**Beltinge Day Nursery**



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| **Policies and Procedures Contents** | **Page no.** |
| 1. Child protection policy | 2-46 |
| 1. Whistle blowing and Allegations against staff | 47-50 |
| 1. Arrivals and departures from nursery | 51 |
| 1. Safe and Healthy eating | 52 |
| 1. Ratios and lone working | 53-54 |
| 1. Rest and sleep | 55 |
| 1. Health and safety | 56-60 |
| 1. Accidents / Injuries | 61 |
| 1. Administering Medication | 62-63 |
| 1. Ill children | 64-65 |
| 1. Behaviour Management | 66-67 |
| 1. Dummy policy | 68 |
| 1. Equality and Diversity | 69 |
| 1. Special Educational Needs | 70-71 |
| 1. Uncollected Children | 72-73 |
| 1. Curriculum and learning policy | 74-75 |
| 1. Complaints | 76 |
| 1. Admissions, Registration, Sessions and Fees | 77-78 |
| 18. Committees | 79 |
| 19.Vision statement. | 80 |
| 1. Intimate and Personal Care, including Nappy Changes | 81 |
| 1. Lost & Missing Child. | 82-83 |
| 1. Emergency Evacuation (Fire Drills) | 84-85 |
| 1. Bereavement | 86 |
| 1. Outings | 87-89 |
| 1. GDPR | 90 |
| 1. Use of Images | 91-93 |
| 1. Use of Mobile Phones and Image Capturing Devices | 94 |
| 1. Staff Code of Conduct including AUP | 95-106 |
|  |  |
|  |  |
|  |  |
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Child Protection Policy

T**his is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents**.

Date written: October 2024

Date of last update: Oct 2024

Date agreed and ratified by: Bernadette Woods registered person, and the Beltinge Day Nursery Committee, November 2024

Date of next full review: October 2025

**This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.**

**Key Contacts**

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| --- | --- | --- |
|  | **Name** | **Contact information** |
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| **1: Child centred approach to safeguarding.**  **1.1 Introduction.**  **1.2 Policy context.**  **1.3 Definition of safeguarding.**  **1.4 Safe culture.** |
| **2: Key responsibilities**  **2.1 Leadership and management.**  **2.2 The DSL**  **2.3 Members of staff.**  **2.4 Children.**  **2.5 Parents.** |
| **3: Child protection procedures.**  **3.1 Recognising indicators.**  **3.2 Responding to a child protection concern.**  **3.3 Recording.**  **3.4 Multi agency working.**  **3.5 Confidentiality and information sharing.**  **3.6 complaints.** |
| **4: Specific safeguarding issues.**  **4.1 Bruising on non mobile children.**  **4.2 Child on Child abuse.**  **4.3 Child sexual and child criminal exploitation.**  **4.4 So called honour based violence.**  **4.5 Preventing radicalisation.**  **4.6 Domestic abuse.**  **4.7 Modern slavery.** |
| **5: Supporting children at greater risk of harm.**  **5.1Supporting children with SEND**  **5.2 Children requiring mental health support.**  **5.3 Children who are frequently absent.**  **5.4 Children who may benefit from Early help.**  **5.5 Children in need and child protection plans.**  **5.6 Looked after children.**  **5.7 LGBTQ**  **5.8 Privately fostered children.** |
| **6: Online Safety.**  **6.1 Policies and procedures.**  **6.2 monitoring and filtering.**  **6.3 information security and access information.**  **6.4 remote/online learning.**  **6.5 Staff training.**  **6.7 Educating children.**  **6.8 Working with parent and carers** |
| **7: Staff expectations and expectations.**  **7.1 Staff awareness, induction and training.**  **7.2 Supervision and support.** |
| **8: Safer recruitment and allegations against staff.**  **8.1 Safer recruitment and checks**  **8.2 allegations against staff.** |
| **9: Physical safety.**  **9.1 Physical interventions.**  **9.2 Site security and safety.** |
| **10: Local support.** |
| **Appendix 1** |
| **Appendix 2** |

**Act immediately and record your concerns. If urgent, speak to a DSL first.**

* Follow our policy /precedure
* Reassure the child
* Clarify concerns, using open questions if necessary (**TED**: **T**ell, **E**xplain, **D**escribe)
* Record facts and not opinions, use child’s own words.
* Sign and date your records
* Seek support for yourself if required from DSL (Bernadette Pearl/Emma Shaw)

**Inform the Designated Safeguarding Lead** Bernadette Woods, Manager or Emma Shaw Deputy Manager.

**If you are unhappy with the response:**

**Staff:**

* Follow setting whistleblowing procedures.
* Follow Kent [safeguarding partnership escalation](https://www.kscmp.org.uk/) procedures.

**Children and Parents:**

* Follow settings complaints procedures found in our policy pack or on our website, under policies. [Beltinge Day Nursery](https://beltingedaynursery.co.uk/)

At all stages, the child’s circumstances will be kept under review.

The DSL/staff will request further support if required to ensure the **child’s safety** is **paramount.**

**Record decision making and action taken in the child protection file**

**Review** and **request further support** if necessary.

Why are you concerned?

For example:

* Something a child has said – for example, an allegation of harm.
* Child’s appearance – may include unexplained marks as well as dress.
* Behaviour change
* Witnessed concerning behaviour.

**Monitor**

Be clear about:

* What you are monitoring. For example, behaviour trends, appearance.
* How long you will monitor.
* Where, how and to whom you will feedback and how you will record.

**Designated Safeguarding Lead**

* If a child is at risk of immediate harm and/or is unsafe to go home, make an urgent [Request for Support to the Front Door Service via the portal](https://www.kscmp.org.uk/guidance/worried-about-a-child) or call the Police on 999.
* If no immediate risk of harm, provide internal support and/or refer to other agencies in line with [Kent Safeguarding Support Level Guidance and KSCMP procedures](http://www.kscmp.org.uk/), as appropriate. For example, signposting to community services and/or early help open access, a non-urgent call to the Police via 101, reporting allegations against staff to the County LADO Service, or make a Request for Support via the [Front Door Service Portal](https://www.kscmp.org.uk/guidance/worried-about-a-child).
* Where the setting is unsure, advice can be sought from a Local Authority Social Worker at the Front Door Service via **03000 411 111**
* Where support is required out of working hours, contact the Out of Hours Service via **03000 41 91 91**.

# Child Focused Approach to Safeguarding

*All children deserve the care and support they need to have the best start in life. Children learn and develop at a faster rate from birth to five years old than at any other time in their lives, so their experiences in early years have a major impact on their future life chances. A secure, safe, and happy childhood is important in its own right. Good parenting and high-quality early learning provide the foundation children need to fulfil their potential.’*

*‘Children learn best when they are healthy, safe, secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.’*

Early Years Foundation Stage (EYFS) 2024

## **1.1 Introduction**

* Beltinge Day Nursery will provide a welcoming, safe, and stimulating environment where children can enjoy learning and grow in confidence. Beltinge Day Nursery will provide age-appropriate educational opportunities to enable early years children to develop positive relationships, self-regulation, social and emotional understanding, communication, language and understanding to help them understand how to keep themselves safe, and the importance of being kind to others.
* We recognise that early years settings play an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is ‘safe’; to recognise when they and others close to them are not safe; and how to speak to trusted adults who can support them when they are concerned. Children at Beltinge Day Nursery will be listened to and heard and their concerns will be taken seriously and acted upon as appropriate.
* Beltinge Day Nursery recognise that a one size fits all approach may not be appropriate for all children, and a more personalised or contextualised approach for more vulnerable children, victims of abuse and some SEND children might be needed.
* The registered person and the committee members of Beltinge Day Nursery believes that all those directly involved with our setting have an essential role to play in making it safe and secure. Our setting aims to create the safest environment within which every child can achieve their full potential. All children (defined in law and in this policy as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, sex (gender), ability, culture, race, language, religion or sexual identity or orientation, have equal rights to protection.
* Beltinge Day Nursery recognise our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding and promoting the welfare of children is **everybody’s** responsibility and everyone has a role to play. All members of our community (staff, volunteers, governors, leaders, parents/carers, wider family networks, and children) have an important role in safeguarding children and all have an essential role to play in making our community safe and secure.
* Staff working with children at Beltinge Day Nursery will maintain an attitude of ‘it could happen here’ where safeguarding is concerned. When concerned about the welfare of a child, staff will always act in the best interests of the child and if any member of our community has a safeguarding concern about any child or adult, they should act and act immediately.
* As part of the safeguarding ethos of our setting, we are committed to:
  + Maintaining children’s welfare as our paramount concern.
  + Developing a child centered environment and fostering a culture in which children feel safe, secure, valued, and respected, confident to talk openly and are sure of being listened to.
  + Developing appropriate and positive relationships between children and the adults that care for them, including working with both parents (where possible/appropriate) to ensure the welfare of all children, including, where necessary, the need to refer to other agencies when safeguarding concerns arise.
  + Using age-appropriate learning opportunities to help early years children understand and identify the parameters of what is appropriate child and adult behaviour; what is ‘safe’, to recognise when they and others close to them are not safe, and how to seek advice and support if they are concerned.
  + Ensuring all staff have regular and appropriate training (including induction) to enable them to recognise the signs and symptoms of abuse, and ensure they are aware of our procedures and reporting mechanisms.
  + Monitoring children who have been identified as ‘in need’, including the need for protection and implementing specific interventions and taking action for those who may be at risk of harm.
  + Keeping confidential child protection records, which are stored securely and shared appropriately, including with other professionals.
  + Developing effective and supportive liaison with other agencies to ensure children are safeguarded where concern arise.
* The procedures contained in this policy apply to all staff, including trustees, temporary or third-party agency staff and volunteers. This policy applies where there are any child protection concerns regarding children who attend the settings but may also apply to other children connected to the setting, for example, siblings or students on student/work placements (under 18s).
* Beltinge Day Nursery adheres to the Kent Safeguarding Children Multi-Agency Partnership (KSCMP) safeguarding children’s procedures. The full KSCMP procedures, documents and additional guidance relating to specific safeguarding issues can be found on the KSCMP website: [www.kscmp.org.uk](http://www.kscmp.org.uk)

## **1.2 Policy context**

* This policy is implemented in accordance with our compliance with the statutory guidance from the Department for Education, Early Years and Foundation Stage (EYFS), especially section 3: the safeguarding and welfare requirements.
* This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes but is not limited to:
  + Keeping Children Safe in Education 2022 (KCSIE)
  + Working Together to Safeguard Children 2018 (WTSC)
  + Ofsted: Education Inspection Framework’
  + Framework for the Assessment of Children in Need and their Families 2000
  + [Kent and Medway Safeguarding Children Procedures](https://www.kscmp.org.uk/)
  + Early Years and Foundation Stage Framework (EYFS)
  + The Education Act 2002
  + The Human Rights Act 1998
  + The Equality Act 2010 (including the Public Sector Equality Duty)
* Beltinge Day Nursery will follow local or national guidance in response to any emergencies. We will amend this policy and our procedures as necessary but regardless of the action required, our safeguarding principles will always remain the same and the welfare of the child is paramount.
* Beltinge Day Nursery recognise that as a result of the Covid-19 pandemic, some members of our community may have been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases experienced increased welfare and/or safeguarding risks. We will work with local services, such as health and the local authority, to ensure necessary support is in place.
* This policy will be evaluated at least annually, and will be revised as necessary, so that it reflects the current safeguarding issues and challenges, including lessons learnt. The policy will also be updated after any national or local changes, major local or national safeguarding incidents and/or learning, and/or any modifications to our own procedures.
* All staff (including temporary staff and volunteers) will be provided with a copy of this policy and Part One and Annex A of KCSIE as appropriate. The most up to date copy can be found on the intranet.
* Parents/carers are sent a copy of all of our policies when they join the nursery, including our Child Protection Policy. Additionally, our policies can be viewed via our website: [Beltinge Day Nursery](https://beltingedaynursery.co.uk/) or can be requested from the nursery office.
* The Designated Safeguarding Lead (DSL), registered person, and manager Bernadette Woods will ensure the Committee receive regular reporting on safeguarding activity and systems. They will not receive details of individual children’s situations or identifying features of families as part of their oversight responsibility.
* This policy is one of a series of our integrated safeguarding portfolio and should be read and actioned in conjunction with the policies as listed below:
  + lost or missing child which includes absence.
  + Uncollected child.
  + Behaviour management, including use of physical intervention
  + Complaints
  + Confidentiality
  + Data protection and information sharing
  + Emergency procedures, such as evacuations and lockdowns
  + Accidents and injuries
  + Administering medication
  + Ill children including allergies
  + Health and safety
  + Image use
  + Managing allegations against staff
  + Mobile phone, cameras and all other electronic devices
  + Online safety
  + Personal and intimate care, including toilets and intimate hygiene
  + Risk assessments, such as trips/outings, use of technology, environment
  + Safe and healthy eating
  + Safer recruitment
  + Sleep and rest policies
  + Social media
  + Staff behaviour policy/code of conduct, including Acceptable Use of Technology Policies (AUP)
  + Ratios and lone working expectations, in line with EYFS
  + Visitors policy
  + Whistleblowing, included in this policy and staff code of conduct

**Supporting Guidance (to be read and followed alongside this document)**

* Keeping Children Safe in Education
* Ofsted ‘[Early years inspection handbook](https://www.gov.uk/government/publications/early-years-inspection-handbook-eif)’
* Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings - [Safer Recruitment Consortium](https://saferrecruitmentconsortium.org/)
* [What to do if you are worried a child is being abused](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2)
* UK Council for Internet Safety (UKCIS) [Safeguarding children and protecting professionals in early years settings: online safety considerations](https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations)
* All of the latest copies of these documents can be found on the intranet, or you can request that the office print you the latest copy.

## **1.3 Definition of safeguarding**

* In line with ‘[Working Together to Safeguard Children’](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2), safeguarding and promoting the welfare of children is defined for the purposes of this policy as:
  + providing help and support to meet the needs of children as soon as problems emerge.
  + protecting children from maltreatment, whether that is within or outside the home, including online.
  + preventing impairment of children’s mental and physical health or development.
  + ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
  + promoting the upbringing of children with their birth parents, or otherwise their family network, whenever possible and where this is in the best interests of the child(ren).
  + taking action to enable all children to have the best outcomes.
* Safeguarding **“*is everyone’s responsibility”***and everyone who comes into contact with children and families has a role to play. Everyone should consider wider environmental factors in a child’s life that may be a threat to their safety and/or welfare.
* Child protection is part of safeguarding and promoting the welfare of all children and is defined as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.
* Our setting acknowledges that safeguarding includes a wide range of specific issues including (but not limited to):
* Abuse and neglect
* Bullying, including cyberbullying
* Child-on-child abuse
* Children with family members in prison
* Children who are absent or missing from education
* Child missing from home or care
* Child Sexual Exploitation (CSE)
* Child Criminal Exploitation (CCE)
* Contextual safeguarding (risks outside the family home)
* County lines and gangs
* Domestic abuse
* Drugs and alcohol misuse
* Fabricated or induced illness
* Faith abuse
* Gender based abuse and violence against women and girls
* Hate
* Homelessness
* Human trafficking and modern slavery
* Mental health
* Nude or semi-nude image sharing, also known as youth produced/involved sexual imagery or “Sexting”
* Online safety
* Preventing radicalisation and extremism
* Private fostering
* Relationship abuse
* Serious violence
* Sexual violence and sexual harassment
* So-called ‘honour-based’ abuse, including Female Genital Mutilation (FGM) and forced marriage
* ‘Upskirting’
* Annex B of ‘[Keeping Children Safe in Education’](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) (KCSIE) contains important additional information about specific forms of abuse and safeguarding issues. Staff at the setting who work directly with children will read part one and annex B of KCSIE.
* If staff have any concerns about a child’s welfare, they should act on them immediately. They should follow this policy and speak to the Designated Safeguarding Lead (or deputy).

## **1.4 Safe Culture**

* As part of our approach to safeguarding, we will create and embed a culture of openness, trust and transparency in which our values and expected behaviour as set out in our code of conduct are constantly lived, monitored and reinforced by all staff, and any concerns are dealt with promptly and appropriately. Our setting will ensure processes, training and support is in place for staff to promote continuous vigilance, maintain an environment that deters and prevents abuse and challenges inappropriate behaviour.
* All members of staff are required to work within our clear guidelines on safer working practice as outlined in our staff code of conduct and reflected in all policies.
* Staff will be made aware of our behaviour management, physical intervention and health and safety policies. Staff will manage behaviour effectively to ensure a good and safe educational environment and will have a clear understanding of the needs of all children. Any physical interventions, use of reasonable force and use of first aid will be in line with our agreed policy and procedures, and national guidance.
* All staff will be made aware of the professional risks associated with the use of social media and electronic communication (such as email, mobile phones, texting, social networking). Staff will adhere to relevant policies including staff behaviour policy, mobile and smart technology, Acceptable Use Policies (AUPs), and social media. As outlined in Staff code of conduct, use of images, use of mobile phones and image capturing devises.
* All staff and volunteers should feel able to raise any concerns about poor or unsafe practice and potential failures in our safeguarding regime. The management team at Beltinge Day Nursery will take all concerns or allegations received seriously.
* All members of staff are made aware of our Whistleblowing procedure. It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.
* Staff can access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).
* Staff are encouraged and should feel confident to self-refer, if they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.This includes where concerns may be felt to be deliberately invented or malicious; such allegations are extremely rare and as such all concerns should be reported and recorded.
* Beltinge Day Nursery has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity or would have been removed had they not left. The DBS will consider whether to bar the person.
  + If these circumstances arise in relation to a member of staff at our setting, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the [LADO](https://www.kscmp.org.uk/procedures/local-authority-designated-officer-lado).
* Beltinge Day Nursery have a duty to inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations. Notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made and are aware that to not do so would be an offence.

# Key Responsibilities

## **2.1 Leadership & Management**

* The manager has a strategic responsibility for our safeguarding arrangements and will comply with their duties under legislation. The manager & registered person have regard to the KCSIE and EYFS guidance and will ensure our policies, procedures and training is effective and complies with the law at all times.
* The registered person, management team committee will facilitate a whole setting approach to safeguarding which involves everyone. They will ensure that safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development, so that all systems, processes, and policies operate with the best interests of the child at their heart. The registered person, management team & committee will ensure that our child protection and safeguarding policies and procedures are understood and followed by all staff.
* The registered person/leadership/management committee will ensure that the Designated Safeguarding Lead is supported in their role and is provided with sufficient time so they can provide appropriate support to staff and children regarding any safeguarding and welfare concerns.
* The registered person, management team committee are aware of their obligations under the Human Rights Act 1998, the Equality Act 2010, (including the Public Sector Equality Duty), and the local multi-agency safeguarding arrangements set out by the Kent Safeguarding Children Multi-Agency Partnership ([KSCMP](https://www.kscmp.org.uk/)).
  + This includes but is not limited to safeguarding all members of our community (for example, staff, children, parents/carers, and other family members) identified with protected characteristics within the Equality Act: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
  + For further information about our approaches to equality, diversity, and inclusion, please access our policies on our website or request a pack from the nursery office.

## **2.2 Designated Safeguarding Lead (DSL)**

* The EYFS states; *‘a practitioner must be designated to take lead responsibility for safeguarding children in every setting’.*
  + Bernadette Woods, manager and registered person is appointed as the Designated Safeguarding Lead (DSL) for our setting.
* The setting has also appointed Deputy DSLs who will have delegated responsibilities and act in the DSLs absence.
  + Emma Shaw, Deputy Manager.
* The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. Deputy DSLs will be trained to the same standard as the DSL. The DSLs training will be updated formally at least every two years, but their knowledge and skills will be updated at least annually through a variety of methods at regular intervals.
* The DSL has overall responsibility for the day-to-day oversight of safeguarding and child protection systems (including online safety) in the setting. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated.
* It is the role of the DSL to:
  + Act as the central contact point for all staff to discuss any safeguarding concerns.
  + Maintain a confidential recording system for safeguarding and child protection concerns.
  + Coordinate safeguarding action for individual children.
    - When supporting children with a social worker or looked after children, the DSL should have the details of the child’s social worker in the authority that looks after the child.
  + Liaise with other agencies and professionals in line with EYFS and WTSC.
  + Ensure that locally established procedures as put in place by the three safeguarding partners as part of the [Kent Safeguarding Children Multi-Agency Partnership](https://www.kscmp.org.uk/) (KSCMP) procedures, including referrals, are followed, as necessary.
  + Represent, or ensure the setting is appropriately represented at multi-agency safeguarding meetings (including child protection conferences).
  + Managing and monitoring the setting’s role in any multi-agency plan for a child.
  + Being available during setting hours for staff to discuss any safeguarding concerns and ensuring adequate and appropriate DSL cover arrangements in response to any closures and out of hours and/or out of term activities.
  + Taking lead responsibility for online safety, including understanding the filtering and monitoring systems and processes in place.
  + Ensuring all staff access appropriate safeguarding training and relevant updates in line with the recommendations within EYFS.
  + Liaise with the committee to inform them of any safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.

