Safeguarding information for parents/carers

Welcome to Learning Steps Day Nursery/Contact Centre

As a visitor/parent to our nursery, it is important that you are aware of our safeguarding procedures – please ask a member of staff if you are unsure of anything in this leaflet

***Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play* *(Keeping Children Safe in Education, DfE 2018)***

* + - * All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) Check (this may be a letter from an employer to confirm the appropriate DBS check has been obtained)
      * All visitors must wear the ID provided upon signing in – this must be worn and kept visible at all times while on site
      * All visitors must sign out and hand in the ID provided when leaving the school site

We take safeguarding very seriously in our nursery. Everyone in nursery has a role to play in keeping children safe, although there certain key people with particular responsibilities:

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| --- | --- |
| **Manager:** | Bajinder Kaur |
| **Designated Safeguarding Lead:** | Bajinder Kaur, Raj Kumari Parkash |
| **Deputy Designated Safeguarding Lead:** | Anisha Haye |
| **Governor for safeguarding:** |  |

**What is Abuse?**

Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult / adults or another child or children.

**What to do if you are worried about a pupil:**

You may observe something or become aware of information about a pupil which concerns you while you are in nursery. If you do, it is important that you share your concerns with the Designated or Deputy Designated Safeguarding Lead. The nursery office will arrange for you to speak to them if you cannot locate them.

**What to do if a pupil makes a disclosure:**

* React calmly, listen without displaying shock, disbelief or making judgements
* Do not promise confidentiality – explain that you must share the information with the Designated Safeguarding Lead
* Reassure the child, but only so far as is honest and reliable
* Do not interrogate the child, ask leading questions or criticise the alleged perpetrator.
* Make accurate notes (record the date, time, place, your observations and exactly what the child has said) *on concern about a child form in the green folder.*
* Report your concerns immediately to the Designated or Deputy Designated Safeguarding Lead
* Follow the nursery Child Protection Policy and procedures at all times

**What to do if you have concerns about a member of staff**

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must report this to the Manager (or Deputy Manager in absence of the Manager). If your concern is about the Manager, you must report this to LADO. The nursery office / Reception will provide contact details for the LADO if you need them.

**What to do to keep yourself safe**

* Always speak to child calmly and respectfully
* Avoid physical contact with child unless you are preventing them from harming themselves or others
* Avoid being alone with any child – you should not do so unless there is a specific reason to do so and other staff are aware.
* Always tell someone if a child touches you or speaks to you inappropriately (record the incident, including the time and date, and give this to the Manager / Designated Lead)
* Never exchange personal contact details with a child or arrange to meet them outside of the school environment
* Never have contact with a child on social media
* Never use a personal mobile phone or camera around child
* Never discuss confidential information outside of nursery or on-line

**Fire and emergency evacuation**

If the alarm sounds, exit by the nearest fire exit and make your way to Park Avenue. Please wait there until you are given permission to re-entre the building. If you discover a fire, please activate the alarm and inform a member of staff if possible.

**First Aid**

Many of our staff members are trained in First Aid. If you need assistance, please inform a member of staff. Visitors should not treat children unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance.

**Accidents and Incidents**

Please report any accident to nursery office / Reception.

**Use of nursery internet**

All users of the nursery systems and Wi-Fi must comply with the nursery policy. Please ask at the nursery office / Reception for details.

This policy written: September 2019

Review Date: September 2020