

Monty's Daycare Safeguarding Policy and Procedure

Principles

Monty's Daycare is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Children and parents who attend Monty's Daycare have the right to expect the nursery to provide a safe and secure environment and the whole nursery has a duty of care for children's welfare and well-being. In accordance with KCC guidelines and obligations set out in the Early Years Foundation Stage, the key concepts of the policy are to:

- Ensure safer recruitment in checking the suitability of staff and volunteers to work with children.
- Raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Implement procedures for identifying and reporting cases, or suspected cases of abuse.
- Establish a safe environment in which children can learn and develop.

Monty's Daycare's prime responsibility is the welfare and well-being of children in our care. It is our duty of care to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This policy states the procedure that will be followed if any person at Monty's Daycare has any reason to believe that a child in our care is subject to welfare issues including physical, sexual, emotional abuse or neglect. Monty's Daycare aims to:

- Ensure that children are never placed at risk while in the charge of nursery staff.
- Ensure that confidentiality is maintained at all times.
- Ensure that safe recruitment practices are always followed.
- Ensure that all staff are alert to the signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed including by other children i.e. bullying, discriminatory behaviour.
- Ensure that all fears or allegations of abuse are reported to a designated safeguarding officer (Kerry Allen, Manager. Naomi Washer, Deputy Manager and/or Rachel Whitley, Director). Also reports will be referred to the Local Authority Designated Officer (LADO) where necessary.
- Ensure that all staff are familiar and updated regularly with child protection issues and procedures.
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur.
- Keep the child at the centre of all we do.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately, and ensure all records are kept securely in confidential files.
- Provide immunity from retribution or disciplinary action against staff for 'whistleblowing' in good faith.

Children will be supported by offering reassurance, comfort and sensitive interactions. Staff at Monty's Daycare will follow these procedures when anyone has a concern regarding the

health and safety of a child in the nursery, or if someone suspects that any form of child abuse is taking place including within the workplace. This could be in the form of physical abuse, neglect, sexual abuse or emotional abuse. Monty's Daycare follows procedures as outlined in:

What is abuse?

Abuse and neglect are forms of maltreatment – a person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Abuse may be caused by a person known to the child and may be an adult or family member or another child, or more rarely a stranger. There are some behaviours that are commonly seen in children who are abused. These signs can be seen as an indication but does not confirm abuse:

- Unexplained or suspicious injuries such as bruising, bites, burns, particularly if situated on a part of the body not prone to such injuries.
- The child says that he/she is being abused, or another person says they believe that abuse is occurring.
- The child has an injury for which the explanation seems inconsistent or which has not been adequately treated.
- The child's behaviour changes, either over time or quite suddenly, and he or she becomes quiet and withdrawn or alternately becomes aggressive.
- Refusal to remove clothing for normal activities or keeping covered up in warm weather.
- The child appears not to trust particular adults, with whom they would be expected to have or once had a close relationship.
- An inability to make close friends
- Inappropriate sexual awareness or behaviour for the child's age.

If what you see or hear makes you unsure or worried, you should always report and seek advice from the Designated Safeguarding Leads, Kerry Allen, Naomi Washer and/or Rachel Whitley.

Physical Abuse

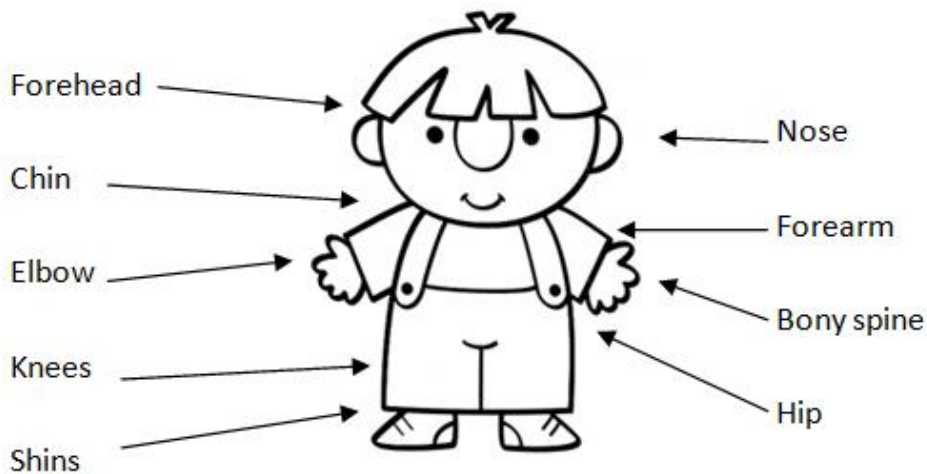
Action will be taken if staff have reason to believe that there has been a physical injury to a child. This can involve hitting, shaking, squeezing, burning and biting. It also includes excessive use of force when carrying out tasks like feeding or nappy changing. Action will be taken if staff have reason to believe that there has been harm inflicted to a child, including deliberate poisoning; where there is definite knowledge, or reasonable suspicion that the injury was inflicted knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face. Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be reported.

