

Safeguarding

Nemo's Nursery & Pre-School

Safeguarding Children and families

In our nursery, we intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to and always with due regard to the Pan Dorset Safeguarding Children partnership (PDSCP). Our safeguarding policy considers guidance from a number of documents including working together to safeguard children 2018, EYFS and keeping children safe in education.

To achieve this, we will:

Exclude Known Abusers

It will be made clear to applicants for posts within the nursery that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants working within the nursery will be interviewed before a job offer is made and will be asked to provide at least two references. All references will be followed up. In the case of applicants with unexplained gaps in their employment history or who have moved rapidly from one job to another, explanations will be sought. We will also complete an Enhanced DBS prior to an employee starting at Nemo's.

All appointments will be subject to a probationary period of a minimum of 3 months and will not be confirmed unless the nursery is confident that the applicant can be safely entrusted with children.

Further information on staffing can be found in our staffing and employment policy.

Seek and supply training

All staff hold up to date training to a minimum level 2 in Safeguarding. This training is regularly updated to ensure that knowledge and procedures are current. All adults involved in the nursery can recognise the symptoms of possible physical abuse, emotional abuse, neglect and sexual abuse.

The DSL (Designated Safeguarding Lead) and DDSL (Deputy Designated Safeguarding Lead) attend level 3 Safeguarding training every 2-3 years which focuses on multi-agency working to ensure the welfare of the child is paramount.

The DSL attends the safeguarding forum once a term to keep up to date with all the latest information.

Prevent abuse by means of good practice

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches. Any significant changes in a child's behaviour will be investigated.

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern. Parents should please inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day, so the nursery team are able to account for a child's absence.

If a child has not arrived at nursery on the given day, parents will be called to ensure the child is safe and well. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safeguarded. This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

Any non-mobile infant that present with an unexplained injury will be reported to children's social care as per the protocol summary on 'bruising, bleeding, fractures and possible injuries in children who are not independently mobile' set out by the PDSCP.

In safeguarding matters parents will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties, the matter will also be taken up with First Response Hub, LADO (local authority designated officer), Ofsted or the police. In exceptional circumstances, when a child has an increased risk of significant harm, the social services department may be the first point of reference without parental consent. All such suspicions and investigations will be kept confidential, shared only with those who need to know.

Support Families

The nursery will take every step in its power to build up trusting and supportive relationships between families and others working at the nursery.

Where abuse at home is suspected, the nursery will continue to welcome the child and family while investigations proceed. Staff are aware that domestic abuse has an effect on the whole family, they are able to monitor changes in behaviour not only in the children they care for but also in siblings and family members that may come through the setting.

Confidential records kept on a child will be shared with parents, if appropriate under the guidance of the PDSCP.

With care and safety of the child always paramount, the nursery will do all in its power to support and work with the child's family.

Allegations against a member of staff

If an allegation is made against a member of staff the Local Authority Designated Officer (LADO), will be informed and the incident will be dealt with by the Manager/Registered person with support from the LADO. This may result in the nursery disciplinary procedure being followed.

The person against whom the allegation is made will be informed of the allegation and while an investigation is made, will be given alternative duties within the setting or suspension. Confidential records will be kept of the allegation and of all subsequent proceedings.

To report a concern to the LADO use the following details:

LADO: 01202 456744

Or email: lado@bcpcouncil.gov.uk

Keeping Records

Whenever worrying changes are observed in a child's behaviour, physical condition, appearance, or a disclosure is made by a child/parent, a confidential record will be set up, quite separate from the usual observations of children's progress and development. The record will include, in addition to the name, address and age of the child: timed and dated observations describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the date, name and signature of the recorder. First Response Hub will be our first point of contact.

We will record injuries sustained whilst your child is in our care on an accident form, which we will ask you to sign on collection of your child. We may also ask you to write an accident account in our 'accident at home book' for visible marks/ incidents that have occurred out of the nursery setting.

Liase with other Bodies

The nursery operates in accordance with guidelines laid down by the registering authority. The nursery will continue to follow the guidelines set out in order to ensure the PDSCP multi-agency procedures are followed.

The Children Act 2004 imposes that information shared will be accurate, up to date, necessary for the purpose and shared only with those people who need to see it. Information will also be kept of the local NSPCC contact, or other contacts as appropriate.

Number to call for First Response Hub

- Daytime: 01202 735046
- Children's Social Care Out of Hours: 01202 738256

Statement on 'British values'

Nemo's supports and follows 'British values' to help everyone live in safe and welcoming communities. Not unique to Britain, these values are universal aspirations for equality; we promote these values through the management and implementation of the EYFS. Some of our staff have attended 'British values' training to ensure that they are an embedded part of everyday practice in the setting.