## **2.3 Members of staff**

* The welfare requirement of the EYFS requires providers *‘to take all necessary steps to keep children safe and well’*’ and accordingly, everyone involved in the care of young children has a role to play in their protection.
* Our staff are in a unique position to observe any changes in a child’s behaviour or appearance, may be able to identify concerns early, provide help and support for children, promote children’s welfare and prevent concerns from escalating.
* All members of staff have a responsibility to:
* provide a safe environment in which children can learn.
* be aware of the indicators of abuse, neglect and exploitation so that they can identify cases of children who may need help or protection.
* know what to do if a child tells them that they are being abused, neglected, or exploited and understand the impact this can have upon a child.
* be prepared to identify children who may benefit from early help, including understanding the early help process and their role in it.
* understand our settings safeguarding policies and systems.
* undertake regular and appropriate training which is regularly updated.
* be aware of the local process of making referrals to children’s social care and statutory assessment under the Children Act 1989.
* know how to maintain an appropriate level of confidentiality.
* ensure that adequate supervision of children is implemented, including that whilst children are eating, they must be within sight and hearing of an adult.
* reassure children who report concerns that they are being taken seriously and that they will be supported and kept safe.
* Staff at Beltinge Day Nursery recognise that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as being abusive or harmful. This should not prevent staff from having professional curiosity and speaking to a DSL if they have any concerns about a child.
* Staff at Beltinge Day Nursery will determine how best to build trusted relationships with children, young people and parents/carers which facilitate appropriate professional communication in line with staff code of conduct.

## **2.4 Children**

* Children have a right to:
  + Feel safe, be listened to, and have their wishes and feelings taken into account.
  + Confidently report any worries, knowing their concerns will be treated seriously, and they can safely express their views and give feedback.
  + Receive help from a trusted adult.
  + Learn how to keep themselves safe, including online.

## **2.5 Parents and carers**

* Parents/carers have a responsibility to:
* Understand and adhere to any relevant setting policies and procedures.
* Talk to their children about safeguarding issues and support the setting in their safeguarding approaches.
* Identify behaviours which could indicate that their child is at risk of harm including online.
* Seek help and support from the setting or other agencies.

# Child Protection Procedures

## **Recognising indicators of abuse, neglect** **and exploitation**

* Staff will maintain an attitude of ‘it could happen here’ where safeguarding is concerned. When concerned about the welfare of a child, staff will always act in the best interests of the child.
* All staff are made aware of the definitions and indicators of abuse, neglect and exploitation as identified by ‘Working Together to Safeguard Children’ and ‘Keeping Children Safe in Education’. This is outlined locally within the [Kent Support Levels Guidance](https://www.kscmp.org.uk/guidance/kent-support-levels-guidance).
* Beltinge Day Nursery recognise that when assessing whether a child may be suffering actual or potential harm there are four categories of abuse (for more in-depth information, see appendix 1):
  + Physical abuse
  + Sexual abuse
  + Emotional abuse
  + Neglect
* By understanding the indicators or abuse, neglect and exploitation we can respond to problems as early as possible and provide the right support and services for the child and their family.
* All members of staff are expected to be aware of and follow the below approach if they are concerned about a child:



‘[What to do if you are worried a child is being abused’](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2)

* Beltinge Day Nursery recognises that concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. The indicators of child abuse, neglect and exploitation can vary from child to child. Children develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child. It is important to recognise that indicators of abuse, neglect and exploitation do not automatically mean a child is being harmed, however all concerns should be taken seriously and will be explored by the DSL on a case-by-case basis.
* Beltinge Day Nursery recognises abuse, neglect, exploitation and other safeguarding issues are rarely standalone events and cannot always be covered by one definition or one label alone. In many cases, multiple issues will overlap with one another, therefore staff will always be vigilant and always raise concerns with a DSL.
* Parental behaviors can indicate child abuse, neglect and exploitation; staff will be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
* Children may report abuse, neglect and exploitation happening to themselves, other children, or their family members. All reports made by children to staff will be taken seriously and will be responded to in line with this policy.
* Safeguarding incidents and/or behaviours can be associated with factors and risks outside the setting. Children can be at risk of abuse, neglect and exploitation in situations outside their families; extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.
* Beltinge Day Nursery recognises that technology can be a significant component in many safeguarding and wellbeing issues; children are at risk of abuse, neglect and exploitation online from people they know (including other children) and from people they do not know; in many cases, abuse will take place concurrently via online channels and in daily life.
* Beltineg Day Nursey recognises that some children have additional or complex needs and may require access to intensive or specialist services to support them.
* In all cases, if staff are unsure of what action to take, they will always speak to the DSL (or deputy).

## **3.2 Responding to child protection concerns**

* If staff are concerned about the safety or welfare of a child, they are expected to:
  + listen carefully to the child, reflecting back the concern.
  + be non-judgmental.
  + Avoid using any leading questions; only prompting the child where necessary, with open questions to clarify information. For example, who, what, where, when or Tell, Explain, Describe (TED).
  + not promise confidentiality as concerns will have to be shared further, for example, with the DSL and potentially Integrated Children’s Services.
  + be clear about boundaries and how the report will be progressed.
  + record the concern using the facts, for example, words the child uses or recording the location of any marks using a body map, in line with our record keeping requirements.
  + inform the DSL (or deputy), as soon as practically possible.
* All staff are made aware that early information sharing is vital for the effective identification, assessment, and allocation of appropriate service provision, whether this is when problems first emerge, or where a child is already known to other agencies. Staff will not assume a colleague, or another professional, will act and share information that might be critical in keeping children safe.
* In Kent, Early Help and Preventative Services and Children’s Social Work Services are part of [Integrated Children’s Services](http://www.kelsi.org.uk/support-for-children-and-young-people/integrated-childrens-services) (ICS) and are accessed via the ‘Front Door Service’/[Kent Children's Services Portal](https://webapps.kent.gov.uk/KCC.ChildrensPortal.Web.Sites.Public/Default.aspx).
* ‘Early help’ is defined in ‘Working together to safeguard children’ as support for children of all ages that improves a family’s resilience and outcomes or reduces the chance of a problem getting worse. It is not an individual service, but a system of support delivered by local authorities and their partners, including education providers, working together and taking collective responsibility to provide the right provision in their area.
  + If early help support is appropriate, the DSL (or a deputy) will lead on exploring internal resources available and liaising with other universal or additional services available via local agencies.
  + Where Intensive Support Early Help (provided by ICS, outlined in the [KSCMP support levels guidance](https://www.kscmp.org.uk/guidance/kent-support-levels-guidance)) is considered to be appropriate, the DSL (or deputy) will make a ‘request for support’ via the [Kent Children's Services Portal](https://webapps.kent.gov.uk/KCC.ChildrensPortal.Web.Sites.Public/Default.aspx).
  + Staff, including the DSL, may be required to work with other agencies and professionals in an early help assessment.
  + The DSL will keep all Early Help cases under constant review and consideration will be given to escalating concerns and/or seeking advice from the Front Door Service if the situation does not appear to be improving or is getting worse.
* Where a child is suffering, or is likely to suffer from harm, or is in immediate danger (for example, under section 17 or 47 of the Children Act), intensive or specialist support is required and a ‘request for support’ will be made immediately to Kent [Integrated Children’s Services](http://www.kelsi.org.uk/support-for-children-and-young-people/integrated-childrens-services) (via the [portal](https://webapps.kent.gov.uk/KCC.ChildrensPortal.Web.Sites.Public/Default.aspx)) and/or the police, in line with the [Kent Support Level Guidance and KSCMP procedures](https://www.kscmp.org.uk/guidance/worried-about-a-child).
  + Our setting recognises that in situations where there are immediate child protection concerns for a child as identified in line with Support Level Guidance, it is NOT to investigate as a single agency, but to act in line with KSCMP guidance which may involve multi-agency decision making**.**
  + The DSL may seek advice or guidance from a social worker via the Front Door Service before deciding next steps.
* The DSL, or a deputy DSL in the absence of the DSL will have the overall responsibility for making referrals. However, all staff are made aware of the local process for making referrals to Integrated Children’s Services and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments.
* If staff have any concerns about a child’s welfare, they are expected to act on them immediately. If staff are unsure if something is a safeguarding issue, they will speak to the DSL (or deputy). If in exceptional circumstances, a DSL is not available, this should not delay appropriate action being taken by staff.
  + Staff will speak to a member of the management team, request a consultation with a social worker from the Front Door Service, or make a request for support to the Front Door Service themselves; for contact information, see each room notice board, the staff room, office and staff toilet.
  + In these circumstances, any action taken by staff will be shared with a DSL as soon as is possible.
* In the event of a request for support to the Front Door Service being necessary, parents/carers will be informed and consent to this will be sought by the DSL in line with guidance provided by KSCMP and ICS. Parents/carers will always be informed in the case of a request for support being submitted by the setting unless there is a valid reason not to do so, for example, if informing them may put a child at risk of harm or could undermine a criminal investigation.
* If, after a request for support or any other planned external intervention, a child’s situation does not appear to be improving, or concerns regarding receiving a decision or the decisions made, staff or the DSL will re-refer (if appropriate) and/or DSLs will follow the [Kent Escalation and Professional Challenge Policy](https://www.kscmp.org.uk/procedures) to ensure their concerns have been addressed and, most importantly, that the child’s situation improves.
* DSLs and staff will be mindful of the need for the setting to ensure any activity or support implemented to support children and/or families is recorded. Support provided by the setting where families are struggling will be overseen and reviewed by the DSL on a regular basis to ensure activity does not obscure potential safeguarding concerns from the wider professional network.

## **3.3 Recording concerns**

* All safeguarding concerns, discussions, decisions, and reasons for those decisions, will be recorded in writing in the setting safeguarding file and passed without delay to the DSL. Our records will include a clear and comprehensive summary of any concerns, details of how concerns were followed up and resolved, a note of any action taken or not taken, how any decisions were reached and any outcomes.
* Incident/Welfare concern forms are kept in each room and in the office
* If there is an immediate safeguarding concern the member of staff will consult with a DSL before completing the form as reporting urgent concerns takes priority.
* Records will be completed as soon as possible after the incident/event, using the child’s words and will be signed and dated by the member of staff. Child protection records will record facts and not personal opinions. A body map will be completed if visible marks or injuries to a child have been observed.
* If members of staff are in any doubt about recording requirements, they will discuss their concerns with the DSL.
* Confidential information and records about staff and children will always be held securely and will only be accessible and available to those who have a right or professional need to see them.
* Child protection records will be kept for individual children and will be maintained separately from all other records relating to the child in the setting. Child protection records will be kept and shared in accordance with our responsibilities under the Data Protection Legislation and, where relevant, the Freedom of Information Act 2000.
* Beltinge Day Nursery has an appropriately trained Data Protection Officer (DPO) as required by the UK General Data Protection Regulations (UK GDPR) to ensure that our setting is compliant with all matters relating to confidentiality and information sharing requirements. **Claire Hayward.**
* All child protection records will be transferred in accordance with data protection legislation to the child’s subsequent setting or school, under confidential and separate cover as soon as possible. Child protection files will be transferred securely to the new DSL, separately to the child’s main file, and a confirmation of receipt will be obtained.
* In addition to the child protection file, the DSL will also consider if it would be appropriate to share any information with the DSL at the new setting or school in advance of a child leaving, for example, information that would allow the new setting or school to continue to provide support.
* Where the setting receives child protection files from another setting, the DSL will ensure key staff such as the Special Educational Needs Co-Ordinators (SENCOs) will be made aware of relevant information as required.
* Where a child joins the setting and no child protection files are received, the DSL will proactively seek to confirm from the previous setting whether any child protections exist for the child, and if so, if the files have been sent.

## **3.4 Multi-agency working**

* Beltinge Day Nurseryrecognises the pivotal role we have to play in multi-agency safeguarding arrangements and is committed to its responsibility to work within the [KSCMP](https://www.kscmp.org.uk/) multi-agency safeguarding arrangements as identified within ‘Working Together to Safeguard Children’.
* The Bernadette Woods manager/registered person and DSL will work to establish strong and co-operative local relationships with professionals in other agencies, including the safeguarding partners in line with local and national guidance. Some examples of multi-agency relationships may include, but are not exhaustive are:
* social workers
* early help workers
* health visitors
* specialist teachers
* speech and language therapists
* equality and inclusion professionals
* Local Inclusion Forum Teams (LIFT)
* other schools/settings where children attend one than one setting/provision
* paediatrician
* strategy meetings and child protection conferences

## **Confidentiality and information sharing**

* Beltinge Day Nurseryrecognises our duty and powers to hold, use and share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance outlined within EYFS and KCSIE.
* Where reasonably possible, our setting will hold more than one emergency contact number for each child. There is an expectation that contact information will be held for both parents, unless doing so would put a child at risk of harm.
* Beltinge Day Nurseryhas an appropriately trained Data Protection Officer (DPO) as required by the UK General Data Protection Regulations (UK GDPR) to ensure that our setting is compliant with all matters relating to confidentiality and information sharing requirements.
* All staff are made aware of the need to protect the privacy of the children in their care, as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures both confidentiality and safeguarding.
  + Beltinge Day Nurserywill ensure staff are aware of our confidentiality policy and will ensure there is an area where staff may talk to parents and/or carers confidentially.
  + All staff are aware they cannot promise a child that they will not tell anyone about a report of any form of abuse, as this may not be in the best interests of the child.
* Staff will have due regard to the relevant data protection principles, which allow them to share and withhold personal information.
  + The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Staff have a professional responsibility to be proactive in sharing information as early as possible to help identify, assess, and respond to risks or concerns about the safety and welfare of children; this may include sharing information with the DSL and with other agencies as appropriate. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.
  + KCSIE, the [Information Commissioner’s Office](https://ico.org.uk/for-organisations/) (ICO) and DfE ‘[Information sharing advice for safeguarding practitioners](https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice) guidance provides further details regarding information sharing principles and expectations. This is kept on the notice board in the children’s library in the foyer.
* Bernadette Woods the manager/registered person and DSL will only disclose relevant safeguarding information about a child with staff on a ‘need to know’ basis.

## **3.6 Complaints**

* All members of our community should feel able to raise or report any concerns about children’s safety or potential failures in our safeguarding regime. The leadership team at Beltinge Day Nursery will take all concerns reported seriously and all complaints will be considered and responded to in line with the relevant and appropriate process.
* The setting has a complaints procedure available to parents, members of staff and visitors who wish to report concerns or complaints. This can be found on our website.
* Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally.
  + Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).
* Any complaints that constitute an allegation against a member of staff or volunteer will be dealt with in line with section 8 of this policy.

# Specific Safeguarding Issues

* Beltinge Day Nursery is aware of a range of specific safeguarding issues and situations that can put children at greater risk of harm. Whilst some of these issues may be more likely to involve older children, early years children may still be at risk at of harm, or concerns may be identified where there are risks for children’s family members or siblings, and/or young staff members, including for example, children on work placements/experience.
* Where staff are unsure how to respond to specific safeguarding issues, they should follow the processes as identified in part 3 of this policy and speak with the DSL or a deputy.

## **Bruising in non-mobile children**

* Bruising in babies, infants or children with complex needs that are not mobile (meaning a child who is unable to move independently through rolling, crawling, cruising, or bottom shuffling) is unusual and should always be explored.
* If our setting is concerned about actual or suspected bruising on a non-mobile child, we will respond in line with the ‘[Kent and Medway Protocol for the Management of Actual or Suspected Bruising in Infants and Children who are not Independently Mobile’](https://www.kscmp.org.uk/procedures/kent-and-medway-safeguarding-procedures) procedures (2.2.8 of the KSCMP procedures). In summary, these procedures state:
  + If a child appears seriously ill or injured, emergency treatment should be sought through an emergency department (ED) and the Kent ICS should be notified of the concern and the child’s location.
  + In all other cases:
  + Staff must inform the DSL immediately and describe and document accurately on a body map, the size, shape, colour, and position of the mark/s on the head and/or body.
  + Any explanation of the history of the injury or comments by the parents/carers will be documented accurately (verbatim) in the child’s record, along with the body map.
  + If there is a concern about parental response to the injury, no explanation, or an explanation that is inadequate, unlikely or does not rule out abuse or neglect, an immediate referral will be made to Kent ICS, who have responsibility for arranging further multi-agency assessments.
  + If there are concerns regarding the immediate safety of the child or staff, the police will be called.
  + If the setting is in any doubt as to how to respond to bruising on a non-mobile child, advice may be sought from the Front Door Service.

## **Child-on-child abuse**

* All members of staff at Beltinge Day Nursery recognise that children can abuse other children; this is known as child-on-child abuse, and it can happen both inside and outside of the setting and online.
* Beltinge Day Nursey recognises that child-on-child abuse can take many forms, including but not limited to:
  + Bullying, including cyberbullying, prejudice-based and discriminatory bullying
  + Abuse in intimate personal relationships between children
  + Physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
  + Sexual violence and sexual harassment
  + Consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as ‘sexting’ or youth produced sexual imagery)
  + Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
  + Upskirting (which is a criminal offence), which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
  + Initiation/hazing type violence and rituals
* Any allegations of child-on-child abuse will be recorded, investigated, and dealt with in line with this child protection policy.
* Beltinge Day Nursery adopts a zero-tolerance approach to child-on-child abuse. We believe that abuse is abuse and it will never be tolerated or dismissed as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys”; this can lead to a culture of unacceptable behaviours and can create an unsafe environment for children and a culture that normalises abuse, which can prevent children from coming forward to report it. All allegations of child-on-child abuse will be reported to the DSL and will be recorded, investigated, and dealt with accordingly.
* All staff have a role to play in challenging inappropriate behaviours between children. Staff recognise that some child-on-child abuse issues may be affected by gender, age, ability, and culture of those involved. For example, for gender-based abuse, girls are more likely to be victims and boys more likely to be perpetrators.
* In order to minimise the risk of child-on-child abuse, Beltineg Day Nursery will:
* The DSL (or deputy) is likely to have a complete safeguarding picture and will be the most appropriate person to advise on the initial response.
  + The DSL will make an immediate risk and needs assessment which will be considered on a case-by-case basis which explores how best to support and protect any victims and alleged perpetrators, and any other children involved/impacted, in line with the relevant local/national guidance and support, for example [KSCMP](https://www.kscmp.org.uk/) procedures.
  + The risk and needs assessment will be recorded and kept under review and will consider the victim (especially their protection and support), the alleged perpetrator, and all other children, adult students (**if appropriate**), and staff and any actions that are required to protect them.
  + Any concerns involving an online element (for example the taking and/or sharing of nude or semi-nude images) will take place in accordance with relevant local/national guidance and advice. **The** [UKCIS [Sharing nudes and semi-nudes: advice for education settings working with children and young people](https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people)’ guidance](https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people)
* Reports of harmful sexual behaviour will initially be managed internally by the setting DSL, and where necessary, will be referred to [Integrated Children’s Services](https://www.kelsi.org.uk/support-for-children-and-young-people/integrated-childrens-services) (Early Help and/or Children’s Social Work Service) via the Children’s Portal and/or the police.
* Alleged victims, alleged perpetrators and any other child affected by child-on-child abuse will be supported by:
  + **taking reports seriously, listening carefully, avoiding victim blaming, providing appropriate pastoral support, working with parents/carers, reviewing educational approaches, following procedures as identified in other policies, for example, behaviour and child protection policy, and where necessary and appropriate, informing the police and/or ICS**
* If at any stage the DSL is unsure if a request for support is appropriate, advice may be sought from the Front Door Service.

## **4.3 Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)**

* Beltinge Day Nursery recognises that both Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through serious violence or the threat of serious violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.
* If staff are concerned that a child within the setting or our wider community may be at risk of CSE or CCE, immediate action should be taken by speaking to the DSL or a deputy. If the DSL is unsure on how to proceed, advice will be sought from the Front Door.

## **So-called Honour Based Abuse (HBA)**

* So-called ‘honour’-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Staff will report any concerns about HBA to the DSL (or a deputy). If there is an immediate threat, the police will be contacted.
* All staff will speak to the DSL (or deputy) if they have any concerns about forced marriage. Staff can also contact the Forced Marriage Unit if they need advice or information: 020 7008 0151 or [fmu@fcdo.gov.uk](mailto:fmu@fcdo.gov.uk)

## **4.5 Preventing radicalisation**

* Education settings, including early years providers are often in a unique position, through interacting with children on a regular basis, to be able to identify concerning behaviour changes that may indicate they are susceptible to radicalisation.
* Beltinge Day Nursery is aware of our duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), to have “due regard to the need to prevent people from being drawn into terrorism”, also known as the Prevent duty and the [specific obligations](https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-further-education-institutions-in-england-and-wales) placed upon us as an education provider regarding risk assessments, working in partnership, staff training, and IT policies.
* Beltinge Day Nursery will ensure that all staff receive appropriate training to enable them to help them prevent learners from being radicalised into terrorism.
  + Staff training will be delivered at the earliest opportunity to ensure staff are adequately equipped for their role. This training will enable staff to be alert to any changes in children’s behaviour which could indicate that they may need help or protection and ensure they are aware of what action to take in response, including the internal Prevent referral arrangements.
  + The Designated Safeguarding Leads (DSLs) will receive more in-depth training which is updated at least every two years to enable them to support other staff on Prevent matters and provide updates on relevant issues.
* Staff will report any concerns regarding radicalisation to the DSL (or a deputy), who is aware of the [local Kent Prevent procedures](https://www.kelsi.org.uk/child-protection-and-safeguarding/prevent-within-schools) to follow. If there is an immediate threat, the police will be contacted via 999.

## **Domestic abuse**

* Beltinge Day Nursery recognises that:

domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents.

