

### 3.1 Safeguarding and Child Protection Policy Including allegations made against staff.



We have a named person within the nursery that takes lead responsibility for safeguarding and co-ordinates child protection and welfare issues. The nursery Designated Safeguarding Lead (DSL) undertakes specific training and receives regular updates to developments within this field.

**Creative Minds Nursery's Designated Safeguarding Lead (DSL) is Charlotte Hall**

In the absence of this person: **Hatty Robinsons** or **Stacie Sewell** will be DSL

#### Educational Safeguarding Team

Head Office: Room 2.30 Sessions House, County Hall, Maidstone ME14 1XQ	
Claire Ray Head of Service	03000 415788
Training & Development Manager Rebecca Avery	03000 418707
Online Safety	03000 415797

For advice on safeguarding issues, please call your area office Dover on **03000 415648**

If a child may be at risk of imminent harm you should call the **Integrated Front Door** on **03000 411111** or the **Police** on **999**

Early Help Contacts – Can be found on [www.kelsi.org.uk](http://www.kelsi.org.uk)

The dedicated and confidential NSPCC helpline – Report Abuse in Education can be reached on **0800 136 663** or by email at [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

#### Local Authority Designated Officer Team – (Allegations Against Staff)

Now it's just one number for the whole LADO Team covering Kent Local Authority

LADO Team contact number:**03000 410 888** Email: [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes

- DfE guidance Keeping Children Safe in Education 2015 (KCSIE)
- Working Together to Safeguard Children 2015 (WTSC)
- Framework for the Assessment of Children in Need and their Families (2000)
- Kent and Medway Online Safeguarding Children Procedures (2014)

## **WHAT IS SAFEGUARDING?**

Working Together to Safeguard Children (2015) defines safeguarding children as; *‘the action we take to promote the welfare of children and protect them from harm’*, including.

- 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.

It also reminds us that safeguarding ***“is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play.”***

(WTSC 2015 page 9)

## **Ethos**

*Every child deserves the best possible start in life and the support that enables them to fulfill their potential. Children develop quickly in the early years and a child’s experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right.’* (EYFS 2014 p5)

At Creative Minds Nursery, we consider all those directly involved with our setting (staff, students, volunteers, parent’s families and children) have an essential role to play in making it safe and secure, and we welcome suggestions and comments that will contribute to this process. Our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential and we take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care.

As part of the ethos of the setting we are committed to:

- Maintaining children’s welfare as our paramount concern;
- Providing an environment in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to;
- Providing suitable support and guidance so that children have a range of appropriate adults who they feel confident to approach if they are in difficulties;

- Using learning at the setting to provide opportunities for increasing self-awareness, self-esteem assertiveness and decision making. This is so that young children have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others;
- Working with parents to build an understanding of the setting's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations;
- Ensuring all staff have regular training and can recognize the signs and symptoms of abuse and are aware of the setting's procedures and lines of communication;
- Monitoring children who have been identified as 'in need' including the need for protection, keeping confidential records which are stored securely and shared appropriately with other professionals.
- Developing effective and supportive liaison with other agencies.

### **Responsibilities of the nursery**

All staff at Creative Minds Nursery have a responsibility to provide a safe environment in which children can learn.

They have a responsibility to identify children who may need extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a responsibility to take appropriate action, working with other services as needed.

The DSL has overall responsibility for the day to day oversight of safeguarding and child protection. This includes

- Acting as a consultant for staff to discuss concerns
- Maintaining a confidential recording system
- Co-ordinating safeguarding action for individual children
- Liaising with other agencies and professionals
- Ensuring that locally established procedures are followed, making referrals as necessary
- Representing or ensuring the nursery is appropriately represented at inter-agency safeguarding meetings (including Child Protection conferences)
- Managing and monitoring the nursery's part in Early Help / Child in Need / Child Protection plans
- Organising training for all basic safeguarding training for all staff

***The welfare and safety of children is the responsibility of all staff in the nursery and ANY concern for a pupil's welfare MUST be reported to the DSL***

In order to protect confidentiality, safeguarding information about individual children is shared on a need to know basis only and thus, what may seem to be a minor issue to one staff member, may be highly significant to the bigger picture of risk.

