

7. Safeguarding Children Policy

Legal Framework:

Children Act 1989, 2004, 2014

UN Convention on the Rights of the Child 1989, 2003

Data Protection Act 1998, 2010

Every Child Matters, Change for Children 2004

Human Rights Act 2000

EYFS Welfare Requirement: Safeguarding Children and Promoting Children's Welfare

EYFS welfare Requirement: Suitable People

National Standards: Standard 13 – Child Protection

Ofsted Statutory Framework 5.1a Disqualification: childminding and childcare

The Counter Terrorism and Security Act 2015, Prevent Duty

Help for Families guidelines from West Berkshire Council

Name of Responsible Person: All Staff

Tigers Day Nurseries takes its responsibilities for safeguarding and promoting the welfare of children in its care very seriously. The setting has a Safeguarding Officer who receives up to date training in all issues relating to the protection and welfare of children. All staff are trained in child protection issues to enable them to respond appropriately to:

- Significant changes in a child's behaviour
- Deterioration in their general well being
- Unexplained bruising, marks or signs of possible abuse including female genital mutilation (FGM)
- Neglect
- Fabricated illness
- Extremism
- Comments that a child could make that would give cause for concern.

Guidance and information from the Early Years and Childcare Team is made available to all staff members. This includes advice for staff on how to avoid situations that may make them vulnerable to allegations of abuse.

All incidents or allegations affecting the welfare of children will be investigated in a prompt and confidential manner, according to guidelines. Written records of a concern will be kept

of all incidents and allegations and these will be stored securely in the setting. Information will be shared with other agencies and professional according to guidelines.

All staff hold enhanced DBS (Disclosure and Barring Service) disclosures and any allegations made against a member of staff will be thoroughly investigated. Allegations of serious harm or abuse will be reported without delay to Ofsted and the Local Safeguarding Children's Board (LSCB).

Our setting requires that all staff share information about themselves and members of their households that may result in disqualification because of the following:

- Found to have committed a relevant offence against a child
- Made subject to an order or determination removing a child from their care or preventing a child from living with them
- Found to have committed certain offences against an adult; e.g. murder, kidnapping, rape, indecent assault, or assault causing actual bodily harm
- Charged with certain offences against an adult, or an offence that is related to an offence, and had a relevant order imposed.
- Included on the list of those who are barred from working with children, held by the Independent Safeguarding Authority.
- Made the subject of a disqualifying order
- Refused registration as a child carer previously or have had registration cancelled, unless the cancellation was only for non-payment of fees for continued registration after 1st September 2008
- Refused registration as a provider or Manager of children's homes or have had registration cancelled.

A waiver request will be sent to Ofsted under any of these circumstances which will be considered by them.

Our safeguarding policy will be shared with parents/carers and time will be spent explaining any issues which may arise, including the procedures undertaken by our setting to ensure the suitability of our staff.

Procedures:

Reporting of Concerns

Help for Families

Dealing with an allegation against a staff member

Recruiting staff

Checking new staff credentials

Radicalisation and Extremism

Storing confidential information

Collection of children

Whistleblowing

Reporting of concerns

- Any concern must be reported immediately to the Senior in the child's room and then to the Nursery Manager who will discuss with the Safeguarding Officer.
- A record of concern will be completed and if appropriate be shared with the parent/carer.
- Information recorded on the record of concern form must be factual, accurate and include dates and signatures of all staff involved.
- If at any point the Manager or Safeguarding Officer feels the child could potentially be in immediate danger of harm the Duty Officer at the Local Safeguarding Children's Board (LSCB) must be contacted on 01635 513058.
- If this is not the case regular observations must be taken on the child's demeanour and general well-being by the Safeguarding Officer and a review held within an appropriate period of time to monitor the situation. A referral under the Help for Families could be made at this point if it was felt appropriate.
- Any paperwork related to the concern is to be stored securely.
- Any additional support and guidelines can be sought from the LSCB website.