Examples which **may** indicate physical abuse include:

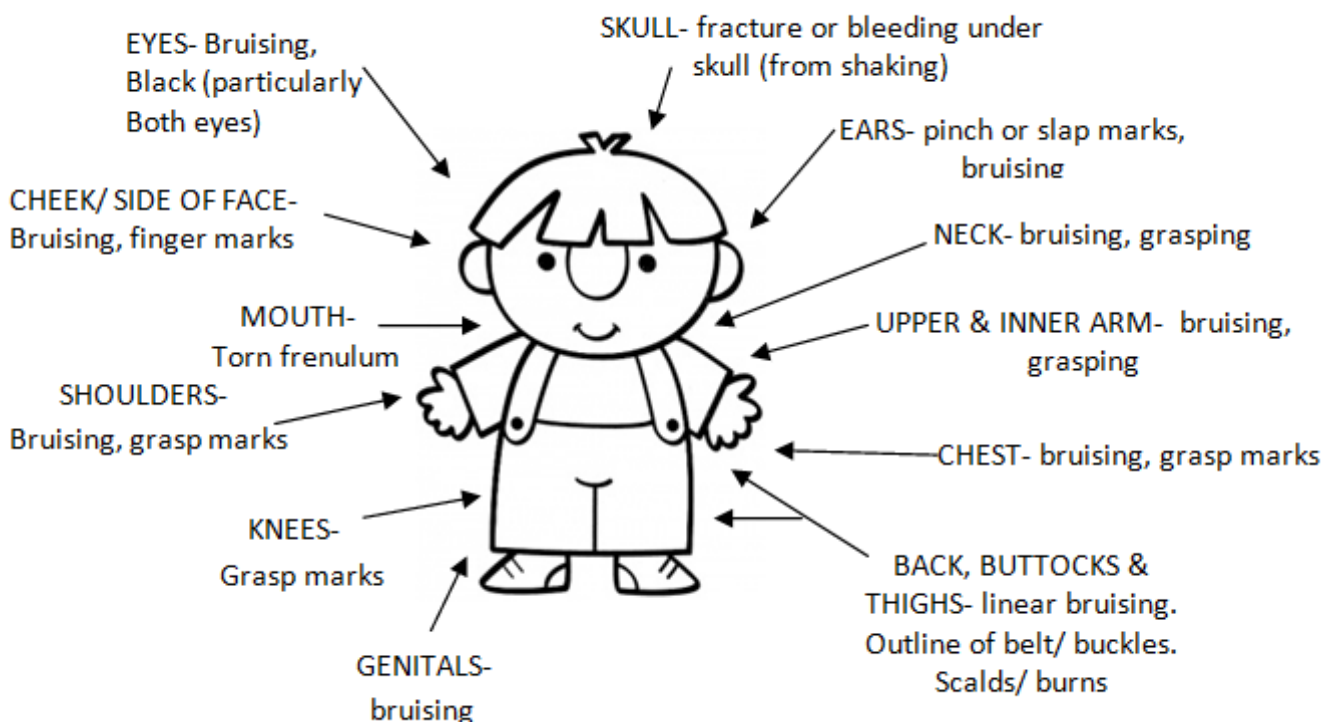
- Patches of bruising, including inconsistencies of stories as to how bruising or injuries occurred.
- Finger, hand or nail marks, black eyes.