* domestic abuse can include, but is not limited to, psychological (including coercive control), physical, sexual, economic, or emotional abuse.
* children can be victims of domestic abuse if they see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse).
* Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background, and domestic abuse can take place inside or outside of the home.
* domestic abuse can take place within different types of relationships, including ex-partners and family members.
* there is always a potential for domestic abuse to take place when parents/families separate, or for existing domestic abuse to persist or escalate post separation.
* domestic abuse can have a detrimental and long-term impact on children’s health, well-being, development, and ability to learn.
* domestic abuse concerns will not be looked at in isolation and our response will be considered as part of a holistic approach which takes into account children’s lived experiences.
* it is important not to use victim blaming language and to adopt a trauma informed approach when responding to concerns relating to domestic abuse.
* If staff are concerned that a child may be at risk of seeing, hearing, or experiencing the effects of domestic abuse, immediate action should be taken by speaking to the DSL or a deputy.

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## **Modern Slavery**

* Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in the Statutory Guidance: [Modern slavery: how to identify and support victims](https://www.gov.uk/government/publications/modern-slavery-how-to-identify-and-support-victims).
* If there are concerns that any member of the community is a victim or involved with modern slavery, concerns should be shared with a DSL or deputy and will and responded to in line with this policy.

# Supporting Children Potentially at Greater Risk of Harm

* Whilst **all** children should be protected Beltinge Day Nursery acknowledge that some groups of children are potentially at greater risk of harm. This can include the following groups:

## **5.1 Safeguarding children with Special Educational Needs or Disabilities (SEND)**

* Beltinge Day Nursery acknowledges that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges and barriers for recognising abuse, neglect or exploitation.
* Beltinege Day Nursery recognises that children with SEND may face additional communication barriers and experience difficulties in managing or reporting abuse or challenges. Children with SEND will be supported to communicate and ensure that their voice is heard and acted upon.
* All members of staff are encouraged to appropriately explore potential indicators of abuse, neglect or exploitation such as behaviour, mood changes or injuries and not to assume that they are related to the child’s disability. Staff will be mindful that children with SEND or certain medical conditions, may be disproportionally impacted by behaviours, without outwardly showing any signs.
* To address these additional challenges, our setting will always consider implementing extra support and attention for children with SEND. The DSL will work closely with the SENCO (Fiona Adams) to plan support as required.

## **5.2 Children requiring mental health support**

* Beltinge Day nursery has an important role to play in supporting the mental health and wellbeing of our children. Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
* Staff are aware that children’s experiences, for example where children have suffered abuse and neglect, or other potentially traumatic Adverse Childhood Experiences (ACEs), can impact on their mental health, behaviour, and education.
* Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Age/ability appropriate education will be provided to children to help promote positive health, wellbeing, and resilience.
* If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy.

## **5.3 Children who are frequently absent**

* Attendance can be strongly associated with specific safeguarding issues Although, is it not mandatory for early years children to attend a setting, it is important for settings to be aware of where children are, if not attending when they are expected to.
* Where possible, the setting will hold more than one emergency contact number for each child, so we have additional options to make contact with a responsible adult if a child absent from the setting is also identified as being a welfare and/or safeguarding concern (see section 3).

## **5.4 Children who may benefit from Early Help**

* Any child may benefit from early help, but all staff should be particularly alert to the potential need for early help for a child who:
  + is disabled or has certain health conditions and has specific additional needs
  + has special educational needs (whether or not they have a statutory Education, Health and Care plan)
  + has a mental health need
  + is a young carer
  + is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
  + is frequently missing/goes missing from education, home or care,
  + is at risk of modern slavery, trafficking, sexual and/or criminal exploitation
  + is at risk of being radicalised or exploited
  + has a parent or carer in custody, or is affected by parental offending
  + is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
  + is misusing alcohol and other drugs themselves
  + is at risk of so-called ‘honour’-based abuse such as Female Genital Mutilation or Forced Marriage
  + is a privately fostered child.
* Where it is identified a child may need early help, staff and DSLs will respond in line with section 3 of this policy.

## **5.5 Children who need a social worker (child in need and child protection plans)**

* The DSL will hold details of social workers working with children in the setting so that decisions can be made in the best interests of the child’s safety, welfare, and educational outcomes.
* Where children have a social worker, this will inform our decisions about their safety and promoting their welfare, for example, responding to absences and provision of pastoral and/or educational support.

## **5.6 Looked after children, previously looked after children and care leavers**

* Beltinge Ady Nursery recognises the common reason for children becoming looked after is as a result of abuse, neglect and/or exploitation and a previously looked after child also potentially remains vulnerable.
* Where a child is looked after, the DSL will hold details of the social worker.

## **5.7 Children who are Lesbian, Gay, Bisexual, or Gender Questioning/Trans (LGBT)**

* The fact that a child, a young person or an adult may be LGBT is not in itself an inherent risk factor for harm, however, Beltinge Day Nursery recognises that children, young people or adults who are LGBT or may be perceived to be LGBT (whether they are or not) can be targeted. Our staff will endeavour to provide a safe space which enables all members of our community to speak out or share any concerns.

## **5.8 Children who are privately fostered**

* [Private fostering](https://www.gov.uk/government/publications/children-act-1989-private-fostering) occurs when a child under the age of 16 (under 18 for children with a disability) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home. A child is not privately fostered if the person caring for and accommodating them has done so for less than 28 days and does not intend to do so for longer. Such arrangements may come to the attention of our staff through the normal course of their interaction, and promotion of learning activities, with children.
* Where private fostering arrangements come to the attention of the setting, we will notify Kent Integrated Childrens Services in line with the local [KSCMP arrangements](https://www.kent.gov.uk/education-and-children/adoption-fostering-and-supported-homes/fostering/private-fostering) in order to allow the local authority to check the arrangement is suitable and safe for the child.

# 6: Online Safety

**The EYFS recommends settings access the UK Council for Internet Safety (UKCIS) ‘**[Safeguarding children and protecting professionals in early years settings: online safety considerations’](https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations) **guidance.**

* It is essential that children are safeguarded from potentially harmful and inappropriate material or behaviours online. Beltinge Day Nursery will adopt a whole setting approach to online safety which will empower, protect, and educate children and staff in their use of technology, and establish mechanisms to identify, intervene in, and escalate any concerns where appropriate.
* Beltinge Day Nursery will ensure online safety is considered as a running and interrelated theme when devising and implementing our policies and procedures, and when planning our education approaches, staff training, the role and responsibilities of the DSL and parental engagement.
* Beltinge Day Nursery identifies that the breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:
  + Content: being exposed to illegal, inappropriate or harmful content. For example pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
  + Contact: being subjected to harmful online interaction with other users. For example peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
  + Conduct: personal online behaviour that increases the likelihood of, or causes, harm. For example, making, sending and receiving explicit images (including consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying.
  + Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.
* Beltinge Day Nursery recognises that technology, and the risks and harms related to it, evolve and change rapidly. We will carry out an annual review of our approaches to online safety, supported by an annual risk assessment, which considers and reflects the current risks our children face online.
* The manager/registered person will be informed of any online safety concerns by the DSL, as appropriate. The named governor for safeguarding will report on online safety practice and incidents, including outcomes, on a regular basis to the committee.

## **6.1 Policies and procedures**

* The DSL has overall responsibility for online safety within the setting but will liaise with other members of staff, for example the committee.
* The DSL will respond to online safety concerns in line with our child protection and other associated policies, including our Anti-bullying (within this policy, and behaviour management policies.
  + Internal sanctions and/or support will be implemented as appropriate.
  + Where necessary, concerns will be escalated and reported to relevant partner agencies in line with local policies and procedures.
* Beltinge Day Nursery uses a very small range of technology. This includes settings tablets for journals and office laptops, intranet and email systems.
  + All setting owned devices and systems will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.
  + The Tablets and Laptops are for the staff to take photos and record information for the children’s journals and are not on offer to the children. This is because we believe that children have lots of opportunities to access the internet outside the setting, so it is nice for them to have time away. We use these devises occasionally to support learning, for example, showing a time laps video of a caterpillar turning into a butterfly. Any internet content in respect of this must be vetted by staff to before showing to the children to make sure the content is acceptable for use.
* Beltinge Day Nursery recognises the specific risks that can be posed by mobile and smart technology, including mobile/smart phones, cameras and wearable technology. In accordance with the EYFS Beltinge Day Nuraery has appropriate policies in place which address the use of mobile and smart technology and cameras and are shared and understood by all members of the community. These policies can be found **in the staff room/ office and website.**

## **6.2 Appropriate filtering and monitoring**

[UK Safer Internet Centre](http://www.saferinternet.org.uk/appropriate-filtering-and-monitoring) **has published guidance as to what “appropriate” filtering and monitoring might look like and can be found here.**

* In line with requirements of the [Prevent duty](https://www.gov.uk/government/publications/prevent-duty-guidance), Beltinge Day Nursery will do all we reasonably can to limit children’s exposure to online risks through setting provided IT systems and will ensure that appropriate filtering and monitoring systems are in place.
  + Our leadership team and relevant staff have an awareness and understanding of the filtering and monitoring provisions in place, manage them effectively and know how to escalate concerns when identified.
  + If children or staff discover unsuitable sites or material, they are required to: **Report it to the DSL ASAP so the appropriate action can be taken.**
  + All users will be informed at a level appropriate to their age/ability and/or role and access, that use of our systems can be monitored, and that monitoring will be in line with data protection, human rights, and privacy legislation.
  + Filtering breaches or concerns identified through our monitoring approaches will be recorded and reported to the DSL who will respond as appropriate.
  + Any access to material believed to be illegal will be reported immediately to the relevant agencies, such as the [Internet Watch Foundation](https://www.iwf.org.uk/) and the police.
  + When implementing appropriate filtering and monitoring, Beltinge Day Nursery will ensure that “over blocking” does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.
* Whilst filtering and monitoring is an important part of our online safety responsibilities, it is only one part of our approach to online safety.
  + Internet use will be supervised by staff as appropriate to children’s age and ability.

## **6.3 Information security and access management**

* Beltinge Day Nursery is responsible for ensuring an appropriate level of security protection procedures are in place, in order to safeguard our systems as well as staff and children. Further information can be found in acceptable use policies in staff code of conduct.
* Beltinge Day Nursery will review the effectiveness of these procedures periodically to keep up with evolving cyber-crime technologies.

## **6.4 Remote/Online learning tools and systems**

* Beltinge Day Nursery will ensure any remote sharing of information, communication, and use of online learning tools and/or systems will be in line with privacy and data protection requirements and any local/national guidance.
* All communication with children and parents/carers by staff will take place using setting provided or approved communication channels; for example, setting provided email accounts and phone numbers and or agreed systems: Tapestry online learning journals and the closed Facebook group.
* All members of our community will engage with remote tools and systems in line with our existing behaviour principles as set out in our code of conduct.

## **6.5 Staff training**

* Beltinge Day Nursery will ensure that all staff receive online safety training as part of induction and that ongoing online safety training and update for all staff will be integrated, aligned and considered as part of our overarching safeguarding approach. See section 7 for more information.

## **Educating children**

* Beltinge Day Nursery will ensure a comprehensive curriculum response is in place to enable children to learn about and manage online risks effectively as part of providing a broad and balanced age appropriate curriculum. See section 9 of this policy for more information.

## **6.7 Working with parents/carers**

* Beltinge Day Nursery will build a partnership approach to online safety and will support parents/carers to become aware and alert of the potential benefits and risks and to reinforce the importance of children being safe online with advice and guidance given through newsletters and event.
* Beltinge Day Nursery will ensure parents/carers understand what systems are used to filter and monitor their children’s online use on site, what their children are being asked to do online, including the sites they will be asked to access and who from setting (if anyone) their child is going to be interacting with online. This is achieved by:
* Where the setting is made aware of any potentially harmful risks, challenges and/or hoaxes circulating online, national or locally, we will respond in line with the DfE ‘[Harmful online challenges and online hoaxes’](https://www.gov.uk/government/publications/harmful-online-challenges-and-online-hoaxes) guidance to ensure we adopt a proportional and helpful response[Think before you scare’](https://www.theeducationpeople.org/blog/online-safety-alerts-think-before-you-scare/)**.**

# Staff Engagement and Expectations

## **7.1 Staff awareness, induction and training**

* All members of staff have been provided with a copy of part one/annex A of ‘Keeping Children Safe in Education’ which covers safeguarding information for staff.In addition,
  + Setting management staff, including the DSL will read KCSIE in its entirety.
  + All members of staff who work directly with children will read annex B.
  + All members of staff have signed to confirm that they have read and understood the KCSIE guidance shared with them.
* All new staff and volunteers (including agency and third-party staff) receive safeguarding and child protection training (including online safety), including information to ensure they are aware of our internal safeguarding processes, as part of their induction. This training is regularly updated and is in line with advice from the safeguarding partners. **This is delivered via staff meetings, local training, and e-Learning.**
* All staff members (including agency and third-party staff) will receive appropriate child protection training (including online safety) to ensure they are aware of a range of safeguarding issues. This training will be updated at least annually. **Delivered via staff meetings.**
* Online safety training for staff will be integrated, aligned and considered as part of the whole setting safeguarding approach and wider staff training and curriculum planning. **This is delivered via staff meetings, local training, and e-Learning.**
* In addition to specific child protection training, all staff will receive regular safeguarding and child protection updates, at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
* Beltinge Day Nursery recognises the expertise staff build by undertaking safeguarding training and from managing safeguarding concerns on a daily basis and staff are encouraged to contribute to and shape our safeguarding arrangements and child protection policies
* The DSL will maintain an up-to-date record of who has been trained and will provide an annual report to the manager/registered person detailing safeguarding training undertaken.

## **7.2 Supervision and support**

* The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child’s safety or welfare.
* The registered person & committee] of Beltinge Day Nursery will ensure that members of staff are provided with appropriate supervision in accordance with the statutory requirements as outlined in the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS).
* Beltinge Day Nursery recognises that regular, planned, and accountable supervision is a two-way process, that offers support and develops the knowledge, skills and values of an individual, group, or team.
  + Supervision aims to foster a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues.
  + Effective supervision will enable our setting to monitor the progress of professional practice and to help staff to improve the quality of the work they do, thus improving outcomes for children as well as achieving agreed objectives.
  + Supervision should provide opportunities for staff to discuss any issues they may have, for example, child development and well-being concerns including child protection concerns, or any concerns they have about the setting or a colleague’s practice.
* The setting will ensure all members of staff and volunteers will receive regular and planned supervision sessions. Uninterrupted time will be set aside to ensure any supervision sessions effective for both practitioner and management to ensure that:
  + All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
  + All staff are supported by the DSL in their safeguarding role.
  + All members of staff have regular reviews of their own practice to ensure they improve over time.
* Any member of staff affected by issues arising from concerns for children’s welfare or safety can seek support from the DSL.
* The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union, the Education Support Partnership or other similar organisations directly.

# Safer Recruitment and Allegations Against Staff

## **8.1 Safer recruitment and safeguarding checks**

* Beltinge Day Nurseryis committed to developing a safe culture and ensuring that steps are taken to recruit staff and volunteers who are safe to work with children and staff. We recognise that we must ensure that people looking after children in our setting are suitable, have the relevant qualifications, training and have passed any required checks to fulfil their roles.
* The registered person & committee] of Beltinge Day Nursery are responsible for ensuring that the setting follows safe recruitment processes outlined within section 3 of the EYFS guidance, including accurate maintenance of the staff records/Single Central Record. A list of staff, volunteers and registered person/trustees/committee members and includes appropriate information which may include:
  + Dates of recruitment,
  + References,
  + Identity checks,
  + Criminal records check reference number, including date and details of person who completed it,
  + Eligibility to work in the UK checks,
  + Other essential key data.
* The setting will obtain an enhanced check by Disclosure and Barring Service (DBS) in respect of every person aged 16 and over (including for unsupervised volunteers, and supervised volunteers who provide personal care) who:
  + works directly with children,
  + lives on the premises on which the childcare is provided and/or,
  + works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).
* An additional check by the DBS (or checks if more than one country) will also be made for anyone who has lived or worked abroad.
* The registered person & committee of Beltinge Day Nursery is responsible for ensuring that the setting adopts an application, vetting and recruitment process which places safeguarding at its center, regardless of employee or voluntary role.
* The registered person & committee of Beltinge Day Nursery is responsible for ensuring that the setting follows safe recruitment processes outlined within guidance. At least one member of the interview panel will have completed safer recruitment training.
* The registered person & committee of Beltinge Day will ensure appropriate steps are taken to verify qualifications, including in cases where physical evidence cannot be produced.
* The registered person & committee of Beltinge Day Nursery is aware of the requirements to make appropriate checks regarding the disqualification status of all staff, including volunteers and temporary staff.
* We advise all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, reprimands and warnings.
* We will ensure that all staff and volunteers have read the staff behaviour policy/code of conduct and understand that their behaviour and practice must be in line with it.

## **8.2 Allegations/concerns raised in relation to staff, including supply teachers, volunteers and contractors**

* Beltinge Day Nurseryrecognises that it is possible for any member of staff, including volunteers, contractors, agency and third-party staff (including supply staff) and visitors to behave in a way that:
  + Indicates they have harmed a child, or may have harmed a child
  + Means they have committed a criminal offence against or related to a child
  + behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children or
  + behaved or may have behaved in a way that indicates they may not be suitable to work with children.
* Any concerns or allegations about staff will be recorded and dealt with appropriately in line with national guidance (Part four of KCSIE) and the [local Kent allegations arrangements](https://www.kscmp.org.uk/procedures/local-authority-designated-officer-lado).
  + In depth information can be found within our ‘Managing Allegations against Staff’ and code of conduct policy**.** This can be foundon our website.
  + Ensuring concerns are dealt with effectively will protect those working in or on behalf of the setting from potential false allegations or misunderstandings.
* As part of our approach to safeguarding, our setting adopts an open and transparent culture in which all concerns are dealt with promptly and appropriately. All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the setting safeguarding regime. The leadership team at Beltinge Day Nursery will take all concerns or allegations received seriously.
* Allegations should be referred immediately to the manager who will contact the [Local Authority Designated Officer](https://www.kscmp.org.uk/procedures/local-authority-designated-officer-lado) (LADO) to agree further action to be taken in respect of the child and staff member. In the event of allegations of abuse being made against the manager, staff are advised that allegations should be reported to the next member of senior management who will contact the LADO.
* Where managers are unsure how to respond to an allegation, advice will be sought via the [LADO Education Safeguarding Advisory Service](https://forms.office.com/e/YSmA5MDUQb) enquiry form.
* If Beltinge Day Nurserybecomes aware of any relevant information that may lead to an employee being disqualified, we will take appropriate action to ensure the safety of hildren.
* As a registered provider, we will inform Ofsted of any allegations of serious harm or abuse by anyone living, working, or looking after children at the premises including the disqualification of an employee.
  + This will happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example, on a visit.
  + We will notify Ofsted of the action taken in response to the allegations.
  + Ofsted will be notified as soon as is reasonably practicable, but in any event within 14 days of the allegations being made.
* All records of concerns will be kept confidential and will be held securely and retained and in compliance with safeguarding requirements, as well as the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) and other relevant policies and procedures (for example HR/Personnel and data retention policies).
* In all cases where concerns are reported against staff, once proceedings have been concluded, the manager (and if they have been involved the LADO) will consider the facts and determine whether any lessons can be learned and if any improvements can be made.
* The registered person & committee of Beltinge Day Nursey will make a referral to the Disclosure and Barring Service if a member of staff is dismissed (or would have been, had they not left the setting first) because they have harmed a child or put a child at risk of harm.

# Physical Safety

## **Physical interventions**

* Beltinge Day Nursery recognises that we are responsible for supporting, understanding, and managing children’s behaviour in an appropriate way.
* There may however be circumstances when it is appropriate for staff to use a physical intervention in order to safeguard children from harm, for example to avert immediate danger of personal injury to any person (including the child)
  + Staff will not give or threaten corporal punishment or any punishment which could negatively affect a child's well-being.
  + Staff will be made aware of the behaviour management and physical intervention policy*,* and any physical interventions must be in line with national guidance.
  + Beltinge Day Nursery keeps a record of any occasion where physical intervention is used. Parents and/or carers will be informed of any physical interventions involving their child on the same day, or as soon as reasonably practicable.

## **Site security and safety**

* The following section should be read in conjunction with the following policies:
  + Arrivals and departures, including collection procedures and uncollected child arrangements
  + Emergency procedures such as evacuations and lockdowns
  + Accidents/injuries, administering medication and ill Children policies
  + Health and safety
  + Personal and intimate care, including toilets and intimate hygiene
  + Risk assessments, such as trips/outings, use of technology
  + Safe and healthy eating
  + Sleep and rest policies
  + Ratios and lone working expectations, in line with EYFS
  + Visitors policy
* In accordance with our health and safety and child ratio policies, our staffing arrangements will ensure we are able to the needs of all children and ensure their safety.
* All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light.
* Beltinge Day Nursery will ensure children are only released into the care of individuals of whom the parent has explicitly approved/agreed.
* Beltinge Day Nursery will ensure children are not able to leave the premises unsupervised and will ensure children are kept safe whilst on outings.
* All reasonable steps will be taken to prevent unauthorised persons entering the premise;
  + Appropriate checks will be undertaken in respect of visitors and volunteers coming into the setting as outlined within national guidance.
  + Visitors will be expected to sign in and out via the office visitors’ log and to display a visitor’s badge whilst on site.
  + Any individual who is not known or identifiable on site should be challenged for clarification and reassurance.
* In accordance with our health and safety policies, at least one person who has a current paediatric first aid (PFA) certificate will be on the premises and available at all times when children are present and will always accompany children on outings.
* The setting will not accept the behaviour of any individual (parent or other) that threatens our safety or security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the site.

# 10: Local Support

* All members of staff in Beltinge Day Nursery are made aware of local support available.