Help for Families

- West Berkshire Council provide support under the Help for Families scheme where referrals can be made for families that need support to care for children.
- Referrals can be made by the family themselves, a teacher, doctor, Health visitor or the nursery setting.
- Help for Families are able to arrange multi-agency support for families to access services and provision for short or long term issues.
- When making a referral the Manager, SENDCO or Safeguarding Officer will complete a CYP enquiry form which can be accessed online and consent must be given by the parent/carer before submission. Guidelines for submission can be found in the Safeguarding folder in the Managers office.
- Advice can be sought at helpforfamilies@westberks.gov.uk or by calling 01635 503090

Dealing with an Allegation Against a Staff Member

- All staff are trained to deal with challenges with the children while remaining calm and collected.
- Policies and procedures are in place to protect staff from unsubstantiated allegations against them and are expected to follow these at all times, especially never, under any circumstances, being left alone with a child or group of children.
- Any concerns reported against a staff member will be investigated fully and independent and unbiased support would be sought from the Early Years and Childcare Team (EYC).
- The member of staff would be suspended on full pay until the investigation was completed.
- If the allegation is found to be accurate the staff member would be dismissed immediately and the police and Ofsted would be informed.
- The staff member will be reported under the Protection of Children Act (POCA).
- If the allegation is unfounded the staff member would be reallocated to their post.

Recruitment

- The nursery has robust procedures to establish the history and identity of people applying for positions at the setting.
- Vacancies are advertised within the local press, job centre and local training consortiums and all carry a statement regarding safeguarding procedures
- Applicants apply initially over the telephone and are sent our own application form to complete using a job description and person specification.
- Potential candidates are invited to spend some time in the setting and are supervised by staff throughout this time.
- Staff supervising the candidates are asked to complete a feedback form on the candidate's performance during their trial session.
- The Manager, Operations Manager and Owner will draw up a shortlist of candidates based on this feedback and invite them to interview.
- During the interview an assessment form is completed.
- Any gaps in employment or training must be explained by the candidate.
- A formal offer of employment is made to the suitable candidate and the references supplied are contacted to supply a written reference.
- Written references are followed up with a telephone call.
- An induction meeting is arranged with the new employee and the Operations Manager to complete required paperwork and original copies of identity and certificates are requested.
- A staff handbook is issued at the induction meeting along with a copy of the policies and procedures.

- The DBS (Disclosure and Barring Service) disclosure paperwork is completed at this meeting and sent off immediately to our agent TMG. This usually takes about two weeks to be returned and staff without this are unable to provide the children with personal care routines and are always closely supervised by existing staff.
- Staff are expected to sign up for the Update Service which enables the Management Team to regularly check their suitability and if they are barred from working with children.
- On the new staff members first day they receive a health and safety induction from the appointed Health and Safety Officer.
- All new staff are subject to a three month probationary period which can be extended if there are any concerns regarding their performance or suitability.

Checking new staff credentials

- Potential candidates are subject to strict procedures as outlined in our recruitment procedure to establish their true identity and their suitability to work with children.
- Staff are required to complete a disclosure form detailing information regarding anyone living in their household who has been committed of any offence as detailed in the Statutory Framework 5.1a for disqualification.
- Telephone references are not acceptable.
- The referees supplied by the candidate are written to and given a reference request form to complete depending on whether they have experience of working with children or not.
- A stamped addressed envelope is enclosed with the reference request to encourage a reply.
- All written references must be followed up with a telephone call to confirm identity.
- All certificates and identity documents seen must be the original copies and not photocopies.
- Wherever possible photographic identity is requested.
- The DBS check is completed and staff are required to be registered with the Update Service to allow regular checks to be made on their suitability.

Radicalisation and Extremism

- The threat of extremism and radicalisation is taken seriously by all staff and they have a duty under the safeguarding procedures at the setting to report any concern about a child or family.
- All children within the setting are taught British values as part of children's personal, social and emotional development which encompass Democracy: making decisions together, Rule of law: understanding that rules matter, Individual liberty: freedom for all and Mutual respect and tolerance; treat others how you would like to be treated through simple opportunities and experiences such as sharing, turn taking,

learning about differences between people, considering others feelings and being tolerant of others.

