

## **Under 18's Policy**

### **What is the definition of a child?**

The United Nations Convention on the Rights of the Child defines a child as "a human being below the age of 18 years.

Before a staff member under the age of 18 starts their employment at Tina's Tots their parents/guardian will need to complete and return a sign copy of the '*Parent permission form for staff members under the age of 18*' (see appendix below).

### **Their individual work rights**

Staff members who are not yet 18 years of age have different rights to older employees. Tina's tots employ young people on apprenticeships aged 16-18.

- We will ensure that under 18's do not work more than 8 hours (this excludes break times) in a day and will not work more than 40 hours in a week.
- Staff members aged 16-17 years old must not start their working day before 7am and must be finished no later than 7pm.
- Staff under 18 are entitled to a 30 minute break every 4.5 hours worked in one shift.
- Staff need to ensure that they have 12 hours rest before the start of their next working shift.

### **Concerns for staff under 18**

If any staff members should have concerns for staff who are aged under 18 years old they must take the relevant steps to address these concerns. Staff must complete a cause for concern form and take that to the DSO. The Designated Safeguarding Officer will then take action as described in the flowchart attached to the bottom of this document.

## Child

***Do you have a concern about the safety of a child or whether harm is coming to them at home or outside of the nursery?***

If you have any concerns about a child or a concern with the parent caring for the child, please follow:

Take your cause for concern form to a DSO asap (within the same working day).

DSO's are: Christina, Emma and Kirsty

DSO call Duty and Advice team if they are unclear of the next steps and make an accurate note of exactly what has been said by the D & A in the safeguarding log.

Duty and advice team, Contact Number: 0113 3789685

DSO to inform parents of the concern if it would not put the child at risk of significant harm.

DSO to call and inform social services.

Social services (Mon – Fri) 0113 3760336,  
out of hours 0113 5350600

DSO to update the safeguarding log with an accurate account of what parents said and what social services have said.

## Staff and Named Person

***Has an allegation been made against a member of staff, or do you have concerns about their suitability?***

If you have any concerns about a member of staff or anyone who works with children at Tina's Tots please follow:

Complete a cause for concern form asap with facts and actual words used. Hand it directly to a DSO. Do not share with any other staff, parents, or children. Do not confront the accused.

2. DSO to call LADO straight away with any information known. LADO need to know details about the member of staff, their role, and the accusations made. They should inform of next steps they will take. **LADO** Contact Number: 0113 378 9687 Email: [LADO@leeds.gov.uk](mailto:LADO@leeds.gov.uk)

3. DSO to inform Ofsted via online notification of the accusation and anything said by LADO. Print and file in safeguarding log Ofsted notification <https://www.gov.uk/guidance/report-a-serious-childcare-incident>

4. Nursery Manager must be happy that the staff member is suitable, so an internal investigation will be completed alongside any LADO investigation. Staff could be suspended during investigation and/or contract terminated if Tina's Tots deem anyone unsuitable to work with children/carry out their role.

DSO to update LADO with any findings of internal investigation and any action taken.

6. DSO to update Ofsted with findings from investigation and any action taken.  
[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

7. Nursery Manager to inform DBS if a person is deemed unsuitable. [DBS - Login](https://www.gov.uk/guidance/report-a-serious-childcare-incident)  
[disclosure.homeoffice.gov.uk](https://www.gov.uk/guidance/report-a-serious-childcare-incident)

8. DSO to update the safeguarding log with all information and actions taken.

## **Parent permission form for staff members under the age of 18**

This form is to provide written consent that your child is suitable to gain employment at Tina's Tots. All the information given should be accurate. If information should change before your child reaches their 18th birthday please contact the nursery manager on 0113 2880617. Please sign and return this form at your earliest convenience.

Employee/child's name	Employee D.O.B
Start Date	Employee contact no
Known medical conditions:	Is your child taking any medications? If yes what and why?
Do you believe your child is suitable to work and care for children?	Will your child require any special arrangements to support them?
Has your child has any involvement with the police? If yes please provide details.	Do you have any concerns for your child's mental health?

Parents name		Parents D.O.B.	
Parents address		Sign	
		Date	