To fulfil these British values and safeguard all children, Nemo's will ensure that all staff focus on children's personal, social and emotional development. Staff are alert to harmful behaviours influenced by adults in the children's lives, are able to identify children who may be vulnerable to radicalisation and extremism and also know how to assess the risk of children being drawn into terrorism and teach staff how to work in partnership with other professionals and local services. Staff have undertaken Prevent training to help spot any signs of radicalisation and extremism.

By following the EYFS we make sure we promote respect, tolerance and diversity; encouraging children to share their views and recognise that they are entitled to have their own different beliefs. Nemo's is fully committed to safeguarding and promoting the welfare of all children and young people who we work with. As a childcare provider we recognise that safeguarding against radicalisation and extremism is no different from safeguarding against any other vulnerability. We understand that children and young people are very vulnerable, so we make sure we are working alongside families and other professionals to make sure all individuals are safe from harm.

Intimate care

It is our intention to ensure that children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that every young person's right to privacy and dignity is always maintained.

Intimate care is one of the following:

- Supporting a child with dressing/undressing
- Providing comfort or support for a distressed child
- Assisting a child requiring medical care, who is not able to carry this out unaided
- Cleaning a child who has soiled him/herself, has vomited or feels unwell
- Wiping a child who has been to the toilet
- Changing a child's nappy

We operate the following intimate care policy:

- All intimate care will be carried out by staff who hold an enhanced DBS disclosure, carried out in a private area, namely the bathrooms/nappy changing area and respects an individual's dignity and privacy.
- As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position.
- It is essential that every child is treated as an individual and that care is given as sensitively as possible.
- During the time in which nursery staff are waiting for parents to arrive to collect a sick child, staff will ensure that the child is made to feel as comfortable as possible, always respecting the wishes of the child and ensuring that the nursery's hygiene procedures are followed to avoid cross contamination.
- Sometimes it will be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt undressing and dressing unaided.
- Children may seek physical comfort from staff. Where children require physical support, staff are aware that physical contact must be child initiated.
- If physical contact is deemed to be appropriate, staff must provide care which is suitable to the age, gender and situation of the child.

Soiling/toileting/nappy changes

If a child needs to be cleaned, staff will make sure that:

- Protective gloves and a disposable apron are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself as far as possible. Where this is not possible staff will carry out the required care for the child, including wiping the child's bottom
- Privacy is given appropriate to the child's age and situation
- All spills of vomit, blood or excrement are cleaned up and the area disinfected to avoid cross contamination
- Soiled clothing is put in a plastic bag, unwashed and sent home with the child.
- Nappies are changed throughout the day whenever required
- All children's nappies are changed routinely. Staff take turns on a rota system each day to ensure that children become comfortable with every member of staff
- Lastly, staff and children will thoroughly wash their hands using running warm water and soap

Sleep times

- Staff will always try to follow a baby's individual routine regarding sleep times. In the 2-5's room, sleep is offered between 12:45pm and 2:30pm
- Each child will have their own bedding which is laundered routinely at the nursery. In the 2-5's room parents provide a blanket or comforter which are sent home regularly for a wash
- Each baby sleep room has a monitor linked to the main playroom
- A daily record is logged of the time a child has been put in their cot, fallen to sleep and woken up
- In the baby room if staff ratios allow, a member of staff will sit in the hallway to monitor the children sleeping
- Staff will re-enter the room after each 15 minute period to check on the child, recording each check

E-safety

As an Ofsted registered childcare provider our online safety policy procedures have been written in line with PDSCP.

Technology has developed over recent years and will continue to evolve, here at Nemo's we accept that the internet is inherent to people's lives and it is important as a learning tool both in nursery and our lives outside. However, we are also aware that this global network comes with its own risks and dangers. We therefore set out the following guidelines to protect the children, staff and parents who use our setting. We also have an online safety champion to keep staff up to date on any new e-safety guidelines.

Use of internet at Nemo's

The staff at Nemo's use an online learning system called Parenta to monitor the children's development. This is a cloud-based system and this means that the staff have access to the internet in the rooms. Both the baby room and the 2-5's room have access to a tablet to record the children's observations and take photos as evidence. All staff must read and sign the online tablet agreement to show they understand what the tablets may and may not be used for.

Practitioners are permitted to use the internet on the nursery computer which is in the office or room tablet or laptop providing it is for the educational benefit of the children. This may be for gathering information for activities, planning, images or guidance.