* **Kent Integrated Children’s Services/** **Children’s Social Work Services**
  + [Kent Integrated Children's Services Portal](https://webapps.kent.gov.uk/KCC.ChildrensPortal.Web.Sites.Public/Default.aspx) – select ‘urgent’ if there is an immediate risk/concern
  + Front Door Service: 03000 411111
  + Out of Hours Number: 03000 419191
* **Local Early Help and Preventative Services and Family Hubs** 
  + - [Early Help and Preventative Services - KELSI](https://www.kelsi.org.uk/special-education-needs/integrated-childrens-services/early-help-and-preventative-services)
    - [Early Help contacts - KELSI](https://www.kelsi.org.uk/special-education-needs/integrated-childrens-services/early-help-contacts)
    - [Kent Family Hubs - Kent County Council](https://www.kent.gov.uk/education-and-children/kent-family-hub)
* **Kent Police**
  + 101 or 999 if there is an immediate risk of harm
* **Kent Safeguarding Children Multi-Agency Partnership (KSCMP)**
  + [www.kscmp.org.uk](http://www.kscmp.org.uk)
  + 03000 421126 or [kscmp@kent.gov.uk](mailto:kscmp@kent.gov.uk)
* **Adult Safeguarding**
  + Adult Social Care via 03000 41 61 61 (text relay 18001 03000 41 61 61) or email [social.services@kent.gov.uk](mailto:social.services@kent.gov.uk)
* **Kent LADO Education Safeguarding Advisory Service (LESAS) – Support for Kent Children’s Workforce**
  + [Local Authority Designated Officer (LADO) - Kent Safeguarding Children Multi-Agency Partnership](https://www.kscmp.org.uk/procedures/local-authority-designated-officer-lado)
    - To speak to the LADO regarding an allegation against a member of staff, complete a referral on the [Kent Integrated Children's Services Portal](https://webapps.kent.gov.uk/KCC.ChildrensPortal.Web.Sites.Public/Default.aspx).
    - To raise a LADO, strategic education safeguarding or online safety enquiry, commission a review or enquiry about bespoke training or other safeguarding products, please use the [LESAS enquiry form](https://forms.office.com/e/YSmA5MDUQb).

# Appendix 1: Categories of Abuse

**All staff should be aware that abuse, neglect, exploitation and other safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.**

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women, and children.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Signs that MAY INDICATE Sexual Abuse**

* Sudden changes in behaviour and performance
* Displays of affection which are sexual and age inappropriate
* Self-harm, self-mutilation or attempts at suicide
* Alluding to secrets which they cannot reveal
* Tendency to cling or need constant reassurance
* Regression to younger behaviour, for example thumb sucking, playing with discarded toys, acting like a baby
* Distrust of familiar adults, for example, anxiety of being left with relatives, a childminder or lodger
* Unexplained gifts or money
* Depression and withdrawal
* Fear of undressing, for example for PE
* Secrecy relating to use of technology
* Sexually transmitted disease or pregnancy
* Fire setting

**Physical abuse**: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Signs that MAY INDICATE physical abuse**

* Bruises and abrasions around the face
* Damage or injury around the mouth
* Bi-lateral injuries, such as two bruised eyes
* Bruising to soft area of the face such as the cheeks
* Fingertip bruising to the front or back of torso
* Bite marks
* Burns or scalds (unusual patterns and spread of injuries)
* Deep contact burns, such as cigarette burns
* Injuries suggesting beatings (strap marks, welts)
* Covering arms and legs even when hot
* Inappropriate/harmful medication usage
* Aggressive behaviour or severe temper outbursts.
* Injuries that cannot be accounted for. Inadequate, inconsistent, or excessively plausible explanations for an injury, or a delay in seeking treatment should signal concern.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability as well as overprotection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Signs that MAY INDICATE emotional abuse**

* Over reaction to mistakes
* Lack of self-confidence/esteem
* Sudden speech disorders
* Self-harming
* Eating Disorders
* Extremes of passivity and/or aggression
* Compulsive stealing
* Drug, alcohol, solvent abuse
* Fear of parents being contacted
* Unwillingness or inability to play
* Secrecy relating to use of technology
* Excessive need for approval, attention, and affection

**Neglect:** the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing, and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Signs that MAY INDICATE neglect.**

* Constant hunger
* Poor personal hygiene
* Constant tiredness
* Inadequate clothing
* Frequent lateness or non-attendance
* Untreated medical problems
* Poor relationship with peers
* Compulsive stealing and scavenging
* Rocking, hair twisting and thumb sucking
* Running away
* Loss of weight or being constantly underweight
* Low self esteem

# Appendix 2: Support Organisations

**NSPCC ‘Report Abuse in Education’ Helpline**

* [0800 136 663](tel:0800%20136%20663) or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**National Organisations**

* NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)
* Barnardo’s: [www.barnardos.org.uk](http://www.barnardos.org.uk)
* Action for Children: [www.actionforchildren.org.uk](http://www.actionforchildren.org.uk)
* Children’s Society: [www.childrenssociety.org.uk](http://www.childrenssociety.org.uk)
* Centre of Expertise on Child Sexual Abuse: [www.csacentre.org.uk](http://www.csacentre.org.uk)

**Support for Staff**

* Education Support Partnership: [www.educationsupportpartnership.org.uk](http://www.educationsupportpartnership.org.uk)
* Professional Online Safety Helpline: [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline)
* Harmful Sexual Behaviour Support Service: <https://swgfl.org.uk/harmful-sexual-behaviour-support-service>

**Support for Children and Young People**

* ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
* Papyrus: [www.papyrus-uk.org](http://www.papyrus-uk.org)
* The Mix: [www.themix.org.uk](http://www.themix.org.uk)
* Shout: [www.giveusashout.org](http://www.giveusashout.org/)
* Fearless: [www.fearless.org](http://www.fearless.org)
* Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk/)

**Support for Adults**

* Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
* Crime Stoppers: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org/)
* Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
* The Samaritans: [www.samaritans.org](http://www.samaritans.org)
* NAPAC (National Association for People Abused in Childhood): www.[napac.org.uk](https://napac.org.uk/)
* MOSAC: [www.mosac.org.uk](http://www.mosac.org.uk)
* Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)
* Shout: [www.giveusashout.org](http://www.giveusashout.org/)
* Advice now: www.advicenow.org.uk

**Support for Learning Disabilities**

* Respond: [www.respond.org.uk](http://www.respond.org.uk)
* Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)
* Council for Disabled Children: [https://councilfordisabledchildren.org.uk](https://councilfordisabledchildren.org.uk/)

**Contextual Safeguarding Network**

* <https://contextualsafeguarding.org.uk/>

**Kent Resilience Hub**

* <https://kentresiliencehub.org.uk/>

**Substance Misuse**

* We are with you (formerly Addaction): [www.wearewithyou.org.uk/services/kent-for-young-people/](http://www.wearewithyou.org.uk/services/kent-for-young-people/)
* Talk to Frank: [www.talktofrank.com](http://www.talktofrank.com/)

**Domestic Abuse**

* Domestic abuse services: [www.domesticabuseservices.org.uk](http://www.domesticabuseservices.org.uk)
* Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)
* Women’s Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)
* Men’s Advice Line: [www.mensadviceline.org.uk](http://www.mensadviceline.org.uk)
* Mankind: [www.mankindcounselling.org.uk](http://www.mankindcounselling.org.uk)
* National Domestic Abuse Helpline: [www.nationaldahelpline.org.uk](http://www.nationaldahelpline.org.uk/)
* Respect Phoneline: [https://respectphoneline.org.uk](https://respectphoneline.org.uk/)

**Criminal and Sexual Exploitation**

* National Crime Agency: [www.nationalcrimeagency.gov.uk/who-we-are](http://www.nationalcrimeagency.gov.uk/who-we-are)
* It’s not okay: [www.itsnotokay.co.uk](http://www.itsnotokay.co.uk)
* NWG Network: [www.nwgnetwork.org](http://www.nwgnetwork.org)
* County Lines Toolkit for Professionals: [www.childrenssociety.org.uk/information/professionals/resources/county-lines-toolkit](http://www.childrenssociety.org.uk/information/professionals/resources/county-lines-toolkit)

**Honour Based Abuse**

* Karma Nirvana: <https://karmanirvana.org.uk>
* Forced Marriage Unit: [www.gov.uk/guidance/forced-marriage](http://www.gov.uk/guidance/forced-marriage)
* FGM Factsheet: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf>
* Mandatory reporting of female genital mutilation: procedural information: [www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information](http://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information)
* The right to choose - government guidance on forced marriage: [www.gov.uk/government/publications/the-right-to-choose-government-guidance-on-forced-marriage](http://www.gov.uk/government/publications/the-right-to-choose-government-guidance-on-forced-marriage)

**Child-on-Child abuse, including bullying, sexual violence and harassment**

* Rape Crisis: [https://rapecrisis.org.uk](https://rapecrisis.org.uk/)
* Brook: [www.brook.org.uk](http://www.brook.org.uk/)
* Disrespect Nobody: [www.disrespectnobody.co.uk](http://www.disrespectnobody.co.uk/)
* Upskirting – know your rights: [www.gov.uk/government/news/upskirting-know-your-rights](http://www.gov.uk/government/news/upskirting-know-your-rights)
* Lucy Faithfull Foundation: [www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)
* Stop it Now! [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
* Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
* Anti-Bullying Alliance: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk/)
* Diana Award: [www.antibullyingpro.com/](http://www.antibullyingpro.com/)
* Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)

**Online Safety**

* NCA-CEOP: [www.ceop.police.uk](http://www.ceop.police.uk) and [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
* Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)
* Childnet: [www.childnet.com](http://www.childnet.com)
* UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
* Report Harmful Content: [https://reportharmfulcontent.com](https://reportharmfulcontent.com/)
* Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
* Internet Matters: [www.internetmatters.org](http://www.internetmatters.org/)
* NSPCC: [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety)
* Get Safe Online: [www.getsafeonline.org](https://www.getsafeonline.org/)
* Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
* Cyber Choices: <https://nationalcrimeagency.gov.uk/what-we-do/crime-threats/cyber-crime/cyberchoices>
* National Cyber Security Centre (NCSC): [www.ncsc.gov.uk](http://www.ncsc.gov.uk)

**Mental Health**

* Mind: [www.mind.org.uk](http://www.mind.org.uk)
* Moodspark:[https://moodspark.org.uk](https://moodspark.org.uk/)
* Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
* We are with you: [www.wearewithyou.org.uk/services/kent-for-young-people/](http://www.wearewithyou.org.uk/services/kent-for-young-people/)
* Anna Freud: [www.annafreud.org/schools-and-colleges/](http://www.annafreud.org/schools-and-colleges/)

**Radicalisation and hate**

* Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)
* Counter Terrorism Internet Referral Unit: [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)
* True Vision: [www.report-it.org.uk](http://www.report-it.org.uk)

**Children with Family Members in Prison**

* National information Centre on Children of Offenders (NICCO): <https://www.nicco.org.uk/>

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| **This policy was adopted / continued by** | **Beltinge Day Nursery** |
| **On** | **Oct 2024** |
| **Date to be reviewed** | **October 2025** |

2: Whistle blowing policy & allegations against staff

This policy form part of the safeguarding policies, making sure the highest regard is always maintained for children’s welfare.

This policy applies to all employees and visitors to our nursery as it is everyone’s responsibility to maintain the welfare of both the children and staff.

**What is whistleblowing?**

Whistleblowing is a term used when someone who works in or for an organisation and wishes to raise concerns about malpractice within the organisation.

* All members of staff are made aware of our Whistleblowing procedure. It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. Remember if you are not part of the solution then you are part of the problem.

Your concern could cover, but is not limited to:

* A safeguarding concern
* A criminal offence
* Failure to comply with any legal obligation
* A miscarriage of justice
* Danger to health and safety of an individual and/or environment
* Bullying, humiliation, discrimination, poor practice, unsafe practice, abuse or neglect
* Deliberate concealment of information about any of the above
* Breaches of nursery policies or procedures
* Any other behaviour that could harm the nursery’s reputation or the well-being of children

Aim of the policy

* To encourage you to feel confident in raising concerns and to question and act upon concerns with regards to behaviour or practise.
* To provide avenues for you to raise concerns in confidence and receive feedback on any action taken
* To reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.
* To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.

How to raise a concern:

* If your concern relates to a child protection or conduct this should be raised with Bernadette Woods (Nursery Manager and DSL), in her absence Emma Shaw (Deputy Manager)
* Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally.
  + Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

To make a referral to LADO: If you need to make a referral to the LADO regarding an allegation against a member of staff, please complete a LADO referral via the Kent Integrated Children’s Services portal. [Childrens Portal](https://webapps.kent.gov.uk/KCC.ChildrensPortal.Web.Sites.Public/Default.aspx)

Allegations against staff

It is essential that any allegation of abuse made against a member of staff, students on placement or volunteers in our setting are dealt with fairly, quickly.

This policy is to be used alongside our Child protection policy, and complaints policy.

It is our policy that all allegations are reported to the Manager without delay, so the correct action can be followed and that any investigations are not compromised. In the event of it being an allegation towards the Manager, then the Deputy Manager should be informed.

This policy will be used in cases in which it is alleged that a member of staff (including a volunteer, student ) has:

• behaved in a way that has harmed a child, or may have harmed a child;

• possibly committed a criminal offence against or related to a child; or

• behaved towards a child or children in a way that indicates s/he is unsuitable to work with children. This will include cases of verbal abuse.

There may be up to 3 strands in the consideration of an allegation:

• a police investigation of a possible criminal offence;

• enquiries and assessment by children’s social care about whether a child is in need of protection or in need of services;

• consideration by the Nursery of disciplinary action in respect of the individual.

**LADO**

The Manager or the Deputy Manager will contact The Local Authority Designated Officer (LADO, Local Authority Designated Officer) on the day of the allegation via either the LESAE enquiry form [LADO Education Safeguarding Advisory Service (LESAS) Enquiry Form](https://forms.office.com/pages/responsepage.aspx?id=DaJTMjXH_kuotz5qs39fkC8yfR_WZe1AiKruQPRg6jJUM0lVQlg1TVYwTjIxT0RLREo3N01SMFg1SyQlQCN0PWcu&route=shorturl) (to be used if you are unsure of whether it meats criteria or referred straight though to Lado via the online portal [Childrens Portal](https://webapps.kent.gov.uk/KCC.ChildrensPortal.Web.Sites.Public/Default.aspx) , even where the police are contacted directly.

The Manager will inform the accused person about the allegation as soon as possible after consulting the LADO (Local Authority Designated Officer). However, where a strategy discussion is needed, or where police or children’s social care need to be involved, the manger will not do that until those agencies have been consulted and have agreed what information can be disclosed to the person.

If the allegation is not demonstrably false or unfounded, and there is cause to suspect a child is suffering or is likely to suffer significant harm, a strategy discussion will be convened by the manager with the LADO (Local Authority Designated Officer) and other appropriate agencies, such as the police and social services.

In cases where a formal strategy discussion is not considered appropriate because the threshold of “significant harm” is not reached, but a police investigation might be needed, the manager will consult with the LADO (Local Authority Designated Officer), police and any other agencies involved with the child to evaluate the allegation and decide how it should be dealt with.

(NB. The police will be consulted about any case in which a criminal offence may have been committed.)

If the allegation is about physical contact, the strategy discussion or initial evaluation with the police will take account of the fact that staff are entitled to use reasonable force to control or restrain children in certain circumstances, including dealing with disruptive behaviour, under s.93 of the Education and Inspections Act 2006.

The LADO (Local Authority Designated Officer) and the manager may conclude that the complaint or allegation is such that it is clear that an investigation by police and/or enquiries by social care is not necessary. In these circumstances it is down to the nursery, depend on the nature and circumstances of the allegation and the evidence and information available, what will happen next. This could mean taking no further action, to dismissal or a decision not to use the person’s services in future.

**Suspension**

Suspension will be considered in any case where there is cause to suspect a child is at risk of significant harm, or the allegation warrants investigation by the police, or is so serious that it might be grounds for dismissal. However, a person will not be suspended automatically, or without careful thought.

The power to suspend is vested in the Manager and the Committee. However, they will speak to the LADO (Local Authority Designated Officer) who may canvass police/social care views about whether the accused member of staff needs to be suspended from contact with children, to inform the nursery’s consideration of suspension.

**Action on Conclusion of a Case**

If the allegation is substantiated and the person is dismissed or the nursery ceases to use the person’s services, or the person resigns or otherwise ceases to provide his/her services, the Manager will determine with the LADO (Local Authority Designated Officer) whether a referral to the DBS (Disclosure & Barring Service) is required, or advisable. The nursery must report to the DBS ((Disclosure & Barring Service), any person (whether employed, contracted or a volunteer) whose services are no longer used because he or she is considered unsuitable to work with children. This report will be made within one month of the decision to cease using the services of that person.

In cases where it is decided on the conclusion of the case that a person who has been suspended can return to work the nursery will consider how best to facilitate that. We appreciate that most people will benefit from some help and support to return to work after a very stressful experience. Depending on the individual’s circumstances, a phased return and/or the provision of a mentor to provide assistance and support in the short term may be appropriate. The nursery will also consider how the person’s contact with the child or children who made the allegation can best be managed if they are still attending the nursery

**Action in Respect of False Allegations**

If an allegation is determined to be false, the manager will refer the matter to children’s social services to determine whether the child concerned is in need of services, or may have been abused by someone else. In the rare event that an allegation is shown to have been deliberately invented or malicious, the manager will consider whether any disciplinary action is appropriate against the staff who made it, or the police should be asked to consider whether any action might be appropriate against the person responsible if s/he was not a child.

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| **This policy was adopted / continued by** | **Beltinge Day Nursery** |
| **On** | **Oct 2024** |
| **Date to be reviewed** | **October 2025** |

3: Arrivals and departures from nursery

The nursery opens at 8am and closes at 4.30pm, Monday to Thursday and 4pm on a Friday.

Sessions starts at 8am and end at either, 12pm, 3.30pm or 4.30pm (4 pm on Fridays) dependant on what you are booked for.

Children can come in any time from and after 8am and be picked up any time before the end of their session.

In the odd occasion of a late pick up, there is a late charge of £10, per every 15 minutes, where the fee increases by £10 at the start of the next 15 minutes.

A member of the management team will be on gate duty from 8am to 8.30am, children arriving between these times can be taken round to the nursery garden where they will be met by their key person, and a brief hand over can be had with the parent/carers (if the key person is not available than the second key person will great the child).

Arrivals after 8.30am, will need to call the office to say they are at the main gate and the child’s key person will come round to greet them and a brief hand over can be had with the parent/carers (if the key person is not available than the second key person will great the child).

Children being picked up between 3pm-3.30pm the main gates will be open and parents can walk through the school playground, and wait at the nursery garden gate, your child will then be brought out to you by their key person (or second key person), and a brief hand over can take place.

For children leaving at 12pm, or after 3.30pm parents/carers will need call the office to say they are at the main gate and the child’s key person will bring your child out to the main gate for a brief hand over with the parents/carers (if the key person is not available than the second key person).

All children will be signed in and out on the rooms register as they enter or depart the nursery, this will also be updated on the headcount board within the room to make sure that all children are accounted for throughout the day.

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4: Safe and Healthy eating

We operate a healthy eating policy at nursery, working alongside our parents/carers to do this.

We offer a choice of breakfasts to the children between 8am-8.30am, a varied snack around 10am and again in the afternoon at around 2.30pm. This can be a mixture of fruit or vegetables with crackers, cheese, houmous, natural yogurt… This will vary from season to season depending on what is available. All staff have basic food hygiene, or a level 2.

Children are encouraged to try new foods and explore what is on offer to them by good role modelling from staff and praise. We also talk about where our food comes from, what are healthy choices and what food is a treat and should only be eaten occasionally. We also talk about the importance of teeth brushing.

At snack time we offer a choice of Milk or Water, and water at lunch times. Water is available throughout the day at water stations within each room.

Lunches are provided by the parents, who are encouraged to make sure they are providing a healthy balanced lunch which consists of a main (sandwich, wrap, pitta, pasta…), fruit, vegetables, another side such as cheese or yogurt, and a treat if they feel necessary such a crisps. We make sure the children eat their lunches starting with the main, fruit and vegetables, sides then their treat if they are still hungry.

Supervision of children while eating.

Children are encouraged to sit at tables in their key groups with their key person at meals/snack times, no children will be allowed to walk around with food. Mealtimes are a social occasion and talking as a group is encouraged. Children who are eating must always be in sight and hearing of staff, and at least one member of the staff in the room must be first aid trained.

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5: Ratios and lone working

We make sue we are always in ratios by planning staff shifts and holidays in advance. The manager is available out of ratios so that in the case of sickness other staff can be called in to cover or the manager will be available to cover.

In September 2023 the ratios for 2- to 3-year-olds was increased from 4 per staff member to 5, as a nursery we found this ratio to be too high when we have a lot of younger 2-year-olds, or when we have a lot of children toilet training at once, therefore we plan our staffing on a 1:4 ratio most of the time. Under 2-year-olds remain on a 1:3 ratio and 3–5-year-olds on a 1:8 ratio.

Due to the layout of the building most areas of the nursery are within sight and hearing of others or at lease in sight or hearing of others. All rooms are interjoined by low level walls or open doors, meaning that you are always in sight or hearing.

Our toilet and change area has a wide opening onto the corridor to the office which is also opposite the low level wall that makes it open to the staff within the under 3’s room.

There are the odd times that this is not the case, for example if all the children are in the garden leaving one member of staff inside with sleeping children. In this case staff are still on site and can be called upon if needed.

