

## SAFEGUARDING

At Acorns Nursery School we are committed to safeguarding and promoting the welfare of all children and expect all staff to share the commitment through:

- SAFE RECRUITMENT
- RAISING AWARENESS OF CHILD PROTECTION ISSUES AND EQUIPPING CHILDREN WITH SKILLS NEEDED TO KEEP THEMSELVES SAFE
- IMPLEMENTING PROCEDURES FOR IDENTIFYING AND REPORTING CASES OR SUSPECTED CASES OF ABUSE
- SUPPORTING CHILDREN WHO HAVE BEEN ABUSED
- ESTABLISHING A SAFE, NURTURING ENVIRONMENT

The designated persons for Safeguarding at nursery are Emma Deacon and Jenny Whitfield.

### Safer recruitment

The Acorns Nursery School operates a Safer Recruitment Policy. We abide by Ofsted requirements in respect of references and DBS checks for suitability of staff. New staff will be required to prove their identity, have evidence of their qualifications, give full details of all previous employment, explain (with proof) any gaps in their employment record, be interviewed by an interview panel and references will be rigorously followed up. They will also be DBS checked. All existing staff are regularly reviewed, DBS and health checked.

We record information about staff qualifications, identity checks and vetting processes that have been completed including:

The DBS reference number

The date disclosure was obtained

### Child welfare

The Acorns Nursery School recognises the unique status of children, and seeks to ensure that they are respectfully treated as individuals. All staff accept that the welfare of the child is paramount at all times. The highest standards towards children will be maintained in all circumstances. Safeguarding is everyone's responsibility.

We have a procedure for recording the details of visitors to the setting. Visitors must sign in and out and are never left alone with the nursery children.

Training All members of staff have attended a Safeguarding Children course (and new staff are recommended to attend the Universal safeguarding course within 12 weeks of the commencement of their employment) and are aware of the local authority procedures. All existing staff will be under taking refresher courses regularly to ensure that their safeguarding knowledge is kept up to date. **Staff are informed of any updates supplied by West Berkshire online and cascade any learning from courses attended.**

Staff complete training which enables them to recognise signs of potential abuse and neglect (sexually, physically, emotionally and neglect). Staff undertake safeguarding training every 3 years in accordance with regulations.

It is the duty of all staff to prevent abuse and unsafe situations occurring. All staff are also required to report any abuse disclosed, discovered or suspected to Mrs Deacon who is the designated Child Protection/ Safeguarding Children officer or Mrs Wilson, her safeguarding deputy. The designated Safeguarding Officer received training in accordance with the Local Safeguarding Children's Board (LSCB) The designated officer must ensure that all staff know the procedures for reporting and recording any concerns of abuse/neglect. The designated officer attends a refresher course every two years and is also responsible for liaising, and information sharing, with the LSCB and other agencies. They also support and guide staff when needed. They can also contact Ofsted or the Local Authority Designated Officer.

The local Multi Agency Safeguarding Hub telephone number is: 0118 937 3641 (Office hours only)

The out of hours contact information for the Multi Agency Safeguarding Hub is: 01344 786543 (Out of Hours Emergency Duty Team)

[West berks family information online sarah whatmore????/keep families together](#)

The contact details for Love Your Community's Safeguarding Officer is Gareth Owen whose mobile telephone number is: 07834 288436

The Acorns Nursery School will collaborate fully with the statutory and voluntary authorities concerned with investigating abuse. It is important to note that it is the responsibility of the local children's services or the police (not Acorns) to investigate the truth of any allegation of abuse. Ofsted will be informed.

### Collection of children

Every parent is asked to provide a password for their child in case an adult who is not known to nursery has to pick up their child. The parent must also inform nursery that a different adult will be collecting their child on that occasion. The collecting adult must then give the password to the member of staff in charge. Failure to do so will mean that the child's parent or guardian must be contacted before the child is released.