- Bite marks
- Round burn marks, burns, scalds
- Lacerations, wealds
- Fractures
- Bald patches
- Symptoms of poisoning
- Gear of going home or parents being contacted.
- Fear of medical help
- Inexplicable fear of adults or of parents being contacted.
- Violence or aggression towards others including bullying
- Isolates him/herself from peers

Common sites for accidental injury



Common sites for non- accidental injury



Procedure

- All marks/injuries to a child will be recorded as soon as noticed by a staff member.
- The incident will be discussed with the parent at the earliest opportunity.
- The reason for the resulting injury, type of injury, date, person responsible, location of incident, name and date of birth of the child will all be recorded. The injury will also be noted on a body map. This record is signed by both parent and practitioner
- This form is then passed to the Safeguarding team of Kerry Allen and/or Naomi Washer, where it is then logged and recorded under each individual child.
- This will allow the Safeguarding team to monitor if there are any concerning patterns forming.
- All records will be kept locked away in the office and are private and confidential.
- If there is significant concern, advice will be sought from the Local Authority Safeguarding Team (Front door)

Neglect

Action will be taken if a staff member has reason to believe that neglect has taken place. Neglect is described as a situation where parents or carers fail to meet the basic essential needs of children: like adequate food, clothes, warmth and medical care, which may result in serious impairment of the child's health and development. Some of the features of neglect are:

- During pregnancy as a result of maternal substance abuse
- If a parent/carer fails to provide adequate food, clothing and shelter
- Leaving young children alone and unsupervised. Or fails to ensure adequate supervision
- If a parents or carer fails to protect a child from physical and emotional harm or danger
- If a parent or carer fails to ensure access to appropriate medical care or treatment
- As a result of unresponsiveness to a child's basic emotional needs.

Signs a child may be experiencing neglect may include: *(this is not designed as a tick list and may not be evidence of neglect)*

- Persistently arriving at nursery unwashed or unkempt.
- Persistently arriving at nursery in the same nappy they went home in
- Wearing clothes that are too small, especially shoes that may restrict the child's growth or hurt them
- Being persistently hungry
- Tiredness or listlessness
- Poorly or inappropriately clad for the weather
- Poor concentration
- Poor home conditions
- Affection or attention seeking behaviour
- Pallid complexion
- Stealing or scavenging compulsively

- Failure to achieve development milestones
- Failure to develop socially

Procedure

- All concerns will be documented and dated
- Staff will discuss concerns with a member of the safeguarding team who will advise of action
- Staff will then discuss concerns with parent, unless they feel the child is a serious risk of injury
- Advise and support will be offered to the parents/carers
- Any further concerns or queries will be addressed with the Local Safeguarding Board via The Front Door

Sexual Abuse

Action will be taken if staff have reason to believe that a child is or has been a victim of sexual abuse. Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (i.e. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse, (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts on sexual abuse, as can other children.

Recognition can be difficult, unless the child discloses as there may be no physical signs and indications are likely to be emotional or behavioural. Examples of signs or behaviour which may indicate sexual abuse (*this is not designed to be a checklist*)

- Sexually explicit play or behaviour or age inappropriate knowledge
- Anal or vaginal discharge, soreness or scratching
- The presence of sexually transmissible infections
- Inability to concentrate, tiredness
- Refusal to communicate, selective mutism
- Thrush or other throat infections
- Persistent complaints or stomach disorders or pain
- Eating disorders
- Attention seeking behaviour
- Aggressive behaviour
- Unusually compliant
- Regressive behaviour
- Enuresis, soiling
- Touching others inappropriately
- Depression, withdrawal, isolation from peer group

- Bruises, scratches etc. in genital area
- Does not trust familiar adult
- Self-harming/injury
- Acting out sexual activity on dolls/toys or drawing pictures that are inappropriate for a child

Procedure

- If a child discloses to a member of staff they will listen without interrupting and not ask leading questions
- Every detail or concern will be documented, signed and dated
- All concerns will be brought to the attention and discussed with Designated Safeguarding officers.
- Further advice and support will be gained from Local Safeguarding Board via 'The Front Door'

Emotional Abuse

Action will be taken if staff have justifiable reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill-treatment or rejection.