At Nemo's we are able to provide our 2-5's children with information from the room tablet or laptop to explore and extend their learning. For example, children have been enjoying learning yoga moves from watching this on the tablet. This is giving them the opportunity to gain new knowledge. Staff are able to safeguard children using the internet because devices are kept secure when not in use and children are

always supervised when devices are being looked at. The nursery manager will monitor use to ensure content is appropriate.

Any documents that are made on the staff computer that contain personally identifiable data must be drop boxed to the manager's computer and then deleted from the staff computer.

Email can be used by staff for work purposes from the office computer but only sent through the nurseries email account- info@nemosnursery.com or the encrypted service CISCO.

The internet is of course constantly used in the nursery office for the business's administration systems, management information and planning activities.

Mobile Phones

Practitioners are not permitted to have their mobile phones or cameras during working hours. All staff mobiles and cameras are kept in a secure area away from where the children are accommodated.

Staff are not permitted to correspond with setting families through social networking sites.

The settings telephone number should be given out to be used as an emergency contact for staff.

Access to Nemo's email is prohibited on practitioner's personal devices.

Parents/carers or visitors are not permitted to use their mobile phones whilst in the setting, this is to safeguard all children.

Digital Photographs

On a child's admission form for Nemo's, all parents/carers are asked to give permission for us to use their child's photos for observation and record purposes and separately for marketing purposes. This consent form is considered valid for the entire period that the child attends Nemo's, unless notified of changes by parents/carers.

To safeguard your children, all photographs are only taken on the nursery tablets or cameras. Photographs are then stored on the nursery computer and are deleted each week after observations are completed. These photos are not shared with anyone other than the parents/carers of that child.

Nemo's are part of ICO (Information Commissioner's Office), this is the UK's independent authority set up to [uphold information rights in the public interest](#), promoting openness by public bodies and data privacy for individuals.

Nemo's nursery has a facebook page and quite often will use photos for marketing purposes. Permission will be obtained when a child starts at Nemo's. If permission is granted for photos to be used for marketing purposes, the children are never named.

Lock down

The safety of everyone in the nursery is given the highest priority.

There are some occasions when it may be necessary to keep the children inside the nursery buildings for their safety. Nemo's nursery and preschool's lock down policy aims to ensure that all children, staff and setting users remain in a safe and secure location in the event of a possible personal/setting threat and that the exposure to danger and possible risk of harm are minimised.

In the event of lockdown a member of staff will call the emergency services; another senior member of staff will alert all staff that they are in a lockdown situation. Staff will make sure they have any emergency medication and contact details for parents/carers.

As a result of an incident your child may have been moved from their normal playroom to another safer place within the nursery, so please, do not be unduly worried if they are not in their normal room. If children and staff are outside, they will move as quickly and quietly to the lock down room. Staff will make safe efforts to lock all gates and doors, pull blinds shut and turn off lights.

Children will always be supervised and staff must try to ensure all children are kept calm and as quiet as possible and head counts will be taken.

Communication with parents and carers will be re-established once the incident has been dealt with or advice given from appropriate authorities. If the end of the day is extended due to the lock down, parents will be notified and will receive information about time and place. All staff and children will stay in lock down until notified by the nursery manager or the person in senior position on the day.

Staff Whistle Blowing

The official name for whistle blowing is 'making a disclosure in the public interest'. It means that if staff at Nemo's believe there is wrongdoing in our workplace, staff can report this and their staff employment rights are protected.

Whistle-blowers are protected for public interest, to encourage people to speak out if they find malpractice in an organisation.

Staff at Nemo's acknowledge their individual responsibilities to bring matters of concern to the attention of senior management or relevant external agencies.

Staff must report any inappropriate behaviour of colleagues or any changes in the behaviour of colleagues which raises concerns.

This is particularly important where the welfare of children may be at risk.

External Bodies

The manager is the first point of contact although if the whistle blower feels uncomfortable, they can contact the following external bodies using 3 different methods.

Calling the Ofsted whistleblower hotline: 0300 1233155 (Mon to Fri 8am to 6pm)
Emailing Ofsted: whistleblowing@ofsted.gov.uk

Or Writing to:

WBHL
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Designated Safeguarding Lead: Rhonda Carr

Deputy Designated Safeguarding Lead: Hannah Cook

Prevent Office: Becca Oakes

Online Safety Champion: Charlotte Ayres

I confirm that I have received a copy of the updated safeguarding policy. I have read it, understood and will abide by it.

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