- People not known by staff should be challenged by the staff member in charge.
- No child will be released into the care of an adult who appears to be under the influence of drugs or alcohol.

### Uncollected children

If a child is not collected within 15 minutes of the end of nursery, the parents are to be contacted or the person listed as responsible on the registration document. Inability to contact anybody within 2 hours will necessitate contacting social services. During this time, two members of staff will stay with the child and continue to attempt to reach the parent/emergency contact person.

### Prevent Agenda

There is no place for extremist views of any kind in our Nursery, whether from internal sources – pupils, staff, visiting adults, directors etc. or external sources – nursery community, external agencies or individuals. Any prejudice, discrimination or extremist views, including derogatory language, displayed by pupils, staff, visitors or parents will always be challenged and, where appropriate, dealt with. Where misconduct by a member of staff is proven, the matter will be referred to the directors of Love your Community for their consideration. At Acorns we encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. We ensure that partisan political views are not promoted in the teaching of any subject in the nursery and where political issues are brought to the attention of the pupils; reasonably practicable steps are taken to offer a balanced presentation of opposing views to pupils.

Any concerns staff raise regarding the Prevent agenda will be reported via the normal safeguarding procedures. The Department for Education has a dedicated telephone helpline (020 7340 7264) to enable staff and directors to raise concerns relating to extremism directly.

### Confidentiality

Information about children, whether gained within nursery or from parents/carers/professionals will be treated as highly confidential by all staff.

### Nappy/clothes changing

Whenever there is a need for a child to be changed owing to toilet issues or being wet/muddy, the member of staff changing the child's clothing/nappy will alert another member of staff to witness their actions. This is recorded in the nappy/clothes changing record for the child together with the witness signature and the parent will also countersign the form.

### STAFF SAFEGUARDING

Under Section 39 (Suitable People) of the Statutory Framework for the Early Years Foundation Stage, we have a duty to safeguard and promote the welfare of children. To ensure the suitability in terms of health of people who work in this setting, in any capacity, we ask staff to complete a termly health and suitability declaration. This includes confirmation that the individual has not received any police convictions in the past or recently and neither have they lived with anyone now in the past who has any allegations of serious harm, or abuse or has been disqualified from working with children. It confirms that staff's own children haven't been removed from their care by Social Services.

### USE OF MOBILE PHONES, CAMERAS, IWATCHES AND NETWORKING

- The use of mobile phones in nursery is STRICTLY PROHIBITED. No parent is allowed to take any photos of the nursery premises or the nursery children whilst they are on the premises.
- Cameras are used to photograph the children at play and to record significant steps in each child's development. Photographs are ONLY taken with the parent/guardian's signed permission and are printed to use in the child's 'Look What I Can Do' folder. The cameras are used exclusively for nursery purposes and are kept at nursery unless taken out for nursery visits or walks. Although any member of staff (or child) can take photographs of the children at play or their achievements, the supervisor or deputy upload the photographs

which are printed but NEVER emailed or used for any purpose other than the child's records.

- N.B. There may be rare occasions when a child's photo is used for training (e.g. ECAT or as an example to follow up a training session) or for advertising purposes. If this is the case, direct permission will be sought from a parent or guardian.
- All members of staff are required to obey the confidentiality rule when networking with friends and NO information whatsoever about nursery, any of the children or member of staff is permitted to be shared through this or any other facility e.g. facebook, twitter, email, etc.

### **Allegations of abuse against a member of staff:**

Any allegation of abuse made against a member of staff or a volunteer should also be referred to Mrs. Deacon / Mrs. Whitfield or directly to LADO (Local Authority Designated Officers) or Ofsted (in case of allegations against managers). If an allegation of abuse or poor practice is made against a member of staff, the officer in charge/ owner will consider the nature of the allegation before making a decision on action to be taken.

### **BABYSITTING**

It is nursery policy that no member of staff is allowed to babysit any nursery child on behalf of its parents outside of nursery.

REVIEW DATE ANNUALLY September 2018