### **Safeguarding and Child Protection Procedures**

Creative Minds Nursery adheres to the KSCB Safeguarding Children Procedures (2014). The full KSCB procedures document and additional guidance relating to specific safeguarding issues can be found on the KSCB website: [www.kscb.org.uk](http://www.kscb.org.uk).

Additional guidance includes:

- 'What to do if you are Worried About a Child Being Abused' (DfE 2015)
- Information Sharing advice for safeguarding practitioners (2015)
- Kent and Medway Inter-Agency Threshold Criteria for Children in Need
- The Assessment Framework for Children in Need and their Families (2000)

*These can be found in the grey filling cabinet in the office.*

All staff have been provided with a copy of Part one of the DfE guidance "Keeping Children Safe in Education" that covers Safeguarding information in their induction.

It is the responsibility of the DSL to receive and collate information regarding individual children, to make immediate and on-going assessments of potential risk and to decide upon actions necessary (with parents / carers in most cases). This includes the need to make referrals to partner agencies and services. To help with this decision s/he may choose to consult with the Area Education Safeguarding Adviser. Advice may also be sought from the Early Help Coordination Team or Specialist Children's Services (SCS) Duty Social Workers who offer opportunities for consultation as part of the Child in Need / Child Protection process.

Issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these.

New referrals to Services will be made using the agreed process i.e. the Early Help Notification form or inter-agency referral form for referrals to SCS. These will be made with reference to the Kent Interagency Threshold Criteria for Children in Need. In situations where there are felt to be urgent or grave concerns, a telephone referral will be made prior

to the form being completed and sent to the County Duty Team. Concerns for children who are already known to Services will be passed to the allocated worker / Team.

In all but the most exceptional circumstances, parents /carers will be made aware of the concerns felt for a child or young person at the earliest possible stage. In the event of a referral to Specialist Children's Services being necessary, parents/carers will be informed and consent to this will be sought unless there is a valid reason not to do so.

In the absence of the availability of the DSL to discuss an immediate and urgent concern, staff can seek advice in an emergency (Tier 3 & 4 concerns) from Central Duty Team on: **03000 41 11 11.**

For general concerns, staff or the DSL can contact the Area Safeguarding Advisor on: **03000 415 057.**

The role of the nursery in situations where there are child protection concerns is NOT to investigate but to recognise and refer.

On occasion, staff may pass information about a child to the DSL, but remain anxious about action subsequently taken. Staff should feel able to clarify with the DSL further progress, so that they can reassure themselves the child is safe, and their welfare is being considered. If following this process, the staff member remains concerned that appropriate action is not being taken, it is the responsibility of that staff member to seek further direct consultation from either a member of the Education Safeguards Team or the local Specialist Children's Services Team (numbers as above) who will be able to discuss the concern and advise on appropriate action to be taken.

The nursery has a nominated person for safeguarding named on the front of this document. The nominated person will take the lead role in ensuring that the school has an effective policy which interlinks with related policies; that locally agreed procedures are in place and being followed; and that the policy and structures supporting safeguarding children are reviewed annually.

Parents can obtain a copy of our Safeguarding Policy and other related policies on request. All parents are asked to read the policy upon their child's registration at the nursery and to sign to say that they have done so.

**The procedure for dealing with any suspected abuse is as follows:**

Depending on the severity of the suspected abuse a decision will be made as to whether the parent will be notified, or emergency protocols will be followed instantly.

*In non-emergency cases:*

- If an abuse indicator is noticed and a staff member is suspicious then it will be documented on an expression of concern form and the staff member and the nursery's DSL will decide, if it is appropriate to inform the child's parent.
- The record of such incidents will be recorded in the child's welfare file alongside any discussions held with parents relating to the incident.
- The DSL will then decide on what action should follow, which will be one of the following: to further monitor child/situation until a decision to act or not is made; to contact the Local Authority Designated Officer (LADO) for more advice; or to contact social services; or no further action.