Feature of emotional abuse can include, but not limited to:

- Persistently rejecting a child
- Refusing to show love or affection
- Deliberately making a child unhappy by continually belittling or verbally abusing them
- Conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person
- Age or developmentally inappropriate expectations being imposed on children
- Interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning
- Preventing the child participating in normal social interaction
- Seeing or hearing the ill treatment of another – this is particularly relevant in respect of domestic violence.
- Serious bullying, causing children frequently to feel frightened or in danger
- The exploitation or corruption of children

Children are likely to show extremes of emotion with this type of abuse. Emotional abuse may be difficult to recognise, as the symptoms are usually behavioural rather than physical. The indicators of emotional abuse are often also associated with other forms of abuse. Examples of behaviour which may indicate emotional abuse include: *(this is not designed as a checklist)*

- Over-reaction to mistakes
- Delayed physical/mental/emotional development
- Sudden speech disorders, elective mute/deaf
- Inappropriate emotional responses, fantasies
- Neurotic behaviour, rocking, banging head, regression, tics and twitches

- Fear of parents being contacted
- Running away, compulsive stealing
- Appetite disorders
- Soiling, smearing faeces, enuresis
- A child scapegoated within the family
- Frozen watchfulness, particularly in pre-school children
- Lack of confidence
- Withdrawn or seen as a 'loner' – difficulty relating to others

Procedure

- Every detail or concern will be documented, signed and dated
- All concerns will be brought to the attention and discussed with Designated Safeguarding officers.
- Further advice and support will be gained from Local Safeguarding Board via 'The Front Door'

Fabricated Illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the parent/carer. The parent/carer may seek out unnecessary medical treatment or investigation. The signs may include a parent/carer exaggerating a real illness or symptoms, complete fabrication or symptoms or inducing physical illness e.g. through poisoning, starvation or inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Female Genital Mutilation

FGM is child abuse and an act of violence against women and girls, and should therefore be dealt with as a child protection safeguarding issue. This means dealing with and reporting possible or actual FGM in the same way as any other child protection concern. It is acknowledged that some FGM practising families do not see it as an act of abuse, however FGM is child abuse and has severe significant physical and mental health consequences in the short and long term and as such must never be excused, accepted or condoned.

Radicalisation

In line with the Government's guidelines, Monty's Day Care supports the concept of British Values by promoting 'Monty's Values' throughout the setting. This ethos teaches the children life skills in all areas of their personal, social and moral development. This also helps against children being drawn into the concept of racial views and potential terrorist ideals.

Response from Parents

Research and experience indicates that the following responses from parents may suggest a cause for concern across all four categories of abuse:

- An unexpected delay in seeking treatment that is obviously needed
- An unawareness or denial of any injury, pain or loss of function (i.e. a fractured limb)

- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to their age and development
- Reluctance to give information or failure to mention other known relevant injuries
- Frequent presentation to minor injuries
- Unrealistic expectations or Constance complaints about the child
- Alcohol misuse or other drug/substance misuse
- Parents request removal of the child from home
- Violence between adults in the household

Recording suspicions of abuse and disclosures

Staff should address any concerns with a designated safeguarding lead officer, Kerry Allen, Naomi Washer or Rachel Whitley where they should make an objective record of any observation or disclosure and include:

- Child's name
- Child's address
- Age and date of birth of the child
- Date and time of the observation or the disclosure
- EXACT words spoken by the child
- EXACT position and type of injuries or marks seen
- EXACT observation of an incident including other witnesses
- Name of the person to whom the concern was reported, with date, time and the names of any other person present
- Any discussion held with parents

All records will then be signed by staff member and lead safeguarding officer and kept in a separate locked private and confidential file. If a child starts to talk to an adult about potential abuse it is important **NOT** to promise the child complete confidentiality. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after their disclosure it is vital details are logged down accurately. It may be necessary to seek advice and support from the Local Authority Safeguard Board. Staff involved may be asked to supply details of any information or concerns they have with regards to a child. The nursery expects all members of staff to co-operate with all parties in any way necessary to ensure the safety of the children. Staff must not make any comments either publicly or in private about a parent's or staff's supposed or actual behaviour.

