Tel. 07876 260780

Session times only

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Milland Memorial Hall
Iping Road
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5 Safeguarding Children Policy and Procedure

We share information regarding Safeguarding and Wellbeing with the authority correct to the child's postcode.

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.

5.2 Safeguarding Children Policy and Procedures: Safeguarding Officer

The appointed Designated Safeguarding Lead (DLS), 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.

5.3 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 a parent/carer is 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 tablets belonging to the nursery are to be used for recordings. Any images or 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 marks.

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

Visitors into the building will always be required to sign in.

All communication between staff and parents/carers will take place only via face to face meeting, using the nursery phone line or via a message on tapestry.

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

Changes in children's behaviour/appearance will be investigated and recorded appropriately using our safeguarding forms located in the safeguarding folder.

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 - Sussex) MASH (multi agency support hub - Hampshire), C-SPA (Childrens Single Point of access – Surrey) 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 within the setting will be the member of staff/key worker, DSL, and the Nursery School manager.

5.5 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 about, and will be shared with the correct local authority to the child's postcode. 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 Authority to work well together. Records will also be kept for the local NSPCC contact, or other contact(s) as appropriate.

5.6 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

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.

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

Staff are aware that online safety and technology are high risk for children. Staff understand that if they have any concerns they need to report in the same way to the DSL as any other safeguarding concerns. The DSL's will take immediate action. Helplines are located in the cupboard in the kitchen.

If staff are made aware of sexual/exploited images/inappropriate images of children online, this will be reported to the local authority, as well as the appropriate helplines.

Children are never to be left unattended with the iPads.

We limit the use of screens at nursery. We may occasionally use them to watch an educational clip. 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.

We begin to build foundations of online safety without the use of screens with the children by empowering them to talk about their emotions. We build their self-esteem through praise and encouragement. Building on their communication skills

and ability to communicate with grown-ups when something is worrying them either through verbal skills or communication visuals.

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
Managers Laptop
Managers Amazon Fire Tablet

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. Notifications will be switched off on these devices.

The iPad and the phone are permitted to leave the site with the Manager and Deputy Manager only. Each iPad and the phone are password protected.

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.

Staff are asked to be aware of the high risks of social media and are highly recommended not be connected with families, past or present on these platforms. Any online bullying between staff members/parents and carers should be reported immediately to the DSL.

When nursery are made aware of any emerging concerns due to online safety, such as YouTube pop ups, will immediately inform parent/carers.

Nursery will send out information as it arises and in the newsletter for parents/carers to read to increase their awareness of online safety. Parents/carers are encouraged to ask for nursery advice with regard to online safety. Nursery will research where necessary to direct parents to correct and relevant information.

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5.8 Safeguarding Children Policy and Procedures: Recording of Absences.

As part of our safeguarding responsibilities Milland Valley Nursery School will keep a record of any absences of children. This record will be kept with the children's personal file.
We ask parents to notify nursery of any absences before 10am on the day.
Any holiday we request that parents inform us in advance.
Parents may call, email or message their absence notification. If a child is absent for 2 sessions and we have been notified via email or text message we will call for a check in.
If we have not received any notification and have concerns for welfare, social services or the police will be contacted for further advice and/or a welfare check.

The above statement will be shared with parents upon registration of the nursery.

5.8 Safeguarding Children Policy and Procedures: Operation Encompass

Milland Valley Nursery School is part of the nation scheme Operation Encompass. Operation Encompass is the reporting of Domestic Violence from the local police force to the nursery.

Under the scheme, the nursery has 2 key adults, the Designated Safeguarding Leads (DLS). The Key adults have completed the training set out by Operation Encompass.

The nursery follows guidelines set out by operation encompass.

The key adult is notified prior to the start of the day if there have been any incidents by the local police.

The key person of the child, and the manager will be made aware of the report, and we will support the child accordingly.

On the notice board in the kitchen is an Operation Encompass helpline if we need advice on how best to support the child.

Any call logs will be filed securely within the safeguarding file box.

New families will be made aware in our welcome pack that we are apart of the Operation Encompass scheme, as well as information on our website.

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