*In emergency cases:*

If the child is considered to be at immediate risk of harm, then the following procedure will take place:

- Indicators of the abuse will be documented as soon as possible, following the "recording of suspicions of abuse and disclosures" procedure listed below.
- The Nursery's DSL on duty that day will make the decision to contact social services at the earliest opportunity and instructions from them will be followed.
- If a staff member feels that the nursery DSL is not following the correct procedure relative to the concern, they can contact the LADO or social services themselves.

**Recording suspicions of abuse and disclosures**

Staff should make an objective record (supported by the nursery manager or Designated Safeguarding Lead (DSL) of any observation or disclosure, using an Expression of Concern form, which will include:

- Child's name
- Child's address
- 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 any other witnesses
- Name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.
- Any discussion held with the parent(s) (where deemed appropriate).

These records will be signed by the person reporting this and the manager, dated and kept in the child's personal welfare file.

If a child starts to talk to an adult about potential abuse it is important **not** to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child be allowed to talk openly, and disclosure is not forced, or words put into the child's mouth. As soon as possible after the disclosure it is vital details are logged down accurately.

Staff must not make any comments either publicly or in private about a parent's or staffs supposed or actual behaviour.

## **RECOGNITION AND CATEGORIES OF ABUSE:**

Working Together to Safeguard Children 2015 defines 'abuse' as '*a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.*'"

All staff should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out by both men, women and children.

**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 assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, 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 of sexual abuse, as can other children.

### **Signs that MAY INDICATE Sexual Abuse**

Sudden changes in behavior and school performance

Displays of affection which are sexual and age inappropriate

Self-harm, self-mutilation or attempts at suicide

Alluding to secrets which they cannot reveal

Tendency to cling or need constant reassurance

Regression to younger behavior for example thumb sucking, playing with discarded toys, acting like a baby

Distrust of familiar adults. Anxiety of being left with relatives, a child minder or lodger

Unexplained gifts or money

Depression and withdrawal  
Fear of undressing for PE  
Sexually transmitted disease  
Fire setting

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Signs that MAY INDICATE physical abuse**

Bruises and abrasions around the face  
Damage or injury around the mouth  
Bi-lateral injuries such as two bruised eyes  
Bruising to soft area of the face such as the cheeks  
Fingertip bruising to the front or back of torso  
Bite marks  
Burns or scalds (unusual patterns and spread of injuries)  
Deep contact burns such as cigarette burns  
Injuries suggesting beatings (strap marks, welts)  
Covering arms and legs even when hot  
Aggressive behavior or severe temper outbursts.  
Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations, or a delay in seeking treatment should signal concern.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.



### **Signs that MAY INDICATE emotional abuse**

Over reaction to mistakes  
Lack of self-confidence/esteem  
Sudden speech disorders  
Self-harming  
Extremes of passivity and/or aggression  
Compulsive stealing  
Drug, alcohol, solvent abuse  
Fear of parents being contacted  
Unwillingness or inability to play  
Excessive need for approval, attention and affection

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Signs that MAY INDICATE neglect.**

Constant hunger  
Poor personal hygiene  
Constant tiredness  
Inadequate clothing  
Frequent lateness  
Untreated medical problems  
Poor relationship with peers  
Compulsive stealing and scavenging  
Rocking, hair twisting and thumb sucking  
Running away  
Loss of weight or being constantly underweight  
Low self esteem

**Information on Child Sexual Exploitation** Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many

forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

**Information on Female Genital Mutilation (FGM):** professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practice FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 16-17 of the Multi-Agency Practice Guidelines referred to above. Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

**Information on Preventing Radicalisation under The Counter-Terrorism and Security Act: Identifying cases of pupils at risk of involvement in extremist behavior**

Exposure of children to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of young people can be compared to grooming for sexual exploitation. Every member of staff at Creative Minds Nursery recognises that children exposed to radicalisation and extremism is no different to safeguarding against any other vulnerability and should be approached in the same way as protecting children from other risks.

