

The Rocking Horse Day Nursery

Safeguarding Children Policy

The Rocking Horse Day Nursery is committed to the safeguarding of all children

The Rocking Horse Day Nursery promotes the positive future outcomes of all children. The nursery complies with the legal requirements within the Children Act 2004, the Early Years Foundation Stage (2012) statutory framework and the Working Together to Safeguard Children (2013) in order to provide effective safeguarding policies and procedures to promote equality of opportunity and the welfare and safety of all children.

Safeguarding Children

In order to effectively safeguard all children it is the responsibility of the Rocking Horse Day Nursery to provide effective procedures that 'ensure that the risks of harm to children's welfare are minimised'. If the nursery has a concern about the welfare of a child, all practitioners will work in partnership with parents and other agencies to ensure that the child's needs are supported and positive outcomes achieved.

The Rocking Horse Day Nursery ensures that the importance of effective safeguarding is embedded throughout the recruitment, induction process and on-going training for the duration that all practitioners work for the nursery. The Rocking Horse Day Nursery believes that its practitioners should fully understand why and how they need to effectively safeguard all children.

All nursery practitioners are guided through and provided with a copy of the safeguarding policy by the deputy managers. Practitioners are responsible for reading the policy and ensuring they understand their role and responsibility in effectively safeguarding all children, with support from the managers. Safeguarding is the responsibility of every practitioner within the setting regardless of the position that they hold.

Through updates and training it is ensured that all nursery practitioners remain aware of the signs of abuse whether it is through neglect, physical injury, sexual abuse, emotional abuse or through concerns relating to changes in behaviour and well-being and that they are aware of the safeguarding policy and understand the procedure to follow in the event of any concerns.

Safeguarding Policy

The Rocking Horse Day Nursery 'Safeguarding policy' and the booklet 'Child protection procedure for People working with children' are kept in the policies and procedures file as well as on the parent's information board.

Safeguarding Procedure Child Protection

Julia Davies (proprietor/manager) and Ruth Horwood (safeguarding lead) are the named people who ensure that all adults working with and looking after children fully understand and can implement their role in ensuring the welfare and safety of all of the children. Julia Davies ensures that OFSTED is contacted immediately in the event of any allegation that a member of staff has harmed a child in the nursery or elsewhere. Julia Davies ensures that

all practitioners are fully aware of the procedure to be followed if an allegation is made about a member of staff. (See Allegations against staff policy and whistle-blowing policy).

Practitioners are aware that if there is a concern about a child's welfare whether internally or outside the setting then the following procedure will be followed:

- Report the concerns to the safeguarding lead (Ruth Horwood) who will then inform Julia Davies. The First point team will be contacted for advice if needed. If you are not convinced the matter is being dealt with appropriately you can report the concern to first point for yourself.
- Record information and decisions made and ensure that they are documented and filed in a confidential way. Observations of the children need to be in context of your knowledge of the child and family. There may be other explanations for your concern. Keep a record of observations you make particularly in the cases of a build up of concern, noting date and time. Include any significant conversations you may have had with any parent or other significant person.
- If you see an injury, which you are suspicious about or you have concerns about a child's welfare, you should ask the parents for an explanation. If your concerns remain after an explanation is offered, tell the parents you are concerned and that the injuries to small children must be investigated and there is a procedure you must follow which protects children and gives help to parents.
- Then follow the procedure in the booklet '*Child Protection procedure for People working with Children*' issued by South Gloucestershire council- pg 4- Relevant provision policies and procedures or flowchart on pg7.
- For details of investigation processes see pages 10-14 of 'What to do if you're worried a child is being abused' booklet kept in the office.

Safeguarding Children: Practitioners Training

All of the nursery team receives regular updates in safeguarding training. The training is provided during the Induction procedure, staff meetings and during training courses provided by the local children's services. A safeguarding lead (Ruth Horwood) is responsible for liaison with proprietor and local statutory children's services agencies and with local safeguarding boards. The safeguarding lead provides support, advice and guidance to staff. The Government's statutory guidance- Working Together to Safeguard Children, available at <https://www.education.gov.uk/publications/eOrderingDownload/00305-2010DOM-EN.pdf>

Safeguarding Children: Sharing Information with Parents

Parents are given information regarding emergency procedures and complaints policies in the nursery 'child care agreement'. This document is shared with parents when children start at nursery and signed. The 'Parents Information' is given to parents to keep at the start of the child's settling in process. The information contains summaries of the policies regarding safety and welfare, working in partnership with parents and OFSTED and nursery complaints procedures and contact numbers. The policies and procedures book is offered to parents to read when their child is visiting. This has full details of all policies and procedures.

The nursery ensures that practitioners work in partnership with parents in order to share information holistically and therefore support and enhance the positive outcomes of every child. Information is shared with parents regarding the welfare, learning and development of their child during each nursery session, a settling in meeting and review meetings twice yearly.

Safeguarding Children: Sharing Information with other agencies/Professionals

At times it will be necessary to share information with other professionals outside of the setting. Parental permission will be needed to do this. However, in some circumstances this may not be appropriate. Please see attached sheet 'Sharing information on children, A guide for people working with children, young people and their families (2007)' and 'Information Sharing: Guidance for Practitioners and Managers' (2008).