This policy is to protect staff and children attending the nursery. We understand that there may be times during the day that staff may be left alone with the children. To ensure that staff and children are not left in vulnerable situations the following guidelines should be followed:

* Good communication should ensure that all staff are aware of each other’s intentions and whereabouts. Staff should inform their colleagues if they intend to leave the room, even for a short period. This gives them the opportunity to seek cover if necessary.
* Staff should ensure that they are appropriately placed around the nursery to maintain the safety of the children; this may mean staff and child merging when necessary.
* At least one member of staff on shift should be paediatric first aid trained. (we currently have 90% of our staff trained).
* Use of walkie, talkies when not in the same area.

Lone room working is defined as one practitioner with a group of children in ratio within a room/area with other staff members in the building to support if needed. Practitioners may work in the rooms on their own with children within ratio for short periods of time provided they hold the following.

• Full DBS check

• A valid Paediatric first aid qualification (12-hour course)

• A valid level 2 or above safeguarding qualification

• Are 18 years of age or over

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6: Rest and Sleep

We recognise that all children may need a rest or sleep during their nursery day, especially the younger children. We provide a separate area within our sensory room for this, which offers a quiet, darker space with relaxing sounds to encourage a peaceful sleep.

Children are put down to rest or sleep by their key person, in a way that is unique to them, this would have been discussed and agreed with the parents/carers during the settling in process and update as and when changes occur. For example, this may include the position they sleep in, whether they are patted off, cuddled, they may have a comforter such as a teddy or a dummy. Some parents will also express how long they would like their child to sleep or have a time that they would prefer their child to be woken up by.

When children are sleeping, they are always in sight or hearing of the staff and are checked every 10 minutes, which is recorded on a sleep sheet. Checking will mean they are visually checked for movement, breathing …

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7: Health and Safety Policy

Here at Beltinge Day Nursery we are committed to promoting the children’s welfare and safeguarding them using a variety of policies, this is one of the policies that helps us in doing so as we have a duty of care to not only the children in our care but the staff and visitors of our setting.

Measure taken to promote health and safety:

Daily opening/closing checks, and garden checks ensures that the premises are safe and secure for the children’s use, they also identify areas of concern and action will then be taken i.e.: removing broken toys or equipment. Anything identified needs to be reported to the manager (Deputy in the managers’ absence) who has the overall responsibility that will act upon the information appropriately and share this with the designated person.

Bernadette Woods is the designated person for health and safety.

Though Bernadette is the designated person she is not the only person who can write a Risk assessment, all staff should have the experience, so they fully understand the procedure. This would then have to be signed off by Bernadette. It is important that everyone adheres to health and safety and plays an active role in implementing them.

Accident and incidents reporting:

* If an accident/incident occurs a written record should be made in the accident book clearly stating the child’s name, date of birth, description of the accident/incident, the part of the body affected, and treatment given. The staff member who treats the child and the witness needs to sign the form before the manager and finally the parent/carer
* The incident/accident book is closely monitored to pick up on any patterns or reoccurring incidents with the same child.
* The accident book is kept in the office in the lockable filing cupboard.
* Should an accident need reporting to RIDDOR, which are:

The Reporting of Injuries, Diseases & Dangerous Occurrences regulations 1995 place legal duty on employers and people in control of work premises to report work related deaths, major injuries or over 3 day injuries, work related diseases and near miss accidents.

**Types of reportable injury**

* Deaths
* Major injuries
* Over-seven-day injuries

**Reportable major injuries are:**

* fractures (other than to fingers, thumbs, and toes)
* amputation of an arm, hand, finger, thumb, leg, foot or toe
* any injury likely to cause permanent blinding or reduction in sight in one or both eyes
* any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen
* serious burns (including scalding) which:
  + cover more than 10% of the body
  + cause significant damage to the eyes, respiratory system, or other vital organs
* any scalping requiring hospital treatment
* any loss of consciousness caused by head injury or asphyxia
* any other injury arising from working in an enclosed space which:
  + leads to hypothermia or heat-induced illness
  + requires resuscitation or admittance to hospital for more than 24 hours

You should refer to the detailed guidance [Types of reportable incidents - HSE](https://www.hse.gov.uk/riddor/types-of-reportable-incidents.htm#reportable)

**Over-seven-day injuries**

Work-related accidents must be reported where they result in an employee (or self-employed person) being away from work, or unable to do their normal work duties, for more than 7 consecutive days as the result of their injury.

Where the worker’s injury or condition does not become apparent until some time after the accident, it must be reported as soon as it has prevented them from doing their normal work duties for more than 7 consecutive days.

This 7-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Some situations will include days when the injured person would not normally have been expected to work. You must take those days into account when deciding whether they were unable to do their normal duties for ‘more than 7 consecutive days’.

**Over-three-day injuries**

Accidents must be recorded where they result in a worker being away from work, or unable to do their normal work duties, for more than 3 consecutive days.

As an employer, you don’t need to report this type of accident – recording it in your accident book (under social security law) will be enough.

Please refer to the HAS website for further and up to date information including, but not limited to:

Occupational diseases

Dangerous occurrences

[Types of reportable incidents - HSE](https://www.hse.gov.uk/riddor/types-of-reportable-incidents.htm#reportable)

Anything that is reportable to RIDDOR also needs reporting to **Ofsted** within 14 days.

Risk assessment minimise the risk of accidents occurring

**Risk Assessments**

Risk assessment minimise the risk of accidents occurring

Though Bernadette is the designated person she is not the only person who can write a Risk assessment all staff should have the experience, so they fully understand the procedure. This would then have to be signed off by Bernadette. A Risk Assessment should take place as soon as a risk is identified and reviewed as and when needed i.e. if a change occurs and annually.

Identified in the Risk Assessment is:

The risk itself

Who is at risk?

The level of the risk before precautionary measures

Measures in place to reduce the risk

Level after

Signed and review date

Daily checklist act as daily risk assessments upon opening up and closing up and checking the outdoor area before use by the children. These check that the premises are safe for use.

**First Aid:**

At least 50% of staff holds the appropriate Paediatric first aid certificate which is renewed every three years.

The first aid boxes are found in both kitchens, the contents of which is based on a combination of advice from the Health and Safety Executive, the National Child-Minding Association, the Pre-school Learning Alliance and colleagues from the Ambulance Service.

First aiders are:

Bernadette Woods

Emma Shaw

Sarah Turner

Louise Killick

Chanel Fleming

Claire Baker

Laura Jeive

Fiona Adams

The Rota’s are done so that there is a First aider always on site.

All medication including those for staff need to be kept locked in the kitchen/office/staffroom with the exception of medication for care plans which is kept in the room for quick access.

Cleaning and equipment:

It is the responsibility of all the staff to maintain a healthy clean environment. This means cleaning as you go and identifying areas the needs cleaning and acting upon it appropriately.

If there is an outbreak of illness, then they toys and equipment will need to be sterilized again regardless of when they were last done.

The children are actively encouraged to join in with cleaning as it encourages and promotes good hygiene for the future.

All body fluid is to be cleaned up by the staff using the correct protective clothing i.e.: gloves and aprons, paper towels, and Anti-bacterial spray, all equipment used is then placed in a separate bag before being placed in the nappy bin bag.

COSHH:

Control of Substances Hazardous to Health

We have a folder which is in the kitchen with all the COSHH data sheets in.

All Chemicals are stored out of the reach of children in the kitchen area, and antibacterial sprays are up on high shelves within each room.

All Chemicals used by the cleaners are stored in a the cleaning cupboard in the main kitchen.

Training on induction means that all staff is aware of the COSHH policy, which is also revisited in staff meetings.

Insurance

Public liability insurance and employers liability insurance is in place. The

Certificate is displayed on the parents’ noticeboard in the lobby.

Fire:

For Fire and emergency evacuation see separate policy

**Electrical equipment**

All electrical/gas equipment conforms to safety requirements and is checked regularly.

Heaters, radiators, electric sockets, wire and leads are properly guarded, and the children are taught not to touch them. There are sufficient sockets to prevent overloading. The temperature of hot water is thermostatically controlled to prevent scalds. Lighting and ventilation is adequate in all areas.

PAT testing is done yearly, and we have a five year fixed wire test.

**Kitchen**

* The kitchen gate is always closed to ensure children do not have unsupervised access to the kitchen area.
* All surfaces are clean and non-porous
* There are separate areas for hand washing and for washing up.
* Cleaning materials are kept in the kitchen and in the cleaning cupboard as mentioned under COSHH.
* The children are kept away from hot water. The temperature of the water is controlled so that children are not scalded when washing their hands.

**Manual Handling**

We work towards a safe handling policy and as part of this process will ensure a current policy of minimal lifting.

We will ensure that the necessary arrangements are made to facilitate the information of the Policy, for example by provision of appropriate and suitable training, for those who have duties under the policy.

Consider the risks from manual handling to the health and safety of your employees – this guidance will help you to do this. If there are risks, the Regulations apply. Consult and involve the workforce. Your employees and their representatives know first-hand what the risks in the workplace are. They can probably offer practical solutions to controlling them. The Regulations require employers to:

■ avoid the need for hazardous manual handling, so far as is reasonably practicable.

■ assess the risk of injury from any hazardous manual handling that can’t be avoided; and

■ reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

We understand that those working with the younger, under 2-year-old children will be lifting. They are advised to follow the guidelines in the Health and Safety Executive Manual Handling, as well as at work a guide to any training they may receive.

**Vehicles:**

The staff are not permitted to take the children out in their personal vehicles, if children require medical attention, then an ambulance or the parents should be called to take them.

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| **This policy was adopted / continued by** | **Beltinge Day Nursery** |
| **On** | **Oct 2024** |
| **Date to be reviewed** | **October 2025** |

**8: Accidents / Injuries**

**Policy**

**Accidents / Injuries**

At Beltinge Day Nursery we recognise we have a duty to protect children from harm wherever possible. We also know that children will have accidents as they grow and become used to how their body moves, and they negotiate space and other children or equipment around them.

We record accidents on accident sheets that when completed and signed by the parents/carers, then indexed and stored in the accident file in date order.

**Procedures**

* When a child has an accident, the record is completed (by the staff involved) with the date and time, place and circumstances of the accident. The nature of any injuries and the treatment given is also recorded. This is signed by a member of the management team before being signed by the parent/carer on collection.
* In the event of a head injury, the above procedures are followed but in addition, a head injury record is also completed at set times after the accident which is set by a member of the management team dependant on the accident/injury.
* Parents / Carers are contacted by telephone as soon as possible after the accident to inform them of what has happened. They are informed about what happened, how their child reacted and how they are at that time. If need be the parent/carers will be asked to collect their child and continue to monitor at home or to seek medical advice.
* Children are observed and if there is a change in their appearance or behaviour after a head injury, Parents are called again to collect their child or an ambulance may be called.
* Parents are advised to seek medical attention in the event of some head injury.

**Ofsted**

Ofsted and RIDDOR will be informed of any serious accidents / injuries and in the event of the death of a child in our care.

Accident that happens in the care of Parents/carers with a visible injury or head injury should be recorded on an accident form, and existing injury should be circled at the top of the form. This form will need to be filled out before the child is allowed into nursery. In the event of a head injury children should be monitored at home for 24 hours before coming into nursery.

If a child needs to be restrained for their own or others safety an accident form will be filled out, and incident should be circled at the top, this will need to be signed by the parent/carer upon collection. and

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**9: Administering Medications**

**Policy**

Children who are unwell should NOT be in setting. However, we do recognise that some children are well enough to attend even when taking medications. Beltinge Day Nursery staff WILL NOT ADMINSTER NON-PRESCRIBED (OVER THE COUNTER) MEDICATION. Please see exceptions for this below.

Children who are taking prescribed medications WILL NOT be allowed to attend the setting for 48 hours from the time of their first dose. This is to in case of allergic/adverse reactions to the medication, and that the medication has had time to take effect.

**Procedure**

* + - * Children taking prescribed medication must be well enough to attend the setting. If it is over the 48 hours of starting new medication, and your child is still unwell they must be cared for at home.
      * We only administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). It must be in-date and prescribed for the current condition.
      * Children's prescribed medicines are stored in their original containers with prescription labels and are inaccessible to the children. Short life medicines also require an opened-on date.
      * On receiving the medication, the member of staff checks that it is in date and prescribed specifically for the current condition.
      * Parents must give prior written permission for the administration of medication. The staff member receiving the medication will ask the parent to complete and sign a consent form stating the following information.
* the full name of child and date of birth.
* the name of medication and strength.
* who prescribed it.
* the dosage and times to be given in the setting **AND THE TIME OF THE LAST GIVEN DOSE.**
* the signature of the parent, their printed name, and the date.

No medication may be given without these details being provided

* + - * MEDICATION CAN ONLY BE ADMINISTERED BY OR WITNESSED BY A MEMBER OF THE MANAGEMENT TEAM. This means a key person can administer in the presence of and checked by a member of the management team.
      * When medication is given the record is completed and details of the person administering and witnessing are also recorded on the medicine consent form.
      * Parents must sign this record when they collect their child at the end of the session.

Non prescribed medicine expectations:

* + - * Babies under 2 years old, MAY be given Paracetamol for teething once a day at nursery, at the discretion of the manager. This will not be done more than twice in one week, as it could mask other symptoms.
      * We hold emergency paracetamol on site which can only be given if a child has a high temperature which we are unable to lower if you (the parent/carer) is uncontactable, and the child has been in nursery for more than 4 hours. This is with prior Witten consent at the time of registration.

***Storage of medicines***

* + - * All medication is stored safely in a locked safe or refrigerated as required.
      * For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when- required basis. Epi pens and Asthma inhalers.
      * The Manager / Deputy Manager checks that any medication held in the setting is in date and will return any out-of-date medication back to the parent.

***Children who have long term medical conditions and who may require ongoing medication***

* + - * We carry out a care plan for each child with a long-term medical condition that requires on-going medication. This is the responsibility of our manager, alongside the key person. Other medical or social care personnel may need to be involved in the care plan.
      * Parents will also contribute to a care plan.
      * For some medical conditions, key staff will need to have training in a basic understanding of the condition, as well as how the medication is to be administered correctly. The training needs for staff will be undertaken before a child starts with us.

***Managing medicines on trips and outings***

* + - * If children are going on outings, the key person for the child will accompany the children with a care plan, or another member of staff who is fully informed about the child’s needs and/or medication.
      * Medication for a child is taken in a sealed plastic box clearly labelled with the child’s name and the name of the medication. Inside the box is the medication form where details of medication administered will be recorded.
      * When collecting their child, the Parent signs the medication form.
      * If the Parent accompanies the child on the outing, they are responsible for transporting and administering the medication

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**10: Ill Children**

**Policy**

Children who are unwell should not be in the setting. Parents are informed of our Ill Children Policy when visiting and upon registration.

* Parents are expected to inform the setting of their child’s absence from nursery and the reasons as soon as possible on the morning of their normal attendance.
* Parents are expected to inform the setting of a pre-planned absence, e.g.; DR/Hospital/Dental appointment or Holiday so this can be recorded on our registers.
* Parents are also expected to inform the setting of any intention to remove their child from our setting permanently and the reasons for it.

**Procedures for children who are sick or infectious**

* If children appear unwell during the day – for example, if they have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – a member of the management team will call the parents/carers and ask them to collect the child, or to send a known carer to collect the child on their behalf.
* If a child has a temperature, they are kept cool, by removing top clothing.
* The child's temperature is taken using an electronic thermometer.
* We recommend Parents take their child to the doctor if their child is requiring medicine for more than 2 days and, they are well before returning to nursery; **we can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious or infection/ disease.**
* **After diarrhoea or vomiting, Parents/Carers MUST keep children home for 48 hours following the last episode.**
* We have a list of excludable diseases and current exclusion times.

***Reporting of ‘notifiable diseases’***

* If a child or adult is diagnosed as suffering from a notifiable disease will report this to Public Health England.
* When we become aware, or are formally informed of the notifiable disease, the Manager will inform Ofsted and contacts UKHSA England, and will act on any advice given.

**Procedures for children with allergies**

* + - * When children start at the setting, we ask their parents if their child suffers from any known allergies. This is recorded on the Registration Form.
      * If a child has an allergy, we complete a care plan form to detail the following:
  + The allergen (i.e. the substance, material or living creature the child is allergic to, such as nuts, eggs, bee stings, cats etc).
  + The nature of the allergic reactions (e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc).
  + What to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen).
    - * A care plan will be produced and agree with the parent and any other professionals working with the child. Please see policy on administering medication.

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**11: Behaviour Management**

**Policy**

We believe that children flourish best when their personal, social and emotional needs are understood, supported and met and where there are clear, fair and developmentally appropriate expectations for their behaviour.

When dealing with unwanted behaviour the staff will NEVER use physical punishment.

Staff will use different strategies to deal with children’s behaviour, as children are individual and unique no one strategy will work for all children.

Child on child abuse is delt with sensitively and both the perpetrator and the victim will require support to understand what is acceptable behaviour.

**Procedures**

**In order for us to manage children’s behaviour in an appropriate way we will:**

* attend relevant training when available to help understand and guide appropriate models of behaviour.
* The use of visuals to aid understanding.
* Model good behaviours, talk respectfully to each other, children, Parents/Carers and visitors. We address unwanted behaviours immediately, calmly and with explanation.
* We have a set of ‘Golden Rules’ that the children have agreed upon for our setting and theses are discussed daily and through our routines and activities. These are also used when an incident occurs.
* To use positive praise, to re-enforce and label good behaviour. “That’s lovely sharing”
* If unwanted behaviour occurs or cause concern, we will monitor behaviour and try different strategies.
* Behaviours that result in concern for the child and/or others will be discussed between the key person, and Special Educational Needs Coordinator (SENCO) or/and Manager. During the meeting, the key person will use their knowledge and assessments of the child to share any known influencing factors (new baby, additional needs, illness etc.) to place the behaviour into context. Appropriate adjustments to practice will be agreed and if successful normal monitoring resumed.
* If the behaviour continues and remain a concern, then the key person should liaise with parents to discuss possible reasons for the behaviour and to agree next steps. If a cause for the behaviour is not known or only occurs whilst in the setting then the SENCO will suggest using a focused intervention approach to identify a trigger for the behaviour, for example, ABC charts.
* If a trigger is identified, then the SENCO and key person will meet with the parents to plan support for the child through developing a targeted plan. If relevant, recommended actions for dealing with the behaviour at home should be agreed with the parent/s and incorporated into the plan. Other members of the staff team will be informed of the agreed actions in the plan and help implement them. The plan should be monitored and reviewed regularly by the key person and SENCO until improvement is noticed**.**
* If, despite applying the initial intervention and focused intervention approaches, the behaviour continues or is of significant concern, then the SENCO will invite the parents to a meeting to discuss external referral and next steps for supporting the child in the setting.
* It may also be agreed that Early Help process should begin, and that specialist help be sought for the child if deemed necessary.
* Physical punishment is not allowed or tolerated; such behaviours will result in disciplinary action being taken.
* Exceptional circumstances may arise where a child may need to be restrained, for their own or others safety. This is a last resort after other strategies have not worked, such as removing other children from the immediate area or removing any dangers. If restraint is necessary an accident form will need to be completed, circling incident at the top on the form and parents/carers will need to sign the form upon collection.
* If a child is a danger to themselves or others reasonable force can be used to make sure no harm comes to any of the children in our care.
* In some circumstances, children will be offered reduced sessions to make sure, theirs and other children’s needs can be met. In extreme circumstances some places may be removed.

Advice provided by external agencies should be incorporated into the child’s action plan and regular meetings held to review the child’s progress.

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**12: Dummies**

**Policy**

We at Beltinge Day Nursery Recognise that at a young age some children are given a dummy for soothing purposes. However, research has shown that children who have a dummy can develop speech difficulties, and distorted speech sounds. Therefore, we at Beltinge Day Nursery discourage the use of dummies in setting and will not provide dummies for the children in our care.

**Procedure**

* When children come along with their Parents to visit the setting, we note if the child has a dummy. Key persons will discuss this with Parents and find out when / why the child needs a dummy.
* If a child has a dummy when they enter the setting at the start of their session, this will be removed when the child is settled and placed in their bag as soon as possible.
* If the child is distressed or requires their dummy for a short while, they may have it, but it will be time limited. Dummies may be used as part of a sleep routine than taken away after.
* We will work with Parents to ensure they are supported in their efforts to stop their child using their dummy.

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**13: Equality and Diversity**

**Policy**

Equality is about ensuring every child has an equal opportunity in the setting so that everyone is treated fairly.

Diversity is about taking account of the differences between people in our group and beyond and placing a positive value on these differences.

At Beltinge Day Nursery, we have a fully inclusive practice, where every child is given the same experiences, opportunities, and attention. We value our similarities and embrace our differences.

**Procedure**

* We at Beltinge Day Nursery are an inclusive practice. We welcome children from all areas of the community and backgrounds. We welcome children with varying abilities and needs.
* We aim to create an environment where all children can thrive by helping them to understand that individual characteristics make people unique and prevent them from seeing differences as a negative from their early stages of development.
* We do this via our own interactions with and expectations of one another. Modelling positive interactions, embedding our golden rules, and encouraging everyone to achieve their best.
* We provide activities and experiences which reflect the children that attend our setting regularly and by introducing knowledge and understanding of celebrations beyond their own community at an age-appropriate level.
* By having golden Rules that incorporate ‘British values’ and embarrass PSED in the ‘Early Years Foundation Stage’
* We also support children with SEND and EAL as part of our inclusive practice, adapting activities where appropriate so everyone has access to experiences in our setting.
* The setting has SENCO – Fiona Adams and Bernadette Woods– who works with Parents / Practitioners and outside agencies to ensure ALL children attending the setting are treated fairly and with the same expectations.