- Staff are aware of the changes children and families may show if they are under the threat of radicalisation including changes in a families behaviour, changes in the child's behaviour, comments made by children that may cause concern (talking about fighting for the cause etc) or comments made by family members about certain faiths, beliefs cultures etc and will act upon this by following the guidelines for reporting of concerns.
- We are not in a 'Prevent priority area' in West Berkshire, but our area does border those that do, so would call the police non -emergency number of 101 if the child was not in immediate danger or 999 if we felt they were.
- Further advice can be sought from counter.extremism@education.gsi.gov.uk
- We can also make a referral to the 'Channel' program which provides early support to those who may be at risk of radicalisation or being drawn into terrorism. Managers have received training on how and when to make a referral under these guidelines.

Storing Confidential Information

- Sharing of confidential information is prohibited in all circumstances except if permission is given or a child or person is in immediate danger of harm.
- All confidential information on children, families and staff are stored in secure filing cabinets and are not removed from them unless permission is given.
- Learning journals and child's records are only to be worked on within the nursery and staff are not allowed to take them home under any circumstances.
- Learning journals and children's records can be shared with the child's next setting or other agencies working to support the child or family, only with permission from parents.
- Confidential information on children, families or staff members must not be shared by telephone and any requests for information must first be approved and then be sent by letter or secure email.
- Staff receive training on data protection on a 3 year rolling program.
- All confidential information held on the computer is password protected.
- Staff have strict guidelines to adhere to when using social networking sites to ensure the children are safe and protected from harm.
- All staff are forbidden to pass any details regarding a child or their family to anyone else but can ask for the enquirer's details to pass on.
- All records relating to children and families are stored in archives, off the premises for 21 years and three months.

Collection of Children

- Children are only to be collected by parent/carers or persons stated on their registration form.
- In the case of looked after children we will seek guidance from the Local Authority or Foster parents as to who is permitted to collect the child.
- If a stranger or barred person tries to collect a child under the care of the Local Authority, we will treat the incident as an intruder in the building.
- Parents/carers must inform the nursery if anyone else is collecting their child for any reason.
- If we haven't met the collector before we would ask parents/carers for a password the collector can use for security purposes.
- If a person unknown to staff arrives to collect a child without us being informed beforehand, they will be asked to wait away from the children while parents are contacted to give permission.
- If parents/carers separate or divorce, we can only refuse permission for one parent to collect their child if a court order is in place and we have a copy of this.
- Staff will not allow a child to leave the nursery with a parent/carer who appears to be under the influence of alcohol or drugs.
- In the case of a child not be collected within their session time, we will make every effort to contact those stated on the registration form. We would expect carers to contact us if they expect to be late collecting for any reason.
- If the child has not been collected within one hour of their normal collection time and no contact has been made from parents/carers or others on the registration form, we are required to contact Social Services who will make alternative arrangements for the child.
- Under no circumstances do we allow staff to drop off or collect a child from the nursery unless it is their own child or that of a close relative.
- If parent/carers wish, they can have a password allocated to their child which will be kept of their child's file and used when necessary.

Whistleblowing

- We operate with complete transparency and will fully investigate any concerns of issues staff or families may have regarding any aspect of care.
- Staff have regular opportunities to discuss any concerns or issues with the members of their own small teams, Senior staff and members of the Management Team through supervision sessions, appraisals and reviews.
- Regular team meetings are held to ensure opportunities are taken to discuss practices within the setting and strategies to support children and their families.

- There are named support staff within the setting for advice and additional support to deal with children with special needs and requirements and to ensure staffs work load is manageable.
- Any concerns raised by staff or families within the setting will be taken seriously and thoroughly investigated immediately.
- At all times during an investigation confidentiality will be maintained for everyone involved.
- If any staff member or parent/carer feels their concerns or issues are not being taken seriously or acted upon in an appropriate manner there are various other agencies they can contact for advice and support. These include:
 - 1) The Early Years and Childcare Team for West Berkshire: 01635 519063
 - 2) Safeguarding Team for West Berkshire: 01635 513059
 - 3) Ofsted: 0300 123 1231