



Tel. 07876 260780

Session times only

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Milland Memorial Hall
Iping Road
MILLAND
Nr. Liphook
West Sussex
GU30 7NA

5 Safeguarding Children Policy and Procedure

We share information with regard to Safeguarding and Wellbeing with West Sussex Local Authority.

5.1 Safeguarding Children Policy and Procedures: Statement

Our setting will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

5.1 Safeguarding Children Policy and Procedures: Safeguarding Officer

The appointed officer, Jo Mealey will be responsible for the keeping of records and maintaining training levels for staff. The officer will also be required to attend all relevant courses and relay information to the staff.

In the absence of the DSL the Deputy DSL Caroline Kosinski will be the appointed officer.

5.2 Safeguarding Children Policy and Procedures: Prevent Abuse by means of good practice

Adults will not be left alone with individual children or with small groups. An adult who needs to take a child aside – for example, 1:1 support activities, will leave the door open. Non staff adults will NOT take children unaccompanied to the toilet. If accompanying their own child to the toilet a member of staff will ensure no other child is present. If other children are in the area a member of staff will stay with those children.

All mobile phones belonging to the nursery. staff and volunteers must be kept in the kitchen. No persons to carry their mobile phones with them whilst at the nursery. Phones may be left on in case of emergencies.

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. The layout of the room(s) will permit constant supervision of all children.

Only nursery school tablets to be used to take photos. Only the camera and the tablets belonging to the nursery are to be used for recordings. Any images or



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pictures taken or printed are to be kept strictly according to the nursery's policy and the Data Protection Act.

Existing Injuries forms will be filled out on arrival at nursery of children with any new injuries. These are placed in the child's file and monitored. If any injuries have not been disclosed to us, we will follow up with parents and fill out a form.

Our registration forms contain a section for existing birth marks.

If a child is absent from the setting and we have not been notified, we will phone at 10am to find out why. It will be marked in the register the reason for absence.

Staff attendance will also be monitored on the main register along with the children.

5.3 Safeguarding Children Policy and Procedures: Responding to Suspicions of Abuse

Changes in children's behaviour/appearance will be investigated.

Staff actively listen to children and observe their play and are aware of signs of abuse and if noted, will be investigated.

Safeguarding agencies and their contact information is available to all staff, volunteers, parents and outside agencies at all times. Detailing IFD (integrated front door) MASH (multi agency support hub) LADO (local designated officer) and PREVENT information.

Parents will normally be the first point of reference, though suspicions will also be referred to. Ofsted /Local Safeguarding Children Board.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/key worker, DSL, and the Nursery School manager.

5.4 Safeguarding Children Policy and Procedures: Liaise with other bodies

The nursery operates in accordance with local authority guidelines. Confidential records kept on children whom the nursery is anxious, will be shared with the Local Safeguarding Children Board. If the nursery feels that adequate explanations for changes in the child's condition have not been provided, a report on the child is to be made to the authorities. The child's parents will be informed at the same time as the report is made. The group will maintain ongoing contact with the registering authority, including names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in any emergency, for the Nursery School and the Local Safeguarding Children Board to work well together. Records will also be kept for the local NSPCC contact, or other contact(s) as appropriate.



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5.5 Safeguarding Children Policy and Procedures: Record Keeping

Whenever worrying changes are observed in a child's behaviour, physical conditions or appearance, a specific confidential record will be set up. This will be kept separate from the usual on-going records 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 dated name and signature of the recorder.

Such records will be kept in a separate file and will not be accessible to people in the Nursery School other than the Nursery School manager, DSL, key worker or other member of staff as appropriate.

5.6 Safeguarding Children Policy and Procedures: Record Keeping

The Nursery School will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.

Where abuse at home is suspected, the Nursery School will continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shared with the child's parents.

With the proviso that the care and safety of the child must always be paramount, the Nursery School will do all in its power to support and work with the child's family.

5.6 Safeguarding Children Policy and Procedures: Seek and Supply Training

We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse and so that they are aware of the local authority guidelines for making referrals.

Refresher Safeguarding courses shall be provided every 2 years.

5.7 Safeguarding Children Policy and Procedures: Allegations Against the Nursery

^[SEP] We ensure that all parents know how to complain about any action within the setting, which may include an allegation of abuse.

We follow the guidance of the local Safeguarding Children committee when responding to any complaint that a member of staff or volunteer, including the Designated Officer and Management has abused a child.



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We respond to any disclosure by children or staff that abuse by a person within the nursery may have taken, or is taking place, by first recording the details of any such alleged incident. We refer any such complaint immediately to the local authority's social service department to investigate. We co-operate entirely with any investigation carried out by social services in conjunction with the police.

Our policy is to suspend the member of staff on full pay for the duration of the investigation; this is not an indication of admission that the alleged incident has taken place but is to protect the person concerned as well as children and families throughout the process.

Where a member of staff, volunteer, Designated Officer or Management is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

5.7 Safeguarding Children Policy and Procedures: Online Safety and Technology

Children are never to be left unattended with the iPads. If iPads are being used as a learning resource, for example and educational video a member of staff will watch the video before the children to make sure they are safe to watch.

No phones are to be used within the hall by staff or parents. Phones will be asked to put away if seen in use.

Staff phones will be kept with their belongings in the Kitchen area and may be used in emergencies in the Kitchen.

Technology belonging to the nursery that may be use in the hall:

2x iPads

1x mobile phone. We do not have a landline at the hall so a mobile phone is necessary.

Our technology may be used for audio stories, photography for tapestry/marketing. Any images taken on the phone or iPads main cameras will be immediately deleted after uploading to tapestry.

Families are asked to sign a declaration in which they agree to never post images and videos on social media of nursery events and images or videos from tapestry to social media accounts.

Smart watches are asked to have the Bluetooth disabled to prevent any distraction, and link with recording and image taking on mobile devices.