It is important to remember that the warning signs and symptoms of child abuse and neglect can vary from child to child. Disabled children may be especially vulnerable to abuse, including because they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening. Children also develop and mature at different rates so what appears to be worrying for a younger child might be normal behavior for an older child. Parental behaviors may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions which are concerning and other parental behaviors. This could include

parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health. By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused."

### **Staffing and volunteering**

It is the policy of the nursery to provide a secure and safe environment for all children. The nursery will therefore not allow an adult to be left alone with a child who has not received their clearance from the DBS (Disclosure and Barring Service).

All staff will attend child protection training and receive initial basic child protection training during their induction period. 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 provide adequate and appropriate staffing resources to meet the needs of children
- 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 applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- All DBS checks will be updated every 3 years to ensure the suitability of the adults caring for the children
- We abide by Ofsted requirements in respect of references and suitability checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us
- All students will have clearance from DBS undertaken by their training establishment before their placement starts
- Volunteers, including students, do 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 concern
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children
- All contractors/external workers will have clearance from DBS and the manager will request this before allowing them access to the nursery. All visitors/contractors will

still be accompanied whilst on the premises, especially when in the areas the children use

- 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 training and any needs for further support
- The deployment of staff within the nursery allows for constant support and guidance.

#### **SUPERVISION AND SUPPORT:**

At Creative Minds Nursery we recognise regular, planned and accountable supervision, which is a two-way process, offers support and develops the knowledge, skills and values of an individual, group or team. We see its purpose is to monitor the progress of professional practice and to help staff to improve the quality of the work they do, thus improving outcomes for children as well as achieving agreed objectives. Supervision also provides an opportunity to discuss sensitive issues including the safeguarding of children and any concerns raised about an individual or colleague's practice.

All of our staff and volunteers are expected to have regular and planned supervision sessions. Uninterrupted time will be set aside to ensure any supervision sessions effective for both practitioner and management. Further guidance on supervision can be found in the Early Years Supervision booklet.

#### **Confidentiality**

We recognise that all matters relating to child protection are confidential. The DSCO will disclose any information about a child to other members of staff on a need to know basis.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. Further advice is available in the document Information Sharing advice for safeguarding practitioners (2015). "Child Protection - Dealing with Disclosures in Early Years Settings" provides advice on dealing with disclosures.

#### **Induction & Training**

All nursery staff will be offered an appropriate level of safeguarding training dependent upon their job role. This will include internal school responsibilities, child protection

processes, how to recognise and respond to signs and symptoms of concern and abuse and safe working practice.

The nursery Senior Management Team (SMT) should receive and cascade to all staff safeguarding training on a three-yearly basis.

The SMT team will ensure the DSCO attend the required DSCO safeguarding training when they first take up the role and that they continue to update their knowledge on an on-going basis and at least every 2 years as required by guidance.

The DSCO will ensure that all new staff and volunteers are appropriately inducted as regards the school's internal safeguarding procedures and communication lines.

### **Record Keeping**

Staff must record any welfare concern that they have about a child on the nursery's safeguarding incident/concern form (with a body map where injuries have been observed) and pass this without delay to the DSL. Records must be completed as soon as possible after the incident/event and must be signed and dated.

Incident/concern forms are kept in the large paperwork folders in each of the nursery rooms.

Safeguarding records are kept securely within children's individual files and are only shared on a need to know basis.

The Nursery Manager will be kept informed of any significant issues by the DSL or child's Key Person.

Detailed guidance on Record Keeping is found in a separate document "Guidelines for Safeguarding Record Keeping in Schools" – Staff MUST familiarise themselves with the responsibilities outlined in this document.

All safeguarding records will be forwarded to a child's subsequent school confidentially.

### **Allegations against members of staff and volunteers.**

If an allegation is made against a member of staff or volunteer, we will follow the HM Government guidance in '*Working together to safeguard children*'.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation, then this should be reported to the owner/\*registered person.

The Local Authority Designated Officer (LADO), Ofsted and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled
- The nursery will follow all instructions from the LADO, Ofsted LSCB and asks all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The nursery reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file
- Unfounded allegations will result in all rights being re-instated
- Founded allegations will be passed on to the relevant organisation (police) and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery is also required to notify the Independent Safeguarding Authority (ISA) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re-investigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an enquiry
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.
- Every staff member is responsible for recording ANY suspicions to the nursery DSL, manager or member of the senior management team (following the whistle-blowing policy). Failure to report safeguarding concerns will lead to disciplinary action.