Safeguarding Children: Receiving information from parents

Parents complete a 'personal details' form when their child starts at the nursery and this provides practitioners with the information needed in order to ensure well-being and safety of all children. The 'personal details form' informs the nursery about who has legal guardianship, parental contact details, consent and details relating to other people who may collect the child in the event that parents are unable to. The form also includes information and parental consent from the parents for the nursery to contact a third person if the parents cannot be contacted immediately in the event of an emergency. The form also contains information about their child's dietary, medical and developmental requirements.

Safeguarding Children: Technology and Data Collection/Storage

Please see ICT and documentation, camera use policies.

Safeguarding: Premises and security

The Rocking Horse Day Nursery ensures that the nursery is safe and secure at all times. The children are only collected by the parents or by named others who the parents have given consent. Visitors entering the nursery record their details in the 'visitors' book. Visitors are supervised at all times and never left unattended. All staff and children are signed in and out on a daily basis in the signing in book and on daily registers kept in the groups. Children are supervised by nursery practitioners. Lisa Caines ensures that practitioners are qualified with a paediatric first aid qualification. If a child has an accident it is assessed by two members of staff, one being a senior, dealt with appropriately and recorded in the accident book. In the event of any serious illness, accident or injury of a child the most senior member of staff on the premises, usually a deputy manager, ensures that Ofsted are contacted. The parents are contacted either by phone immediately or when they come to collect their child at the end of the session, depending on the severity of the accident. Parents are asked to notify staff if their child has had an accident at home, when they come into nursery and this is recorded on a 'home accident record' (see Health and safety, accident, sickness and emergency policies in section 3).

Safeguarding: Outings

Parental consent is obtained before a child is able to go on a nursery trip. The required staffing ratio which we have set as 1:2 is adhered to at all times. Each outing has a minimum of two staff, one of which is a senior and a first aid kit and mobile telephone is carried at all times. Children's medication e.g inhalers for asthma will also be carried in case they should be required.

For short walks around the school grounds a ratio of 1:2 is adhered to and a minimum of two staff, one of which is a group leader/senior. If a level 3 student is accompanying the trip

they will hold the hand of one child if deemed competent to do so. They will be walking between the staff in the middle of the group so are supervised.

Safeguarding Children: Failure to collect a child

Should a parent fail to collect a child, they are more than 15 minutes late and the setting has not received a phone call, then the following procedure should be followed:

- Telephone the parent.
- Two members of staff to remain with the child if the nursery has closed.
- If you are unable to contact the parents then ring the third contact number.
- If you are still unable to contact anyone inform the manager, Julia Davies.
- After an hour of waiting for the parent, if there is still no contact and on the managers' approval contact the First Point service.
- Follow the instructions given by the department.
- Complete a written report. A copy must be sent to OFSTED and one kept on file.

It is important to alleviate any anxiety and not to discuss the parents in front of the child.

The Rocking Horse Day Nursery

Safeguarding Policy- Allegations made against a member of staff

All practitioners are given a copy of the nursery 'Safeguarding Policy' and 'safeguarding- Allegations made against a member of staff policy'.

Procedure

Guidelines issued by South Gloucestershire Council, Safeguarding Children, Child protection states that the designated lead on safeguarding must be informed and the incident recorded. If the safeguarding lead is involved in the incident then another nominated officer should lead. They are responsible for informing the South Gloucestershire Local Authority Designated Officer (LADO) by telephoning 01454 868924. They become responsible for what happens next. OFSTED should be informed of the incident and steps taken. Full details of the processes and procedures can be found at www.southglos.gov.uk/sgsccb-manageallegations

The Rocking Horse procedure is as follows:

If an allegation is made against a member of staff relating to a child being abused then the following procedure must be followed:

- The safeguarding lead (Ruth Horwood) is to be informed, unless directly involved in the incident in which case the next most senior staff member will take the lead (and so on). They will immediately contact the proprietor (Julia Davies) in the case of a member of staff being accused of child abuse.
- The LADO (number above) and Ofsted must be contacted immediately.
- They become immediately responsible for what happens next including: deciding whether the police should be involved, who and how the parents of any child involved will be informed, who and how the member of staff will be informed and whether suspension is appropriate.
- The safeguarding procedure must be followed in accordance with the booklet 'child protection procedure for people working with children' and the booklet 'what to do if you are worried a child is being abused'.
- Julia Davies and the safeguarding lead (or nominated officer) must obtain a written signed statement from the accuser.

- A written signed statement must be taken from the accused, along with a witness of choice and the safeguarding lead (or nominated officer).
- Regardless of the LADO's decision the member of staff accused will automatically be suspended until an enquiry has taken place.
- Every effort should be made to maintain confidentiality at all times.
- Parents of the child/ren concerned will be kept informed of progress and told of the outcomes.
- Julia Davies will keep the member of staff informed and arrange support whilst an investigation is on-going.

OFSTED complaints line
0300 123 1231

Police Child Abuse Investigation Team
01179 455969

- Safeguarding Concerns about Children and Advice. In the event of a concern about the welfare and safety of a child or for advice please contact:
 - **First Point Team: 01454 866000/email: firstpoint@southglos.gov.uk**