all staff are aware of Female Genital Mutilation (FGM) and the mandatory duty to report any concerns to the Nursery Manager, Deputy Manager or Headteacher (these concerns may be reported to the Police immediately).
- all staff are aware of vulnerable learners, or those with Special Educational Needs or Disabilities, who may need additional support or help to keep them safe.
- the Nursery Manager attends termly setting review meetings with the EYCA (Early Years & Childcare Advisor), within West Sussex County Council (WSCC) Early Help Services, and identifies children or families who may be considered to be in need of additional support.
- we provide activities and recognise opportunities that will enable children to develop an understanding of personal safety and to express their own feelings and fears.
- an unregistered adult will never be left alone with a child or group of children.
- we have clearly set procedures, which all adults are aware of, to respond to concerns of suspected abuse.
- we are vigilant of recognising possible or suspected injuries to non-mobile babies - parents explanations may be logged and reported if deemed necessary by the Nursery Manager.
- all staff are observant of other members of staff behaviour and any changes or concerns will be reported to the Nursery Manager (see also 'Whistleblowing Policy').
- parents/guardians will always be involved in the monitoring of their child's behaviour or development and should always be the first point of contact – except in cases of suspected abuse.
- we keep ongoing records of observation of significant changes in children's behaviour or appearance which will be written and kept confidential in a locked cabinet.
- if there is a concern around a child being neglected, the setting will follow the WSCC Neglect Tools to identify further evidence.
- all adults know who to contact within the setting and what to do if that person does not carry out their responsibility for the child's well-being and, in the absence of the setting's Safeguarding Designated Lead, the Nursery Manager or Deputy Manager will be responsible for making emergency decisions to contact Children's Services or the Police.
- we work with Children's Services, Police and NSPCC to ensure the child's best interests are met wherever possible and continue to support and work with the child's family to maintain continuity of care for the child.
- all details of individual concerns, progress, case conferences, etc. are confidential and will not be discussed with anyone unauthorised or deemed unnecessary to have such information, this information will be kept in a locked cabinet.

- permission is requested by parents/guardians for photographs of their child to be used within the Nursery or School environment, as evidence for organisations such as Ofsted or WSCC or for advertising purposes. If parents/guardians opt out of this, children photographs will only be used within the Nursery itself, for children's own observations/assessments and for Tapestry (online learning journal).
- if photographs are used for advertising or for media purposes, no names of children will be used.
- all photographs are stored on a secure computer system which is only accessible by staff.
- the use of staff mobile phones is discouraged, personal phones must be kept in the staff office or personal drawers and any calls received must be taken away from the children in session.
- staff do not take photographs on their personal mobile phones or transfer photographs to any social networking sites.
- parents are requested not to use their mobile phones within the Nursery environment.
- any allegations made against a member of staff are investigated fully and may lead to a temporary suspension if deemed necessary (see 'Staffing Policy').

Staff at Easebourne Nursery are here to help you and are committed in helping to resolve any problems or queries you may have. However, our employees have the right to work in a safe environment and we will not tolerate verbal abuse, aggressive or other inappropriate behaviour towards them by parents/guardians, extended family or members of the public. We reserve the right to take appropriate action following such abuse against anyone acting is such a manner towards our employees. This may result in the rejection of application, refusal of admission or the loss of your child's Nursery place.

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