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| **Date to be reviewed** | **Oct 2025** |  |

**14: Special Educational Needs.**

**Policy**

We provide an environment in which all children with special educational needs (SEN) are supported to reach their full potential.

* We have regard for the Special Educational Needs and Disability Code of Practice (2014).
* We ensure our provision is inclusive to all children with special educational needs.
* We support parents and children with special educational needs.
* We identify the specific needs of children with special educational needs at the earliest opportunity and meet those needs through a range of SEN strategies.
* We work in partnership with parents and other agencies in meeting individual children's needs.
* We monitor and review our policy, practice, provision and, if necessary, make adjustments.

**Procedures**

* We designate a member of staff to be the Special Educational Needs and Disabilities Co-ordinator (SENCO) and give their name to parents. **Our SENCO is: Fiona Adams**
* Through observations and assessments by Key Persons, children who may not be developing as expected are flagged up to the setting SENCO.
* The SENCO and Key Person will discuss their concerns with the child’s Parents and ask if they have any concerns.
* The Parents, SENCO and Key Person will discuss and agree on the next step and what action need to take place next. This could be continued observation, a Targeted Plan, Referral to Speech and Language services, and referral to LIFT for Specialist intervention.
* The SENCO works closely with other colleagues and has responsibility for the day-to-day operation of our Supporting Children with Special Educational Needs Policy and for co-ordinating provision for children with SEN.
* We ensure that the provision for children with special educational needs is the responsibility of all members of the setting.
* We ensure that our inclusive admissions practice ensures equality of access and opportunity.
* We use the graduated approach system for identifying, assessing, and responding to children's special educational needs.
* We work closely with the parents of children with special educational needs to create and maintain a positive partnership.
* We ensure that parents are informed at all stages of the assessment, planning, provision, and review of their children's education.
* We provide parents with information on sources of independent advice and support.
* We liaise with other professionals involved with children with special educational needs and their families, including in connection with transfer arrangements to other settings and schools.
* We provide a broad, balanced, and differentiated curriculum for all children with special educational needs.
* We use a system of planning, implementing, monitoring, evaluating, and reviewing action plans for children with special educational needs.
* We ensure that children with special educational needs are appropriately involved in the graduated approach, considering their levels of ability.
* We have systems in place for supporting children based on a continuous cycle of ‘assess, plan, do and review’, which is applied in increasing detail and frequency to ensure that children progress.
* We have systems in place for working with other agencies through Targeted Plan, Personalised Plan, EHC plan, etc.
* Where possible and where budgets allow, we provide resources to implement strategies and plans for supporting children SEN.

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| **On** | **Oct 2024** |  |
| **Date to be reviewed** | **Oct 2025** |  |

# 15: Uncollected Children

**Policy**

Parents are expected to collect their child on time at the end of their session.

if a child is not collected by an authorised adult by their expected collection time, we put into practice the procedures below. During this time the child will receive a high standard of care in order to cause as little distress as possible.

## We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

## **Procedures**

* Parents/Carers are asked to provide the following specific information when they register their child.
* Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
* Work telephone number (if applicable).
* Mobile telephone number (if applicable).
* Names, and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
* Names of those with parental responsibility for the child.
* A unique password. This is used to identify any other persons who may collect the child if none of the named people can get to the setting.
* On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with details of the name and telephone number of the person who will be collecting along with a photo. We agree with parents how to verify the identity of the person who is to collect their child, by use of a password system.
* Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures, such as the staff that will stay at the setting until collection. Our contact telephone number is 01227 366311.

If a child is not collected at their expected collection time, the follow the procedures apply:

* Parents/carers are contacted at home or at work.
* If this is unsuccessful, the adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on the Registration Form - are contacted.
* If the child has siblings in Reculver School, we will contact them to see if they have been collected.
* All reasonable attempts are made to contact the parents or nominated carers.
* The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
* Or Integrated Front Door: Telephone number – **03000 411111** (outside office hours **03000 419191**)
* The child stays at the setting in the care of two of our fully vetted staff, one of whom will be from our management team until the child is safely collected either by the parents or by a social care worker.
* Under no circumstances will we go to look for the parent, nor leave the setting premises with the child.
* A full written report of the incident is recorded in the child’s file.
* Depending on circumstances, we reserve the right to charge parents for the additional hours worked.
* Ofsted will be informed as soon as practically possible but within 14 days. **0300 123 1231**

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| **On** | **Oct 2024** |  |
| **Date to be reviewed** | **Oct 2025** |  |

**16: Curriculum and Learning policy.**

At Beltinge Day Nursery we believe that every child deserves the best, with a curriculum that is exciting and inspires the children to learn in a safe and nurturing environment with ambitious and caring staff.

We already know that the children who come to our nursery arrive with a unique set of skills and experiences, and it is our job to build on these and give each child the skills they need for their next stage of learning, when they leave us and go to school.

We aim to deliver this by spending as much time as possible with the children, making every minute a possible learning opportunity, by reducing paperwork and giving staff more time to spend with the children.

**Routines and Practices**

Routines are in place in each room that are built around, not only the age of the children, but the individual children who are in the room at the time.

Routine plays an important part in the curriculum as it offers the children different opportunities. Snack time, for example, offers many opportunities for social interactions between children and their peers as well as with staff. It offers the opportunity to use communication skills to talk about the food on offer, whether it is healthy, where is comes from and their likes and dislikes. This also offers opportunities for self-service.

At mealtimes and snack times, the children sit at the table. This is for their own safety as well as having the benefits mentioned above. As the children get older their mealtime will naturally extend as they will begin to enjoy the social interactions that mealtimes offer. The skill of being able to sit for longer periods of time will help the children in their readiness for school.

Small group times such as key person times and larger group activities will give the children different opportunities to have an input into the group. We will allow all children time to have their voice heard and to develop the ability to accept that we do not all have the same opinion all the time. To let them understand that it is acceptable to think differently and respect each other’s views, thoughts, and feelings.

Sensitive grouping of children at small group times allows the staff to have children at a similar stage together giving all children a chance to flourish and grow.

We know that not all children learn in the same way and that there is evidence that there is a difference in the way that boys and girls learn. It is important therefore that we allow different styles of learning with opportunities to learn both inside and outside.

It is also important to have skilled staff who know when to sit back and observe the children and when to step in and help children in their journey of discovery in their play and learning. Giving the child the time to answer, time to make predictions and test ideas without being told the answer.

We believe in a balance of adult and child lead experiences that will offer the children a chance to experience new and exciting things, as well as exploring current interests, schemes, and general play. By giving the children time to build on, and embed skills they already have, this will help them adapt to new experiences in the future.

Communication is a key feature of our curriculum, with enthusiasm on the importance of stories, songs and rhymes. The older children will have these built into their routines with stories, songs, and word of the fortnight.

**Planning**

**We have a long-term plan of possible and predictable areas of interest, which includes day/weeks of celebration, such as ‘world science week’. This runs alongside planned activities and in the moment planning.**

Planning in the moment is a big part of our everyday practice building upon what the children are doing in the here and now, so that opportunities are not lost.

**\*** For example, two children playing pirates could be supported by:

* Making treasure maps giving opportunities for mark making and fine motor skills.
* Looking at maps and understanding the world around us.
* Making treasure, hiding it, marking it on our maps, and using problem solving skills to find it.
* Learning new words associated with pirate role play such as “compass”, what it is and what it does.

With younger children this could be a child observed posting books though the bookcase, which could be supported by:

A selection of posting toys available.

* Gutters and balls set up for the children.
* Shape sorters.

Younger children’s routines will be based around care routines with lots of opportunities for communication though songs, rhymes, games, and everyday interactions with staff.

Some of the key things we would like for our children to be able to do by the time they leave nursery and move onto school are:

* To be confident, competent learners.
* Be confident communicators who can Initiate conversations with peers as well as be part of a conversation.
* To ask and answer questions.
* Have a good vocabulary of words, including mathematical words and describing words.
* To be able to use previous knowledge they have gained and apply it to new situations to make predictions and test ideas.
* To be able to identify others feelings and how their actions impact on others.
* To have some basic phonics knowledge.
* To be able to share and take turns in groups.
* To play co-operatively and resolve differences.
* To be able to understand and accept that we all have differences and that is ok.
* To have a good foundation of mathematical concepts and numbers and apply these to everyday experiences.
* To be resilient. To persist when challenges occur and not just give up.

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**17: Complaints/Concerns**

**Policy**

All settings are required to keep a written record of any complaints, and their outcome. This is to be made available to parents, as well as to Ofsted inspectors on request.

**Making a complaint**

* Any Parent/Carer who has a concern about an aspect of our setting's provision or the welfare of a child should in the first instance, discuss his/her concerns with the manager. Most complaints should be resolved amicably and informally at this stage. We record the issue, and how it was resolved, in the complaints log.
* If the Parent/Carer is unsatisfied with the outcome, or if the problem re-occurs, the Parent/Carer should put their concerns or complaint in writing, to the Management Committee.
* This will trigger an investigation into the complaint/concern. This is carried out by the Manager and reported to the Chair Person of the Committee once completed. If the Chair Person feels further investigation is needed it will be done. If the Chair Person is satisfied with the investigation, our Manager meets with the Parents/Carers to discuss the outcome.
* An investigation, and written notification of outcome to the complainant will be made within 28 days of receiving the complaint. This is also logged in the complaints log. If the Parent/Carer is not satisfied with the outcome of the investigation, he/she may request a meeting with our manager and the chair. The parent may have a friend or partner present if they prefer and our manager should have the support of the management team.
* An agreed written record of the discussion is made, as well as any decision or action to take as a result. All the parties’ present at the meeting sign the record and receive a copy of it. This signed record signifies that the procedure has concluded. A follow up meeting may need to be arranged to ensure all parties are satisfied, and any actions needed are in place/been carried out.
* Ofsted details are on the parent notice board if they wish to contact them regarding a complaint.
* All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific **Procedures for Managing Allegations against Staff within our child protection policy and staff code of conduct.**

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**18: Admissions, Registration, Sessions and Fees**

**Admissions Policy**

At Beltinge Day Nursery we welcome children from the age of 0 years 3 months – 4 years 11 months. We provide Care and Early Education for all children including those with Special Educational Needs (SEND) and children with English as an Additional Language (EAL). We are providers of Free for Two (FF2) funded places, Universal Early Education Entitlement and the Extended Early Education Entitlement (up to 30 hours) We are an inclusive practice and welcome children from all areas of the community, providing the same high-quality care and education for all.

**Procedure**

* + - * We advertise our setting via social media, including Facebook and our own website. We are also on various childcare websites and the KCC Childcare website.
      * Prospective Parents / Carers are welcome to visit the setting with a pre-booked appointments or at regular open days.
      * During an initial visit, Parents and their children are shown around the Nursery building. This is usually with the Manager but can also be the Deputy or other senior staff in the Managers absence.
      * Parents are given a Prospectus, and the routines and ‘flow’ of the day are explained. Parents are told about sessions, snacks and lunch times and general activities and information. Parents are told about our Key Person and second key person system and how we monitor children’s learning and development, including how they themselves can be a part of this process.
      * Parents are also informed of our Fee structure and about any additional cost they should expect when their child attends.
      * If Parents wish to put their child’s name on our waiting list, they can do so at these visits, or later when they have had a chance to look at other settings and have made their choice.

**Registration Policy**

At Beltinge Day Nursery we require ALL children to be registered, if they wish to attend.

**Procedure**

* + - * Parents of children on our waiting list are contacted and offered a place dependant on what is available. If they accept the place there is a registration fee to pay which is nonrefundable, once this has been received, we arrange an appointment for them and their child to come in and spend some time with their child’s key person. There will be some paperwork that will need to be filled out during this visit. This provides an important first impression of the child and their likes / interests and general development.
      * They are required to bring along the child’s full birth certificate and / or passport, their ‘red book’ for immunisation and developmental records, documentation relating to funding, for example, an email confirmation of FF2 funding, or the Code issued to state qualification for Extended Entitlement (30 hours). Parents must also pay a non-refundable registration fee of £50. \*\* Totally free places are available for FF2, universal and extended entitlement (totally free places do not incur a registration fee).
      * Parents are also required to bring along any documentation relating to their child’s involvement with outside agencies or any health issues/conditions their child may have.
      * During the initial settling in session, discussions are had regarding the Parents’ wishes, children medical and dietary needs and further settling in sessions will be booked. If the child’s start date is in the future, they will be contacted nearer the start date to book settling in sessions.
      * Parents are then issued with a registration letter and sent all the settings policies via email.

**Sessions Policy**

We offer a selection of sessions, to help fit around parent’s/carers other commitments.

**Procedure**

* + - * The setting offers childcare and early education from 8am-4pm, a total of 7 hours funding can be taken between the hours of 8am – 4pm.
      * Parents can opt to take the funded hours over 38 weeks or ‘stretch’ funding over 48 weeks\*\*
      * Children who access up to 30 hours will be offered full days.
      * Additional hours over entitlement will be charged at the settings hourly rate.
      * Sessions / Days of attendance and any extra hours MUST be pre-booked and remain the same for the term.
      * We require one month’s notice for any changes, however changes are dependent on the nursery’s availability.
      * Fees are due in advance.
      * Additional sessions / hours will be refused if Fees are not paid and until payment is made, children can only attend for their ‘funded’ sessions. (See our Fees Policy below)

\*\*subject to change in line with operational pattern.

**Fees Policy**

Charges for sessions attended by the hour. Parents who qualify for FF2, Universal and Extended Early Education Entitlement will receive up to 15 or up to 30 hours per week. Any additional sessions / hours above this entitlement, or outside of funded hours will be charged for.

Invoices are produced for Parents monthly. Failure to pay for hours above free entitlement will result in the extra hours being removed (only free hours can be used) until the debt is paid.

**Procedure**

* + - * Fees are charged at our session/hourly rate.
      * Parents are told at Registration what their weekly fee will be and must sign a contract agreeing to the payment of fees.
      * Parents are given a monthly invoice at the end of each month for the following month detailing their fees where applicable and the date by which they must pay these.
      * We offer totally free places for FF2 and both 15 and 30-hour. These sessions/days are slightly different from other sessions and Parents are informed of this when accepting the place.
      * Parents receiving one of our totally free places cannot book extra sessions / hours as they will then no longer be accessing a free place, and they will be moved to a fee-paying contract.
      * Parents are still charged if a child is absent or on holiday as it is their place they are paying for and not the attendance of their child.
      * In the event a parent does not pay their fees (sessions above funded sessions) then the additional sessions will no longer be available to them. Fees must be paid in full before the additional times over their entitlement are reinstated.
      * There is a late fee for late payment of nursery fees. This will be £20 For any outstanding payments not received on or before the payment date if fees remain unpaid after 10 days your place will be terminated.
      * In the event a Parent still does not pay, the Management Committee will be informed and legal action to recover the cost may be taken.
      * Session times must be adhered to in order for us to maintain ratios, late collection will result in a fee of £10 for any time after your sessions finish time and increases by £10 every 15 minutes.

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| **This policy was adopted / continued by** | **Beltinge Day Nursery** |  |
| **On** | **0ct 2024** |  |
| **Date to be reviewed** | **Oct 2025** |  |

**19: Committees**

**Policy**

Our Management Committee, under the direction of our Chairperson, who is responsible for ensuring the setting is organised, and fulfils its statutory obligations with regard to running an Early Years Setting, as well as making major decisions regarding staffing, operational days / times, management and financial aspects.

The Management Committee is also responsible for any Fundraising activities and events.

**Procedure**

* As soon as a child starts to attend the setting, their Parents automatically become ‘Family Members’, and will be invited to attend meetings in that capacity.
* Each family holding family membership will count as one member and will be entitled to one vote at any general meetings of the members.
* Family members MUST declare the nature and extent of any interest, direct or indirect, to which they are connected to and;
* Family members MUST absent themselves from any discussions in which a possible conflict of interest may arise where the best possible interests of Beltinge Day Nursery will be affected.
* Any member absenting themselves from discussions MUST NOT vote on any discussion where there is a conflict of interest.

Parents / Carers are very welcome to join our Fundraising Committee at any time.

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**20: Vision Statement**

At Beltinge Day Nursery we believe that every child deserves the best, with a curriculum that is exciting and inspires the children to learn in a safe and nurturing environment with ambitious and caring staff.

We already know that the children who come to our nursery arrive with a unique set of skills and experiences, and it is our job to build on these and give each child the skills they need for their next stage of learning, when they leave us and go to school.

We hope to achieve this by working in partnership with parents and carers, which starts with the relationship between the Key person, the child and the parents/carers on their very first visit to the setting. We believe that every child is unique and with this in mind the Key person will plan challenging activities that extend and promote children’s learning from their starting points and their interests which are initially provided by the parents. We respect the views of the children by recording these in observations of what the children say which are added to the child’s Learning Journal and are then used to inform planning and in changing around our environment.

We are committed to providing quality childcare and experiences in line with the EYFS principles and believe in delivering this using the three characteristics of learning:

* Play and exploration.
* Active learning
* Creative and critically thinking.

We believe that we never stand still and there are always new challenges, with this in mind we not only provide each staff member with training and development in the form of supervision and appraisals, we also all work together in a setting improvement plan. This also includes moving with the times, changing guidelines and new families entering the setting.

We value not only the opinion of the uses of our setting but those of the local Early Years advisory team, other agencies, and Ofsted.

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**21: Intimate and personal care, including nappy changing**

**Policy**

All children are able to access our nursery, even if they are not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time.

Changing times and toileting assistance happens in a calm and relaxed manner. Children have access to toilets that have doors for privacy. Toilets and changing areas are visible to staff.

**Procedures**

* Changing times and toileting assistance happens in a calm and relaxed manner.
* Children have access to toilets that have doors for privacy.
* Toilets and changing areas are visible to staff.
* Wherever possible we ensure that nappy changing is relaxed and a time to promote independence in young children, where they will be spoken to, and asked to help in the process where possible. For example helping to remove clothes, shoes…
* We provide clean changing facilities, and staff wear aprons and gloves when changing nappies / pull-ups.
* We encourage children to wash their hands after a nappy change and using the toilet.
* Occasionally a child may wet or soil their underwear and clothing. Children are never ‘told off’ if this happens, they will be helped to change by a member of staff in a positive and supportive manner. Children are encouraged to be as independent as possible in the process and adult guidance, assistance and supervision is always given. Underwear that has been wet or lightly soiled, are placed in a nappy bag and sent home. Parents/Carers are always informed of a change of clothing upon collection of their child.
* Nappy changes are recorded.

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**22: Lost or missing Child**

**Policy**

Children’s safety is our highest priority, both on and off the premises. Every attempt is made to ensure the security of children is maintained at all times.

***In the event of not arriving at setting***

**Procedure**

* Parents are expected to inform the setting of their child’s absence from nursery and the reasons as soon as possible on the morning of their normal attendance.
* Parents are expected to inform the setting of a pre-planned absence, e.g.; DR/Hospital/Dental appointment or Holiday so this can be recorded on our registers.
* Parents are also expected to inform the setting of any intention to remove their child from our setting permanently and the reasons for it.
* **If the above actions do not happen, the following procedure applies.**
* On the first session of absence, if a child has not arrived in setting after 30 minutes of that sessions start time, the Manager/Admin or Deputy will call the Parents for clarification. This information will be recorded, and the child marked A (absent) on the daily register.
* If we are unable to contact Parents by phone, we will email them. We will also call the Parents mobile phone asking them to contact us.
* While awaiting a reply, we will look at past registers to see if a pattern of absence is evident. If so, we will discuss this with Parents, on the child’s return to setting to see if there are specific barriers or issues that we may be able to help with.
* We may also contact the school of any siblings to see if they too are absent. (if we have this information).

Headcounts:

Headcounts are done throughout the sessions, upon arrivals and departures, transitions from one area of the nursery to another, or into/in-from the garden. This is then recorded on the headcount board for the room and tallied with the rooms register.

**In the unlikely event of a child going missing in our care, the following procedure is followed.**

***Child going missing on the premises.***

* As soon as it is noticed that a child is missing, a member of staff alerts our setting manager.
* Our manager / deputy manager will carry out a thorough search of the building and garden.
* If the child is not found, our manager / deputy manager calls the police immediately and reports the child as missing. If it is suspected that the child may have been abducted, the police are informed of this.
* The parent(s) are then called and informed.
* Our manager/ deputy manager talks to our staff and the children to find out when and where the child was last seen and records this.
* A senior staff member will search the school grounds, as far the road and local houses.
* Our manager/ deputy manager contacts our chairperson and reports the incident.
* Following the event of a missing child a full investigation will take place.
* Ofsted are informed as soon as practically possible but within 14 days.

***Child going missing on an outing.***

This describes what to do when our staff have taken a group on an outing, leaving our manager and/or other staff back in our setting premises. If our manager has accompanied children on the outing, the procedures are adjusted accordingly.

* As soon as it is noticed that a child is missing, the manager / deputy manager is informed.
* Gather all the children into one area and conduct a headcount, against the register to ascertain if a child is missing and if so who.
* At this point enough staff should remain with the children as needed to meet the ratios while the other staff conducts a search of the premises. One staff should alert the manager if not already with the group by calling the nursery number on 01227 366311. One person should be in charge of directing the staff to organise the search.
* The staff of the place of visit should be alerted so they can look out for the child, and man any exits.
* One staff member searches the immediate vicinity.
* Our manager / deputy manager contacts the police and reports that child as missing.
* Our manager is contacted immediately (if not on the outing) and the incident is recorded.
* Our manager / deputy manager contacts the parent(s).
* According to the advice of the police, a senior member of staff, or our manager where applicable, should remain at the site where the child went missing and wait for the police to arrive.
* Our manager contacts our chairperson and reports the incident.
* Ofsted are be informed as soon as practically possible but within 14 days.
* Following the event of a missing child a full investigation will take place.
* Our staff must not discuss any missing child incident with the press.