Informing Parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same as the report is made, except where the guidance of the Kent Children's Safeguarding Board does not allow/recommend this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents. All staff members must remember that Monty's Daycare is committed to working in close partnership with parents/carers and therefore it is our policy to inform them first of any concerns we may have, unless the child will be put at risk. It is important to remember that the child's welfare is paramount.

Support to families

Monty's Daycare takes every step in its power to build up trusting and supportive relations among families and staff within the nursery. The nursery continues to welcome the child and the family whilst enquires are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interests of the child.

Referral Contacts

Any concern must be immediately reports to a Monty's Daycare Safeguarding Officer, who are: Kerry Allen (Manager) Naomi Washer (Deputy Manager) and/or Rachel Whitley (Director). Further advice can be sought from:

Kent Safeguarding Office for Sevenoaks: 03000 412445

Integrated Front Door: 03000 411111

Police: 999

Staff recruitment and deployment

It is the policy of Monty's Daycare to provide a secure and safe environment for all children. The nursery will therefore not allow any adult to be left alone with a child. All staff will receive basic child protection training during their induction period and this will include the procedures for spotting signs and behaviours of abuse and abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. We have named child protection officers within the nursery that co-ordinates child protection and welfare issues. The designated safeguarding leads are Kerry Allen (Manager), Naomi Washer (Deputy Manager) and Rachel Whitley (Director) who have all completed the relevant designated lead training and who all keep their knowledge and understanding up to date.

- We provide adequate and appropriate staffing resources to meet the needs of children
- We ensure all staff, parents and carers are made aware of our safeguarding policies and procedures
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applicants are rejected because of information that has been disclosed, applicants have the right to know and challenge incorrect information
- All DBS (disclosure barring service) checks will be updated on a regular basis to ensure the suitability of the adults caring for the children
- We abide by Ofsted requirements in respect references and suitability checks for staff and volunteers, to ensure that no disqualified or unfit person works at the nursery or has access to the children
- We ensure we receive two written references before a new member of staff commences employment with us

- All students will have a DBS check conducted on them if applicable prior to the placement starts. For younger students the education setting will provide a suitability reference.
- Students will not work unsupervised
- We abide by the Safeguarding Vulnerable Groups Act 2006 requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection
- All visitors/contractors/outside agencies will be recorded as being on site, after their identification has been checked. All mobile phones will be placed away from the person and all visitors will be accompanied whilst on the premises
- All staff have access to a whistle blowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- All staff will receive regular supervision meetings where opportunities will be made available to discuss child protection concerns, training and any other needs for further support.
- Supervision meetings also include the opportunity to discuss the suitability of staff to work with children.

Allegations against staff

Our designated Safeguarding persons are Kerry Allen (Nursery Manager) and Naomi Washer (Deputy Manager) in their absence Rachel Whitley Nursery (Director) will be the Designated Person in charge of all Safeguarding issues.

Unfortunately, child abuse does occasionally take place in day care settings, so it is important to remind staff of the measures that can be taken to reduce the risk of any allegations being made against them or another member of staff. It also contains the procedure, which will be undertaken if an allegation is made against a member of staff. This complies with both Ofsted and Children's Social Services.

How we can protect ourselves?

- If a child sustains an injury whilst in our care, we will record it on an accident record form and in the accident book as soon as possible. When the child is collected, we will inform whoever picks the child up about the injury and ensure that they also sign the accident book.
- If a child arrives with an injury sustained elsewhere we will ask for an explanation and again record this in the pre-existing injury file and ask whoever has brought in the child to sign the record. This form then gets passed to Kerry Allen (Nursery Manager/Designated Safeguarding officer) or Naomi Washer (Deputy Manager) who stores away in a separate file.
- We will ensure that all staff undertake regular child protection training.
- We will ensure that all parents/guardians understand our role and responsibility in child protection. Parents/guardians will have access to our policies, these will be situated in every room of the nursery and on the website. They are also given to parents in their welcome pack.
- Our behavioural management policy states that no physical sanctions will be used and we will ensure that everyone complies with it in all rooms within the setting.

- We will try to avoid situations where an adult is left alone in a room with a child. If this does occur, we will make sure that the door is left open and there are other people around.
- We will avoid engaging in rough physical play with children- as this may be misconstrued and could cause accidental injury to a child.
- We will avoid doing things of a personal nature for children that they can do for themselves.
- We will take up at least 2 references, including one from the candidate's last employer, and will always question any gaps in employment history.
- We will encourage an open door ethos, to enable staff to talk to Kerry Allen or Naomi Washer if they have concerns about the conduct of any of their colleagues.