### **Confidentiality and Information sharing**

We recognise that all matters relating to child protection are confidential. The Nursery Manager or DSL will disclose any information about a pupil to other members of staff on a need to know basis.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.

Further advice on dealing with disclosures can be found in the document “Child Protection - Dealing with Disclosures in School” that is stored within the safeguarding folder in the grey cabinet in reception. DfE Guidance on Information Sharing (published March 2015) provides further detail.

### **Support to families**

- The nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the nursery
- The nursery continues to welcome the child and the family whilst enquiries 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
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate under the guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

### **Security**

All staff have a responsibility for maintaining awareness of building security and for reporting concerns that may come to light. We operate a community ethos and welcome comments from pupils/students, parents and others about areas that may need improvement as well as what we are doing well.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into nursery as outlined within guidance. Visitors will be expected to sign in and out via the reception visitors log. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The nursery will not accept the behavior of any individual (parent or other) that threatens nursery security or leads others (child or adult) to feel unsafe. Such behavior will be treated as a serious concern and may result in a decision to refuse access for that individual to the nursery site.

### **Staff Recruitment Procedures regarding Safeguarding:**

- We provide adequate and appropriate staffing resources to meet the needs of children
- 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 applications are

rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information

- All DBS checks will be updated every 3 years to ensure the suitability of the adults caring for the children
- We abide by Ofsted requirements in respect of references and suitability checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us
- All students will have clearance from DBS undertaken by their training establishment before their placement starts
- Volunteers, including students, do 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 concern
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children
- All contractors/external workers will have clearance from DBS and the manager will request this before allowing them access to the nursery. All visitors/contractors will still be accompanied whilst on the premises, especially when in the areas the children use
- 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 training and any needs for further support
- The deployment of staff within the nursery allows for constant support and guidance.

## **E-SAFETY**

E-Safety (online safety) relates to the specific challenges and risks presented by new technologies, including the internet, mobile phones and other devices, for children and young people as well as adults, both within and outside of the setting.

Creative Minds Nursery will seek to create an appropriate balance between controlling access to the internet and technology, setting rules and boundaries and educating children, parents/carers and staff about safe and responsible use. This will include a range of practices including undertaking appropriate risk assessments of technology, ensuring there is appropriate supervision of children, providing safe and suitable equipment/tools for staff and children and ensuring that there is up-to-date training/education in place for all members of the community regarding online risks and responsibilities.



Creative Minds Nursery is aware that children and staff cannot always be prevented from being exposed to online risks and will therefore seek to empower and educate all members of the community so that they are equipped with the skills to make safe and responsible decisions as well as to feel able to report any concerns.

All members of staff will be made aware of the importance of good e-Safety practice in order to educate and protect the children in their care. Members of staff will be made aware of the professional risks associated with the use of electronic communication (e-mail; mobile phones; texting; social network sites) and will be informed about how to manage their own professional reputation online and demonstrate appropriate online behaviors compatible with their role. Staff should familiarise themselves with advice and professional expectations outlined in Guidance for Safer Working Practice for Adults Who Work with Children and Young People, the setting's e-Safety Policy and Acceptable Use Policy and the KSCB document: Safer Practice with Technology – Guidance for Adults who work with Children and Young People.

### **How parents can help us to safeguard children at the nursery**

- Not allow any adult into the building whilst passing through security doors unless a member of staff is with them.
- Report any unknown adults to members of staff.
- Report any suspicious behavior to a member of staff.
- Keep mobile telephones inside pockets or bags at all times whilst on nursery premises, to safeguard children from potential photography or video recording.
- Report any injuries your child has sustained out of nursery and fill out an 'out of nursery accident form' to ensure we know how injuries and accidents occurred.

internal use only

<b>This policy was adopted on</b>
September 2013
<b>Date reviewed:</b>
May 2021