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**23: Emergency Evacuation (Fire Drills)**

**Fire Drill Policy**

In order to keep the children and adults in our setting safe we must practice what to do in the event of a fire or the need to evacuate the premises quickly.

We hold fire drills regularly and record the following information about each fire drill in the Fire Safety Log Book:

* + - * The date and time of the drill.
      * Number of adults and children involved.
      * How long it took to evacuate.
      * Whether there were any problems that delayed evacuation.
      * Any further action taken to improve the drill procedure.
      * See attached Fire Procedure and Fire Drill/Emergency Evacuation.

**Fire Drill Procedure**

Text

Description automatically generated with medium confidence

Fire Drill & Emergency Evacuation procedures.

In the event of a fire drill the manager will set off the alarm, to alert staff and children that a fire practice drill is taking place.

When the whole school and the nursery have a fire practice drill the fire alarm will sound, as it would in the event of a real fire.

* On hearing the alarm all staff will gather the children in their rooms, conducting a headcount to account for all children and head to the nearest/safest exit.
* Make their way to the assembly point with their register, and care plan medicines. Registers will be checked to make sure all children are accounted for.
* All spare staff, manager, admin… will head to baby room to help with the evacuation of the smaller non mobile children.
* Manager/Deputy (person in charge on day) will take staff register and do a sweep of the premises as they leave, helping where needed along the way.

The assembly point for the nursery is:

Where the school playground meets the grass, opposite the nursery marked with the number 7.

If this was a practice drill, you will be allowed back in when all staff and children are accounted for, and the timer has stopped.

In the event of a real fire or false alarm you will be allowed back in when it is deemed safe to do so by the relevant people.

* In the event of a real emergency, 1 x staff to go the reception class, via the garden, to raise the alarm with the school.

Silent drill will take place in the same way, however there will be no alarm sound, the alarm will be conveyed be message in person from the person who takes the call. Calmly and quietly, we will evacuate the building. Management team will call Reculver school office to inform them.

Lockdown procedures:

In the event of a treat from either an individual or group, all staff and children must make their way to the designated place where they will be out of sight and away from doors and windows as much as possible.

Place of safety: Corridor by office and toilet area.

* Staff will calmly guide the children to their place of safety from wherever they are, if in the garden they will make their way in, and the doors locked behind them.
* All spare staff, manager, admin… will head to baby room to help with smaller non mobile children.
* Manager/deputy should go around checking doors and windows are, locked and blinds pulled down, and lights off.
* The coat peg area curtain should be pulled across, so the children and staff are not visible.
* There should be a headcount and all children cross referenced against the register along with staff.
* The manager/deputy/admin should ASAP call 999 and take instructions.
* Reculver school should also be alerted if it was not them who alerted us.
* To practice Lockdown the phrase “lock down, Quick, quiet crawl” will be called, making it a game for the children. This will also be called in the event of a real emergency.
* Staff should help the children to remain calm, quiet, and low to the floor.

In the event of a real emergency, we will wait in our place of safety until the treat has been secured and we are advised by the emergency service it is safe to come out.

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**24: Bereavement**

**Policy**

Younger children can, and often do, react strongly to their own grief, but also to the grief of significant adults involved in their day-to-day care. Whatever the circumstances, babies, and children under five years of age need to have their grief acknowledged and their distress comforted.

People are often at a loss as to know what to say or do to help a child who has been bereaved by the death of someone important to them. Every situation is different, and children will be affected to a greater or lesser degree, dependent on the circumstances of the death and the nature of the relationship they had with the person who has died.

Most grieving children do not need a ‘bereavement expert’ they need people who care. Early years settings, just by carrying on with their usual day-to-day activities while being aware of the bereavement, can do a huge amount to support a grieving child.

Where possible and appropriate, we at will also support Parents, sign posting to others that can help, or by offering additional sessions or days of attendance if required/possible.

Where needed staff will have access to training that will help them to help the child.

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25: Outing policy

Here at Beltinge Day Nursery we feel that outings can play an important role in helping to promote children’s learning, however we also know that there needs to be careful planning when considering an outing not only about the children’s safety and wellbeing but also what learning they will get out of it.

Any outing would need to be planned in advance and individual permission obtained from each parent prior to the event. This will be in the form of a letter outlining where, when, transport being used (if used), provisions for food and drink and how an outing will take place and permission slip to be returned to the nursery filled out with the parent signature.

Each outing, whether small or large would need to be planned for using the nursery risk assessment forms. Local visits to the same place do not need a new risk assessment they just need to be reviewed before going to make sure all the information is relevant and gives you the opportunity to add anything i.e.: Road works.

For larger planned outing a senior member of staff needs to visit the venue in advance to prepare a risk assessment and with the help the venues own risk assessment. All of which are available to the parent upon request.

In planning an outing, groups are arranged including a named staff member and appointed children. The appointed staff member must be aware of all their children individual needs and will be accountable for the supervision of their named children though out the entire trip.

During a trip there will always be a senior member of staff present who is not in the adult to child ratio and will there for be able to help wherever needed.

This staff member will be in contact with the other senior member of staff left on site at the nursery, making sure they alert the nursery of any delays in their departure, traffic and any other incidences.

Parents accompanying on outing are only allowed to account for their own child.

Each outing will be recorded in the setting, on an Outings form, along with the risk assessment.

Recorded on this form is:

· The names and contact numbers of all the children on the trip.

· The names of all the staff on the trip.

· Named First aiders,

· Place of visit,

· Nursery Mobile phone number.

· Any necessary medical notes.

Equipment needed for an outing:

· Travel first aid kit

· Mobile phone

· Spare clothes

· Wipes

· Nappies

· Contact details of the nursery stored on the mobile phone. The nursery will then have all the contact details of the children and staff on the outing in case of emergencies.

· Any medication and care plans

Prior to trips where transport is needed all MOT and insurance certificates need to be seen and recorded as seen on the risk assessment.

Lost and missing child while on a trip:

* Gather all the children into one area and conduct a headcount, against the register to ascertain if a child is missing and if so who.
* At this point enough staff should remain with the children as needed to meet the ratios while the other staff conducts a search of the premises. One staff should alert the manager if not already with the group by calling the nursery number on 01227 366311. One person should oversee directing the staff to organise the search.
* The staff of the place of visit should be alerted so they can look out for the child, and man any exits.
* One staff member searches the immediate vicinity.
* Our manager / deputy manager contacts the police and reports that child as missing.
* Our manager is contacted immediately (if not on the outing) and the incident is recorded.
* Our manager / deputy manager contacts the parent(s).
* According to the advice of the police, a senior member of staff, or our manager where applicable, should remain at the site where the child went missing and wait for the police to arrive.
* Our manager contacts our chairperson and reports the incident.
* Ofsted are be informed as soon as practically possible but within 14 days
* Following the event of a missing child a full investigation will take place.
* Our staff must not discuss any missing child incident with the press.

• The manager should then alert the police by calling 999.

They will need the following information:

•         The name of where you are or the setting address

•         The child’s name and date of birth

•         A detailed description of the child and what they were wearing

•         Details of the incident, what happened prior, when they were noticed and how long they have been missing.

•         Contact numbers for the child’s parents

•         Contact number to call you back on

•         When the child is found they should be checked all over to make sure they are ok

Once again, an incident form will need to be completed.

Reference

Administering Medication

Missing policy

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**26: The Data Protection Act 2018 (General Data Protection Regulation)**

**Policy**

GDPR states that personal data should be ‘processed fairly & lawfully’ and ‘collected for specified, explicit and legitimate purposes and that individuals’ data is not processed without their knowledge and is only processed with their ‘explicit’ consent. GDPR covers personal data relating to individuals. Beltinge Day Nursery is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors, and staff personal data. The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly. This framework is available upon request.

Beltinge Day Nursery is registered with the ICO (Information Commissioners Office) under registration reference: ZA118647. Our certificate is on display on the parent’s information board in the foyer.

**Storage and use of personal information procedures**

* All paper copies of children's and staff records are kept in a locked filing cabinet. Members of staff can have access to these files but information about individual children is confidential these records always remain on site. Digital copies of these records are made, and paper records are shredded after the retention period.
* Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.
* Information regarding families’ involvement with other agencies is stored in a locked filling cabinet. These records are shredded after the relevant retention period.
* Upon a child leaving Beltinge Day Nursery and moving on to school or moving settings, data held on the child may be shared with the receiving school. For Children attending Reculver CE Primary School, this information will be taken by hand to the school office for the attention of the Early Years Team. For children attending other schools the parent/carer will be given the data to deliver to the receiving school.
* Access to all Office computers and Tapestry Online Learning Journal is password protected. When employment at the Nursery setting ends for any member of staff, these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

GDPR means that Beltinge Day Nursery must; \* Manage and process personal data properly \* Protect the individual’s rights to privacy \* Provide an individual with access to all personal information held on them.

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**27: Use of Images/Videos of Children by the Setting**

This policy seeks to ensure that images and videos taken within and by Beltinge Day Nursery are taken and held legally and the required thought is given to safeguarding all members of the community.

This policy applies to all staff including the Chair and Management Committee, practitioners support staff, external contractors, visitors, volunteers, and other individuals who work for or provide services on behalf of the nursery (collectively referred to as ‘staff ‘in this policy) as well as children and parents/carers.

This policy must be read in conjunction with other setting policies including (but not limited to) our child protection, and staff code of conduct.

This policy applies to all images (including still and video content) taken by the setting.

All images taken by the setting will be used in a manner respectful of the seven-point framework as described in the Data Protection Act 2018. This means that images will be:

* fairly and lawfully processed.
* processed for limited, specifically stated purposes only.
* used in a way that is adequate, relevant, and not excessive.
* accurate and up to date
* kept on file for no longer than is necessary.
* processed in line with an individual’s legal rights.
* kept securely.
* adequately protected if transferred to other countries.

The DSL, Chair and Management team is responsible for ensuring the acceptable, safe use and storage of all camera technology and images within the setting. This includes the management, implementation, monitoring, and review of the Settings Image Use Policy.

All tablets and camera must be accounted for and locked away when the setting is closed.

**Parental Consent**

Written permission from parents or carers will always be obtained before images/videos of children are taken, used, or published by the setting.

Written parental consent will always be sought to take and use photographs offsite for professional, marketing and training purposes. This may be in addition to parental permission sought for onsite images.

Written consent from parents will be kept by the setting where children’s images are used for publicity purposes (such as brochures or publications), until the image is no longer in use.

Parental permission will be sought on an agreed basis ***(on admission, annually, specific events or productions).***

A record of all consent details will be kept securely on file. Should permission be withdrawn by parents/carers at any time, then all relevant images will be removed and disposed of, and the record will be updated accordingly.

**Safety of Images and Videos**

All images taken and processed by or on behalf of the setting will take place using setting provided equipment and devices ONLY, no personal equipment should be used as this is a disciplinary offence.

Staff will receive information regarding the safe and appropriate use of images as part of their safeguarding training and responsibilities.

All members of staff (including volunteers) will ensure that all images are available for scrutiny and will be able to justify any images in their possession.

Images will not be kept for longer than is to be considered necessary. A designated member of staff (DSLs) will ensure that all photographs are permanently wiped from memory cards, computer hard and portable drives, or other relevant devices once the images will no longer be of use.

All images will always remain on site. Staff ARE NOT permitted to remove images or image recording devices from the setting. **Breaches of this WILL result in disciplinary action**.

The DSLs reserve the right to view any images taken and/or to withdraw or modify a member of staffs’ authorisation to take or make images at any time.

Only official setting owned equipment (e.g. work provided digital or video cameras, cameras and tablets) will be used by staff to capture images of children for official purposes. **Use of personal cameras by staff is always prohibited.**

**Publication and sharing of images and videos.**

Images or videos that include children will be selected carefully for use e.g. only using images of children who are suitably dressed.

Images or videos that include children will not provide material which could be reused.

Children’s’ full names will not be used on the website or other publication (e.g. newsletters, social media channels) in association with photographs or videos.

The setting will not include any personal information, addresses, emails, telephone numbers…..

**Usage of systems to share images with parents.**

We use Tapestry Online Learning Journals (referred to as Tapestry) to upload and share images of children with parents.

The use of the system has been appropriately risk assessed and the setting has taken steps to ensure all data stored is held in accordance with GDPR.

Images uploaded to Tapestry will only be taken on setting devices.

All users of Tapestry are advised on safety measures to protect all members of the community e.g. using strong passwords, logging out of systems after use etc.

Parents/carers will be informed of the settings expectations regarding safe and appropriate use (e.g. not sharing passwords or copying and sharing images) prior to being given access. Failure to comply with this may result in access being removed.

**Safe Practice when taking images and videos.**

Careful consideration is given before involving very young or vulnerable children when taking photos or recordings, who may be unable to question why or how activities are taking place.

The setting will discuss the use of images with children and young people in an age-appropriate way.

A child or young person’s right not to be photographed is to be respected. Images will not be taken of any child or young person against their wishes.

Photography is not permitted in sensitive areas such as toilets.

***Use of Images/Videos of Children by Parents/Carers/Others***

Parents/carers are **not** permitted to take photographs or video footage of events. There may be opportunities at the end of group events for Parents/Carers to take photographs of their own child(ren).

Parents/carers who are using photographic equipment must be mindful of others (including health and safety concerns) when making and taking images.

**The right to withdraw consent will be maintained and any photography or filming on site will be open to scrutiny at any time.**

Parents may contact the setting DSLs to discuss any concerns regarding the use of images.

Photos and videos taken by the setting and shared with parents should not be shared elsewhere (e.g. posted on social media site), **to do so may breach intellectual property rights, data protection legislation and importantly may place members of the community at risk of harm**.

***Use of Photos/Videos by Children***

The setting will discuss and agree age-appropriate acceptable use rules with children regarding the appropriate use of cameras, such as places children cannot take the camera (e.g. unsupervised areas, toilets etc.).

All staff will be made aware of the acceptable use rules regarding children’s use of cameras and will ensure that children are appropriately supervised when taking images for official or curriculum use.

Members of staff will role model positive behavior to the children by encouraging them to ask permission before they take any photos.

Photos taken by children for official use will only be taken with parental consent and will be processed in accordance with the Data Protection Act 2018.

Parents/carers will be made aware that children will be taking photos/videos of other children and will be informed how these images will be managed by the setting e.g. will be for internal use by the setting only (not shared online or via any website or social media tool).

Photos taken by children for official use will be carefully controlled by the setting and will be checked carefully before sharing online or via digital screens.

Still and video cameras provided for use by children and the images themselves will not be removed from the setting.

***Use of Images of Children by the Media***

Where a press photographer is to be invited to celebrate an event, every effort will be made to ensure that the newspaper’s (or other relevant media) requirements can be met.

A written agreement will be sought between parents and carers and the press which will request that a pre-agreed and accepted amount of personal information (e.g. first names only) will be published along with images and videos.

The identity of any press representative will be verified, and access will only be permitted where the event is planned, and where press are to be specifically invited to attend. No authorisation will be given to unscheduled visits by the press under any circumstances.

Every effort will be made to ensure the press abide by any specific guidelines should they be requested. No responsibility or liability however can be claimed for situations beyond reasonable control, and where the setting is to be considered to have acted in good faith.

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| --- | --- | --- |
| **This policy was adopted / continued by** | **Beltinge Day Nursery** |  |
| **On** | **Oct 2024** |  |
| **Date to be reviewed** | **Oct 2025** |  |

**28: Use of mobile phones and Image capturing / recording devices.**

**Policy**

The use of Mobile phones on the Nursery premises is strictly forbidden while children are on site, during opening hours.

**Personal mobile phones**

* Personal mobile phones and image capturing device, including wearable tech with photographic capabilities belonging to our staff and volunteers are not used on the nursery premises during working hours.
* Parents/Carers and visitors are required to turn off/put away mobile phones while on nursery premises and within school grounds.
* At the beginning of everyone’s shift, personal mobile phones are to be stored in staff lockers, or in the manager’s office.
* In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, with permission from the manager. In the staff room or office.
* Our staff and volunteers ensure that the setting’s telephone number is known to immediate family and other people who need to contact them in an emergency.
* We also have a nursery mobile phone for Parents to contact if they cannot get through on the land line, or in the event of emergency, or loss of land line service.
* The nursery mobile phone will be taken on outings for the purpose of contacting the setting, Parents/Carers or emergency services. Staff must not use their own mobile phones.
* Our staff and volunteers will not use their personal mobile phones for taking photographs of children.
* Parents and visitors are requested not to use their mobile phones whilst on the premises. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.
* This policy also applies to wearable ‘tech’. (Please see the staff code of conduct for further information).

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| **This policy was adopted / continued by** | **Beltinge Day Nursery** |  |
| **On** | **Oct 2024** |  |
| **Date to be reviewed** | **Oct 2024** |  |

**29: Staff Code of Conduct**



**Nursery Employees / Volunteers and Students**

* All paid Employees (Staff) of Beltinge Day Nursery have a Job description outlining key points and expectations of their role which they are expected to adhere to.
* Staff have a Contract of Employment which is signed by the Manager on behalf of the Committee and themselves. These contracts are renewed at the start of each academic year (in September). In process at present,



* All staff are issued with a copy of the settings Policies and Procedures document.
* All staff are issued with this Code of Conduct which further outlines expectations and duties. (a copy of this is included in the settings Policies and Procedures document)
* Absences are recorded in the setting diary and on wages timesheets. See the **Attendance, Timekeeping and Appointments** section for further details.
* Volunteers and Students are given a contract outlining key points and is signed by both themselves and the Manager. They are also issued with a Code of Conduct.

**1. PURPOSE**

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the children and young people in their charge must be above reproach. This Code of Conduct is not intended to detract from the enhancing experiences children gain from positive relationships with staff. More importantly, it is intended to assist staff by offering guidance on prudent conduct. Consequently, the purpose of this code of conduct for **Beltinge Day Nursery** staff is:

* To identify boundaries and responsibilities
* To agree communication and accountability.
* To explain what is expected of you as an employee.
* To ensure staff demonstrate high standards of conduct in order to encourage our children to do the same.
* To ensure that staff avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
* To help staff understand what behaviour is and is not acceptable.

The Code of Conduct should also be read in conjunction with your job description, your contract of employment, grievance procedures, and disciplinary procedures, complaint procedures and all policies and procedures relevant to the Nursery.

**2. POLICIES AND PROCEDURES**

The Nursery has a range of policies and procedures which apply to all staff. These are available from

the office. All staff will be given a copy of these on induction and must read the policies and comply with their terms. The failure of any staff member to do so will result in disciplinary action being taken against them.

Digital updates will be sent via email to all staff.

**3. ATTENDANCE, TIMEKEEPING AND APPOINTMENTS**

* Staff are required to comply with the rules relating to notification of absence/lateness by calling the manager in charge on the day before the start of their shift and at the start of the nursery day 7.45am.
* Staff are required to arrive at work promptly and be ready to start work at their shift starting times. Staff are required to remain at work until their shift finishing times. On odd occasions may be required to stay if ratios are not met.
* The Nursery provides a time sheet for recording staff attendance at the Nursery. These time sheets are used to calculate salary, monitor absences and overtime. It is important this is filled in correctly otherwise there may be implications for your pay.
* Staff must obtain management authorisation if for any reason they wish to arrive later or leave earlier than their agreed shift start and finish times.
* Persistent poor timekeeping or absence will result in disciplinary action.

**When should employees attend appointments?**

We appreciate that it is sometimes difficult to make appointments such as with Doctors or Dentists at a time that is convenient for both the employee and the Nursery. The Nursery Committee requires you to make appointments in your own time, however, in cases where this is not possible, appointments should be scheduled at the beginning or end of a shift and agreed with your manager.

**4. PROFESSIONAL DEVELOPMENT**

It is expected that a childcare practitioner will continually update their knowledge and skills through a life-long learning approach.

* At all times, a childcare practitioner should not undertake an activity which is outside their area of practice and knowledge.
* The Nursery always acknowledges the strengths and limitations of a childcare practitioner’s expertise and will ensure there is regular appraisal and assessment.
* There is mandatory training that all staff should undertake. (including but not limited to First Aid, Safeguarding/Child Protection, FGM and Prevent Duty) Staff need to identify what is expected and ensure they attend these sessions. This will be discussed during your induction and as a continuous process while you are employed by the Nursery.