What happens if an allegation of abuse is made against a member of staff in the Setting?

- If anyone makes an allegation of abuse against a member of our staff, Kerry Allen and/or Naomi Washer will be informed immediately and will contact:

Our Local Authority Designated Office LADO: 03000 410888. For children in immediate danger contact the Central Referral/Front Door Unit 03000 411111 they will assess whether the allegation reaches the threshold for referral to the Police and or Children's Social Services and will advise accordingly regarding further action to be taken in respect of the child and the member of staff.

- Kerry Allen/Naomi Washer will complete the correct form for recording allegations or complaints made against staff.
- Kerry Allen/Naomi Washer will not discuss the allegation with the member of staff concerned, unless advised to do so by the Local Authority Designated Officer/Children's Social Services.
- All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.
- If the allegation is made against either Kerry Allen or Naomi Washer, staff must raise their concerns with Rachel Whitley who will carry out the following procedures.
- If Children's Social Services and/or the police decide to carry out an investigation, it may be possible that we will be advised to suspend the member of staff, whilst enquiries are carried out. Monty's Daycare could also invoke their disciplinary procedure.
- We will not carry out an investigation ourselves unless Children's Social Services and the Police decide it is not appropriate for them to do so. We understand that Ofsted may wish to undertake further investigations.

Always remember that the welfare of the child is Paramount.

Guidance for managers completing Checklist for handling and recording allegations or complaints of abuse made against a member of staff regarding a child/children in their care.

1. Record the name and position of member of staff against whom the allegation or complaint has been made.
2. Verbal complaints should be backed up in writing by the complainant if appropriate; some may require immediate action that does not allow time for this to happen.
3. It is important to identify who made the complaint and whether it was received first hand or is a concern that is passed on from somebody else. If this is the case it is better that you receive the information first hand. If a parent, carer or a member of staff at Monty's Daycare makes a complaint against you it must be passed immediately to Rachel Whitley.
4. Record the full name, age and date of birth of the child.
5. The address recorded should be the address at which the child lives with the main carer.
6. If there are one or more alleged incidents, be as specific as possible about dates that they are alleged to have happened.
7. Check the attendance register to see if the child was present/ seen on that day and the shift patterns of the staff member involved, to see if they were working at that time. This will confirm the likelihood of the incident having taken place.
8. If you have received the complaint in writing attach it to the checklist. You can then summarise it on the form.
9. Any other information should be factual. It will be helpful if you can confirm things such as the level of contact that the staff member has with the child and any other minor concerns that may have been raised previously.
Do not attempt to investigate the complaint yourself.
10. Remember that if an allegation of abuse is made against a member of our staff you must inform Kerry Allen or Naomi Washer who will contact the Local Authority Designated Officer for further advice.
11. Ofsted must be informed if an allegation is made against a member of our staff, even if the Local Authority Designated Officer/Children's Safeguarding Unit decides no further action is required. Ofsted may do their own investigation to ensure that registration requirements are being met.
12. Make a note of any actions the Children's Safeguarding Unit or Ofsted advise you to take and the date or times at which you implemented them.
13. If the allegation is against Kerry Allen or Naomi Washer then you should speak to Rachel Whitley who will follow the procedures above.

Whistle Blowing

Statement

Our company is committed to the highest possible standards of honesty, accountability and openness. In line with that commitment we encourage parents, employees and others with any serious concerns about any aspect of the settings operations to come forward and voice those concerns. Obviously in certain cases we may have to proceed on a confidential basis. Any employee of the company can follow this policy without any fears of reprisals. This Whistle Blowing Policy is in place to encourage and enable employees to raise serious concerns within the setting other than overlooking a problem or blowing the whistle outside.

All staff have an individual responsibility and right to raise matters of concern regarding poor or insufficient practice at work. The staffs' priority is well-being and safety of all children, parents and staff attending the Nursery. This takes priority over any loyalty towards work colleagues.

This policy is intended to;

- Enable and encourage individuals to raise genuine and legitimate concerns.
- To support staff to take an active role in the elimination of poor or insufficient practices.
- Investigate any concerns raised appropriately and confidentially.
- Ensure protection to those making the complaint against any form of retaliation or victimisation. We have other policy and procedures in place to cover grievance and complaints.
- This Whistle Blowing Policy is intended to complement those. This policy will cover any concerns that fall outside the scope of the other policies.
- The Director /Manager/ Deputy Manager will act promptly and investigate thoroughly, all concerns raised in accordance with this policy, and appropriate action will be taken.

Confidentiality

Management will respect and protect a person's identity when a concern is raised, however in certain circumstances identities will have to be revealed to the person complained against and the complainant may be asked to provide written evidence in support of the complaint. If a person's identity is to be disclosed, he or she will be informed before the disclosure and given the reasons why this was necessary. Once a concern has been raised Management will expect the complainant not to discuss the complaint. The complainant should not talk about it with any person, inside or outside the setting.

Anonymous complaints

If a complaint is made anonymously, these cases are a lot harder to investigate and hold less power. It is easier for us if people state their name and put any concerns in writing.

Procedures

Firstly and any concerns should be brought to the attention of the Director/ Manager or Deputy Manager. Concerns are better raised in writing. If you can include any background and history that would be names, dates, times and places wherever possible. State the reason for your concerns. Express your concerns early as it is easier to take action. If you do not wish to put your concerns in writing, the person to whom you are making the complaint will make a written record of the meeting and you will be asked to sign to confirm accuracy of the notes. You will be required to demonstrate that there are sufficient grounds for your concerns. Although you will not be expected to prove the truth about your allegations.

Untrue Allegations

If an allegation is made in good faith but it is not confirmed by the investigation, no action will be taken against the complainant. However if an allegation is proved to be malicious and/or completely unfounded, action may be taken against the person responsible.

You must not under any circumstances:

- Investigate the matter yourself.
- Tell those you suspect to be involved.
- Accuse or approach individuals.
- Tell anyone other than the designated person.

Within one week of the receipt of your concern, you will receive a written acknowledgement of your concern, also a copy of the statement you had written/ signed. Management will investigate your concerns and within 2 weeks you will be informed of what action is being taken. You will be kept up to date on the progress of the investigation. Finally you will be informed of the outcome of the investigation. If you are not happy with the outcome of the investigation you may elevate your concerns directly to:

- Police:
- Social services: 03000 411111
- The Kent Safeguarding Team : 03000 412445
- Local Authority Designated Officer (LADO) 03000 410888
- Ofsted's whistle blowing dedicated hotline (0300 1233155) It is staffed from 8am to 6pm, Monday to Friday.

Whistle blowing disclosures can also be submitted to Ofsted by email to the Ofsted whistle blowing team (whistleblowing@ofsted.gov.uk) or by post to: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester M1-2WD.

Maintaining Children's Safety

Policy Statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time at Monty's Daycare.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure Barring Service.
- Adults are not left to supervise children on their own, under any circumstance.
- **All children are supervised by adults at all times.**
- Whenever children are on the premises at least two adults are present.

- We carry out risk assessments and plan the room structure to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- All additional collectors of any children must be made known to the staff or have a pre-agreed password to be filled out on the collection form before they have access to the children.
- All accidents and incidents are written down and signed by parents.

Security

- Systems are in place for the safe arrival and departure of children, only parents of the nursery are told the first security gate. Staff have to unlock the 2nd gates/doors from the inside before they have access to the children.
- Only the nursery staff are aware of the access codes to each door.
- The times of the children's arrivals and departures are recorded on a register.
- There are CCTV cameras in operation to ensure the staff can see who is at the gate before opening it. With a peephole in case of power cut.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Parents are reminded to ensure they have closed all gates securely behind them when entering or leaving the premises.
- The entrance gate password is changed frequently.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.

The personal possessions of staff and volunteers are securely stored in lockers or the safe during sessions. (*Handbags, Mobile phones, cameras and videoing devices*).