The Nursery is fully committed to your development, and we will advise on other training courses that might be relevant. **Training is also provided at staff meetings and other in-house sessions, which you will be expected to attend. Each staff is also given a membership to Noddle now where they are able to access any courses that may interest them.**

**5. ALCOHOL, DRUG ABUSE, SMOKING AND E-CIGARETTES**

* The consumption of alcohol on the premises is strictly forbidden unless it is part of an agreed event authorised by management. Any employee who is found consuming alcohol on the premises or is found to be intoxicated at work will face disciplinary action under the disciplinary procedure. Please be aware that even if you are not found to be intoxicated, coming into work suffering from the aftereffects of alcohol may also impair your ability to perform your role to the required standards. **A breach of this procedure is considered an act of gross misconduct and will result in disciplinary action being taken.**
* The possession, use or distribution of drugs for non-medical purposes on the premises is strictly forbidden. **Any member of staff who is found to be intoxicated at work will face disciplinary action under the disciplinary procedure. A breach of this procedure is considered an act of gross misconduct.**
* Smoking is forbidden on the premises. **Any member of staff who is found smoking on the premises where not permissible will face disciplinary action under the disciplinary procedure**. This includes E-cigarettes or Vapes.
* Members of staff who wish to smoke before their shift commences or at break times, must ensure that they are not identifiable by their uniforms and are off school site, away from the school and Nursery buildings. Staff have a duty to ensure they do not smell of smoke at any time during working hours. Cigarettes, matches and lighters must be kept securely away from the children in staff lockers.
* **Electronic Cigarettes** - Although they are generally thought to be less harmful than smoking real cigarettes, electronic cigarettes still contain the addictive chemical nicotine as well as other toxic substances. Consequently, for the purposes of this code of conduct, the smoking of substitute cigarettes is deemed to be the same as smoking the real thing. Therefore, please observe our no smoking rules.

**6. MEDICATION**

* Staff must not be under the influence of any medication which may affect their ability to care for children. If a member of staff is prescribed medication by their doctor that may affect their ability to perform work, then this should be discussed with the Nursery Manager.
* Medication must be labelled with the staff name and be kept in the office, not left in bags or coats.

**7. HEALTH, SAFETY AND HYGIENE**

The Nursery will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. Through continuous improvement of standards, and comprehensive use of risk assessments we aim to systematically remove the causes of accidents/incidents and ill health.

All activities should be carried out with the highest regard for the health and safety of all staff, children and visitors. Staff have a responsibility to carry out tasks in accordance with training received and to wear protective clothing provided where appropriate.

Staff should be a role model to the children in terms of their own health and hygiene. Leading by example is the best way to teach good behaviours to children for example:

* Have clean, neat, and tidy appearance.
* Encourage children’s awareness of physical development (exercise, diet, rest, challenges and risks)
* Show the importance of hydration (drink plenty of water).
* Show how keeping fit is important to development of mind and body.
* Show how to take risks safely.

**SAFEGUARDING STATEMENT**

“We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, contractors and volunteers to share this commitment”.

Please refer to the setting safeguarding policies and procedures.

The settings Designated Safeguarding Leads (DSL’s) are **Bernadette Pearl and Emma Shaw**.

**22. DECLARATIONS AND CHANGES OF CIRCUMSTANCES**

Employees are expected to declare all convictions, cautions, court orders, reprimands, and warnings that effect suitability.

A childcare practitioner has a duty to notify the nursery manager of any changes of circumstance which may affect their suitability to work with children.

**14. DISCLOSURE AND BARRING SERVICE (DBS)**

All staff have a duty to notify the Nursery of any circumstance which may affect their suitability to work with children. The Nursery Managers are responsible for ensuring all staff, including contractors, bank staff, students, and volunteers, are suitable to work with children. Checks are carried out via enhanced Disclosure and Barring Service (DBS) clearance checks as well as other sources, such as employer references, identity checks and qualification checks, amongst others. New staff will have the checks completed prior to starting employment. However, if there are delays in checks coming through, as a last resort, candidates may work in the nursery before these checks are completed as long as they are supervised by registered and DBS checked staff at all times.

Staff awaiting these checks will never:

* Be left unsupervised whilst caring for children.
* Take children for toilet visits unless supervised by registered staff.
* Change nappies.
* Be left alone in a room or outside with children.
* Administer medication.
* Administer first aid.
* Take photographs of any children.
* Look at a child’s learning and development log.
* Have access to children’s personal details and records.

**15. WHISTLEBLOWING**

Whilst we expect all our colleagues, both internal and external, to be professional at all times and hold the welfare and safety of every child as their paramount objective, there may be occasions where this may not be happening.

**It is vital** that all team members talk through any concerns they may have with the manager at the earliest opportunity to enable any problems to be ironed out as soon as they arise.

* As part of our approach to safeguarding, the setting adopts an open and transparent culture in which all concerns are dealt with promptly and appropriately. All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the setting safeguarding regime. The leadership team at Beltinge Day Nursery will take all concerns or allegations received seriously.

If, in the course of your employment, you become aware of information which you reasonably believe tends to show one or more of the following, you **MUST** speak to your manager.

* That a criminal offence has been committed or is being committed or is likely to be committed.
* That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject (e.g. EYFS statutory guidance).
* That the health, safety, or wellbeing of any individual has been, is being, or is likely to be, endangered.
* That the environment, has been, is being, or is likely to be, damaged.
* That information tending to show any of the above, is being, or is likely to be, deliberately concealed.
* Any concern regarding someone suitability.
* Any safeguarding concern

You should challenge discriminatory behaviour and report any incidents.

Where you reasonably believe one or more of the above circumstances listed above has occurred you should promptly disclose this to your manager so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to your manager (i.e. because it relates to your manager) you should speak to the deputy manager and if not, Chair of Beltinge Day Nursery Committee along with LADO*.*

Staff can also contact the Area Safeguarding Advisor, or LADO for advice, the number for these is displayed around the nursery or on the education peoples website or Kelsi website.

Members of Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For further guidance in the use of the disclosure procedure, employees should speak in confidence to the Nursery Manager.

**16. VULNERABLE SITUATIONS**

As a key person you must discuss intimate care routines with the child’s parents.

* Employees should always encourage the child to undertake self-care tasks independently, where developmentally appropriate.
* Employees must understand the extent and limitations of their role in applying basic care and hygiene tasks for minor abrasions and understand where an injury might require more experienced intervention.
* Employees need to be vigilant of neglect or abuse caused outside the nursery and to report any signs to the Nursery Manager/DSL.
* Employees must not be placed in situations which render them vulnerable. Where this is unavoidable, full, and appropriate risk assessments are conducted and agreed for lone working situations.
* Employees must be prepared to report any actions of another individual they deem inappropriate to senior management.
* When a one to one situation is unavoidable, employees must take precautions to reduce the vulnerability of both the child and the adult, for example, informing colleagues of the situation, leaving room doors open.

**17. MOBILE PHONES AND CAMERAS**

**\*** Members of staff must keep personal mobile phones in a secure place (their locker or the nursery office).

Personal mobile phones and image capturing devices including wearable Tech with

photographic capabilities are not permitted in any spaces that are accessed by children.

* To wear smart watches, management must check them for image capturing capabilities. Only those without can be worn.
* Personal mobile phones or similar devices must not be used to take photographs of children.
* Staff have a duty to ensure parents do not use their mobile phones to take photos in the setting.
* Members of staff must only use cameras and other devices provided by the setting to take photographs of children. Failure to comply will result in disciplinary action.

(See Use of Mobile Phones and Image Recording Devices Policy and Image Use Policy)

**18. INFORMATION AND COMMUNICATION TECHNOLOGIES (including internet compatible watches and fitness devices)**

**Acceptable use.**

Staff must not use any ICT services for copying, storing, sending, or retrieving unacceptable material.

“Unacceptable material” includes any documents, messages, information, graphics, or other electronic data that:

* Breach UK legislation
* Contravene the settings Equality Policy
* Contain offensive, pornographic, or obscene language or material.
* Plan, promote, incite, or facilitate any illegal or terrorists’ activities.
* Contain defamatory or slanderous language or material.
* Denigrate, insult, or ridicule another person.
* Intimidate, bully, or harass another person.
* Adversely comment on integrity, personality, honesty, character, intelligence, methods or motives of another person unless it is factual response to a formal reference request.
* Provide or facilitate the use of computer hacking tools or virus toolkits.

Staff must not use the Internet, external electronic mail, external telephone, fax or any other form of electronic communication to transmit sensitive, subversive information, including:

* Opinions that do not reflect the policies of the Nursery.
* Information that could damage the Nursery’s reputation and standing in the community.

**19. SOCIAL NETWORKING SITES and SOCIAL MEDIA**

This Social Media Policy applies to ALL members of staff, students, committee members and volunteers at Beltinge Day Nursery.

The policy includes (but is not limited to) the following technologies:

* Social networking sites (e.g. Facebook, My Space, Snap Chat, Instagram)
* Blogs
* Discussion Forums
* Collaborative online spaces
* Media sharing services (i.e. You Tube)
* Micro-blogging (i.e. Twitter)

**As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families.**

We therefore require that:

* No photographs taken within the Nursery or at Nursery Special events and outings with the children are to be posted for public viewing.
* No public discussions are to be held or comments made on social media sites regarding the Nursery children, staff or committee business (except appropriate use for marketing fund raising events) or that could be construed to have an impact on the Nursery’s reputation or that would offend any member of staff or parent using the Nursery.

**Social Media**

* Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
* Staff must not accept service users, children, and parents/carers as ‘friends’ due to it being a breach of expected professional conduct unless they already know them in a personal capacity before the child starts at Beltinge Day Nursery. (This should be declared to the Manager).
* Staff must avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.
* If staff name the Nursery in any social media, they must do so in a way that is not detrimental to the setting or its service users.
* Staff will observe confidentiality and refrain from discussing any issues relating to work.
* Staff should not share information that they would not want children, parents, or colleagues to view.
* Staff must report any concerns or breaches to the designated person (manager) in the setting.

Any member of staff, student, or volunteer found to be posting remarks or comments that breach confidentiality, bringing Beltinge Day Nursery into disrepute or that are deemed to be of a detrimental nature to the setting or other employees, or posting/publishing photographs of the setting, children or staff **will face disciplinary action**. (students will be asked to leave immediately and their school/college informed). Any comments deemed to be inappropriate are to be reported to the Manager, Chair and Management Committee, and any action taken will be at their discretion.

*General guidelines for using social media:*

* Personal security settings should be managed to ensure that information is only available to people you choose to share information with.
* Remember that no information sent over the internet is totally secure and as such if you do not wish the information to be made public, refrain from sending it through social media.
* Maintain professionalism, honesty, and respect.
* Apply a “good judgment” test for every social media post you make.

*Note:* Beltinge Day Nursery will use social media to advertise fund raising events throughout the year.

**20. SOCIAL CONTACT**

All staff are expected to uphold professional boundaries. Staff have a duty to approve any planned social contact with children and their families with their manager**. Confidentiality of employment must be adhered to and respected during social contact.**

Staff must:

* Ensure all contact with existing children or their parents is of a professional and nursery related nature.
* Consider the appropriateness of the social contact according to their role and nature of their work.
* Always approve any planned social contact with children or parents with senior colleagues.
* Advise senior management of any social contact they have with a child or parent with who whom they work, which may give rise to concern.
* Understand that some communications may be called into question and need to be justified (parents becoming dependant)
* Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the nursery or the employee’s own reputation or the reputation of other members of the nursery.
* Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are unacceptable.
* Be cautious when undertaking work outside nursery, either paid or voluntary, such that it does not conflict with the interests of the nursery, this should be declared and discussed with the manager.

**21. DRESS CODE AND APPEARANCE**

Beltinge Day Nursery is a professional and respected Early Years Setting. It has a dress code that ALL staff must adhere to.

This is a Tunic or T-shirt bearing the name and logo of the setting. Tunics are provided by the Nursery T-shirts are bought by staff, and it is the responsibility of the staff member to keep it clean and in good repair.

Black trousers, and ‘smart’ jeans. Leggings are only permitted for comfort if they are thick and black. NO logos, patterns, or decoration. In summer, cropped trousers may be worn or tailored shorts, these MUST be no shorter than half way down your thigh.

In extreme temperatures the dress code may be amended at the discretion of the Management Committee. In the colder months staff are permitted to wear a long-sleeved top under their tunic.

Suitable footwear for the role should be worn.

Flip flops are NOT permitted for health and Safety reasons. The Nursery WILL NOT accept liability for any injuries/accidents to staff resulting from their choice of footwear.

**Sunglasses are not allowed.**

Staff should ensure hands and nails are kept clean and long hair (shoulder length or longer) is tied back. Jewellery should be minimal to avoid safety implications. Earrings should be small studs or hoops. Any obviously visible tattoos or piercings should be discussed with the Nursery Managers as to their suitability within your role.

Persistent failure to comply with the setting dress code will result in disciplinary action.

**22. ACCOUNTABILITY**

Staff are accountable to the Nursery for undertaking those activities that are associated with the job/role. (Please refer to your job description/specification) A member of staff must inform their immediate manager if they do not feel competent to undertake any activities and must request reasonable/appropriate training.

Staff have a duty to report any behaviour by colleagues that raises concern. Remember that by not reporting something you become part of the issue which can in turn implicate you.

A childcare practitioner has a duty to respect families by: -

* Valuing their cultural diversity, opinions, and choices.
* Being non-judgmental.
* Planning contacts/appointments with the parent.
* Seeking clarification and not assuming.
* By listening and responding appropriately.
* By acknowledging her/his own limitations.
* Maintaining appropriate behaviour and activities between the family and her/himself.

Staff have a responsibility to challenge any discriminatory remarks or behaviour against other staff members, visitors, children, and their families.

Staff have a duty to notify the Nursery of changes to personal details, change of address, telephone number, and relevant health issues.

**Staff must never use inappropriate or offensive language**.

**23. TEAM AND PARTNERSHIP WORKING**

Staff are required to work co-operatively within teams and respect the skills, expertise, and contribution of colleagues. They are expected to treat others fairly and without discrimination. Staff must communicate effectively, both verbally and in writing. As required, they must share their knowledge, skills and expertise with other team members in order to improve practice. Staff must work with other members of the team to promote a care and learning environment that is

conducive to safe and ethical practice. If the care environment deteriorates, the practitioner must report this to their line manager.

**24. CONFIDENTIALITY**

Staff must always guard against breaches of confidentiality by protecting information from improper disclosure and follow all appropriate policies.

Staff must only disclose information outside the immediate team if:

* It can be justified as being in the public interest (usually where disclosure is essential to protect the child or someone else from risk or significant harm).
* This is required to do so by law or by order of the court.
* There is an issue of safeguarding, and s/he must always then act in accordance with national and local procedures.

Most staff are likely at some point to witness actions which need to be confidential. For example, where a child is bullied by another child (or even by a member of staff), this needs to be reported and dealt with in accordance with the appropriate nursery procedure. Until qualified by a Manager, incidents must never be discussed outside the nursery, including with the child’s parent or carer, nor with colleagues in the nursery.

Staff are NOT permitted to make statements or write letters to the press.

Any breach of confidentiality will be regarded as misconduct and subject to disciplinary action. This includes discussions with management/committee which MUST NOT be shared with colleagues or persons outside of setting.

**25. GIFTS AND REWARDS**

Staff should not accept significant personal gifts from our customers (parents/carers), suppliers or other agencies with whom the Nursery has contact. All gifts with a perceived value of over £20 must be declared to the Managers.

**26. BABYSITTING and TRANSPORTING OF CHILDREN**

Babysitting while in employment with belting Day Nursery is not permitted and a breach in this will be a disciplinary matter

It is not acceptable for a member of staff to transport a child by car directly to and from the nursery unless it has been approved by the manager, for example a colleagues child.

The member of staff transporting the child does so as a private arrangement and must ensure they have their own insurance.

**The nursery accepts no liability for the child once off the premises.**

**27. OUTSIDE COMMITMENTS**

All employees should consult the Nursery Managers before taking on additional employment.

Additional employment must not conflict with the setting’s interests or impair employee’s ability to carry out their role at this setting.

Please bear in mind if you do have additional employment elsewhere, then you will need to declare which employer is the primary source of your income. This is necessary in order to avoid confusion over tax codes. You are only allowed one employer where your tax code can be used to take advantage of your personal tax-free allowance.

Additional employers will have to adopt a secondary position and tax all your earnings, usually on a BR (Base Rate) coding. Consequently, if we are not your main employer then we will need to tax you at the BR rate.

Failure to declare a primary employer to the HMRC may result the levy of backdated tax and penalties, for which you are responsible, not the Nursery.

**28. PARENTS AND CARERS**

* Staff must maintain a professional relationship with parents and carers at all times.
* Each member of staff must recognise that parents and carers need feedback regarding their children and that this must be given in an open, honest, and friendly manner. The relationship with parents and carers must not become overly familiar such that it clouds the impartiality of your judgement and action.
* Whilst there is always the possibility of a member of staff having a close relationship with a parent or carer outside of the Nursery, we must avoid any conflict of interest or undue favouring of a child. Where such a relationship arises the member of staff should immediately inform the Manager to discuss any action to be taken.
* Where a member of staff finds that they have a prior close relationship to a child in the Nursery through such means as a family relationship or close friendship then the Manager must be made aware of this immediately to avoid any conflict of interest or risk of undue favouring of the child.

**29. OFSTED**

Ofsted inspects and regulates services which care for children and young people, and those providing education and skills for learners of all ages. All nurseries must be registered and approved by Ofsted before they can begin to look after children. Having a well-respected Ofsted rating is important to us, primarily because it is a very important consideration for a parent / carer when choosing a nursery. Currently, Ofsted has 4 inspection ratings (1) outstanding (2) good (3) requires improvement (4) inadequate.

It is expected that all staff members always share the nursery’s belief and aspiration to uphold the highest standards, such that when we are inspected by Ofsted, we can demonstrate outstanding practice. Consequently, staff are expected to understand and contribute towards our setting improvement plan. The plan examines:

* What areas of practice need to be improved?
* How do we plan to achieve our aims in the future?

**30. DISCIPLINARY ACTIONS**

**ANY staff member who fails to adhere to the employment rules as set out in this Code of Conduct, or any of the setting Policies and Procedures, as set out in the relevant documents will be subject to disciplinary actions.**

At first these actions may be an informal discussion with the staff member in question.

If the staff member continues to fail adhere to the setting policies/procedures and code of conduct, then further actions will be taken. The actions are as follows:

* The first instance will result in a verbal warning (dependant on severity). This warning will be recorded on the staff personnel record and kept for 6 months.
* The second instance or failure to improve practice will result in a first written warning. This is recorded in the staff personnel record for 12 months.
* In the event a staff member fails to improve their practice or continues to fail to adhere to policies/procedures or this code of conduct, a second (and final) written warning will be issued. This too is kept on the personnel file for 12 months.

If a second written warning is given, a meeting with the staff member, the chair person for Beltinge Day Nursery management committee and the Manager will be held. The staff member may also bring along a representative or family member if they wish.

Should the staff member fail to attend the meeting, it will take place in their absence.

This meeting will be recorded, and decisions made by all parties will be agreed. A plan of action detailing these decisions will be written up and the staff member will be given a copy.

Another copy will be kept on their personnel file for 12 months.

This 12-month period will be deemed a probationary period, and, within those 12 months, the following procedure will apply:

* A performance review will be held at an agreed date to ensure the staff member is making the required progress or has improved their practice. The first review will be within 6 weeks of the original meeting date, and subsequent reviews will be arranged to monitor practice.
* **If the staff member has made no significant improvements and/or still does not comply with the setting policies etc, at ANY TIME within that 12-month period, then their contract will be terminated immediately.**

**31. NOTICE PERIODS**

As set out in the Staff Contract of Terms and Conditions, unless in the case of serious misconduct, both parties are required to give 4 weeks’ notice to terminate staff employment. However, this is not the case in terms 5 and 6 where staff are expected to finish out the academic year.

In some circumstances, staff may be allowed to have “Garden leave”. This is where they do not work at the setting for the duration of their notice period. Staff would need to put their application for Garden leave in writing to the Chair and Committee of Belting Day Nursery. During Garden Leave, staff are still employed by the setting and cannot begin employment elsewhere until it has ended.

In some circumstances, Staff will be required to leave before their period of notice ends and, in this case, they may be paid in lieu of notice. This will be discussed as and when the situation arises.

**32. GRIEVANCE PROCEDURE**

If a staff member feels they have a complaint to make about another member of staff or their working conditions, they must follow the settings grievance procedure, as follows:

* In the first instance the staff member should speak to their manager informally.
* If the matter cannot be resolved informally, then the staff member may wish to put in a written complaint, and they must do so within one week (5 working days) of the informal discussion.
* A meeting must be arranged with the staff member and representative if they wish, within one week of the written complaint. The Manager will hold the meeting at a mutually agreed time. The discussion and agreed actions where necessary, will be recorded and the staff member will be given a copy. If an investigation into the complaint must be held, the meeting will be adjourned until the investigation is complete.
* Once the investigation has been carried out, a second meeting must be arranged within one week to inform the staff member of the outcome and final decision.
* If the staff member is unsatisfied with the outcome of the investigation, the Manager must give the employee the opportunity to appeal the decision and outcome. They must do so in writing within one week of the meeting.
* An appeal meeting must be arranged within one week of the written appeal and heard by the Chairperson of the Management Committee.
* The outcome of this appeal should be communicated to the employee as soon as possible, both in person and in writing.

**33. SUMMARY**

* It is important that staff understand the Nursery’s policies, procedures, and protocols.
* To enable staff to practice you must be appropriately trained and work in partnership with others.
* Staff must maintain client confidentially, and act accordingly with communications.
* Staff have a duty of care to all parties associated with the Nursery.
* **Failure to comply with any aspect of this code of conduct will lead to disciplinary action.**
* The Nursery will act with integrity, sensitivity and in a manner that will be deemed as reasonable in all its dealings with staff.

**The Code of Conduct is deemed to have been accepted as soon as a member of staff commences employment.**

We thank you for your co-operation and welcome any feedback from staff that will help us improve this code of conduct.

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| --- | --- | --- |
| **This policy was adopted / continued by** | **Beltinge Day Nursery** |  |
| **On** | **Oct 2024** |  |
| **Date to be reviewed** | **Oct 2025** |  |