The Learning and development requirements 1.10 And The safeguarding and Welfare requirements 3.26; Each Child must be assigned a key person (a safeguarding and welfare requirement) Providers must inform parents/ carers of the name of the key person, and explain their role, when a child starts attending a setting. The key person must help ensure that every child's learning and care is tailored to meet their individual need. (As well as in accordance to **3.27**); to help the child become familiar with the setting, offer a settled relationship for the child and build relationship with their parents.

Supervision of children

All children in our care must be fully supervised at all times by experienced members of staff. Staff must be aware of how many children they have in their charge at all times and exactly where these children are. All activities must be supervised appropriately bearing in

mind the ages and abilities of the children and the complexities of the activity i.e. water play, cutting etc.

Staff must place themselves in the best position to achieve optimum visual supervision when they are both indoors and out. Particular areas may require dedicated supervision e.g. the trim trail and climbing frame. Staff should always be within sight and/or hearing of the children. EYFS statutory framework states;

Staff: child ratios 3.28 *Staffing arrangements must meet the needs of the children and ensure their safety. Providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. Providers must inform parents/carers about staff deployment, and when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff always within sight or hearing.*

Staff are to interact with the children without disturbing the flow of free and creative play. Staff should remember that free play in the garden is a social experience for the children and not the staff. Inappropriate behaviour should be addressed as soon as possible using strategies from the nursery's behaviour policy.

It is nursery policy to ensure that staff have signed all children on the register and allocate a key person. Key person must also be marked on the register.

Information about provider 3.76 – *A daily record of names of the children being cared for on the premises, their hours of attendance and names of each child's key person*

Staff are to complete a register/headcount upon entering and leaving the playrooms on the register to ensure all children are accounted for at all times throughout the day. A member of staff should always be the last to enter the room and do a final check of the garden/manic monsters for any children before closing the door behind them.

Supervision of new staff/students

All members of staff working in the nursery are required to complete a DBS check on acceptance of their post. Until clearance has been received along with 2 references new (one of which must be the last childcare employment if applicable) staff are unable to commence employment. The same applies to all students and visitors to the nursery.

Agency and Bank staff will not be allowed unsupervised access to the children until the Nursery/ Deputy Manager and senior member of staff in the room considers it appropriate.

If any member of staff witnesses' inappropriate behaviour by another staff member, it should be challenged if appropriate and the correct procedure explained, otherwise it should be reported to the Nursery/Deputy manager or senior member of staff.

As mentioned in our Safeguarding policy and procedure; no member of staff should ever be in any room on their own for the safety of all children and staff at Monty's.

Children's Arrival and Departure

All parents/guardians must use the key pad or intercom entry system to gain entry to the setting. For security purposes it is important that everyone who enters the building uses this system and that no one is allowed access to the building without being acknowledged by a member of staff.

Parents/guardians are requested to pass the care of their child to a member of staff who will ensure their safety and record their attendance on the register, along with who their allocated key person/buddy is for the day.

Parents/guardians will be asked to provide a security password for use in emergency situations as well as verbal confirmation that another adult will be picking the child up. This enables practitioners to verify the right of adults unknown to them to collect a child from the setting.

Under no circumstance will a child be allowed to depart from the setting unless it is with a previously identified authorised person. For arrivals and departures of visitors the appropriate records must be completed for entry and exit e.g. in the visitors book. A member of staff must always acknowledge the departure of a child, giving feedback to the parent/guardian or adult picking the child up and record their departure on the register immediately.

Should there be any concerns regarding the arrival or departure of a child for example there is reason to believe that the adult is incapable of driving or is over the limit through drink or substance abuse this will be immediately reported to Kerry Allen (Nursery Manager) or Naomi Washer (Deputy Nursery Manager) See Alcohol and Drug policy and procedure.

Parents or visitors are not allowed to use their phones or cameras inside the nursery. Staff are requested to politely ask any person who is in breach of this policy to put their phone/camera away or to exit the grounds if they want to continue their phone conversation. The playrooms and gardens have a strict no mobile phone policy and we believe it is an important time of the child's day when they transition and say goodbye to their parents and hello again. The children have very busy enjoyable days which they want to share.

This policy was revised at a meeting during the month of June 2020 Kerry Allen (Nursery Manager), Naomi Washer (Deputy Nursery Manager) and Rachel Whitley (Director) were present.

(Policy to be reviewed during the month of June 2021 summer term).