

**SUNNY SKIES NURSERY**  
**OUR POLICY FOR SAFEGUARDING CHILDREN (POL3) 09/15[v.7]**

We are committed to ensuring the safety of the children in our care, and giving them the best start in life. All of our staff play an important role in protecting these children, and we believe that:

- We can contribute to the prevention of abuse
- All children have the right to be protected from harm
- Children need support to match their individual needs, including those who have experienced abuse.

We aim to achieve this by:

- Subjecting all staff, (paid or voluntary), students and volunteers to criminal vetting (enhanced), checking regularly through self declaration that nothing has changed since that person's last CRB/DBS check. All staff, students and volunteers will also complete and sign a Staff Disqualification Declaration in line with Childcare [Disqualification] Regulations 2009
- Notifying immediately Sandwell MBC Early Years, Children's Services, Sandwell Safeguarding Children Board [SSCB], the police, the Disclosure and Barring Service and Ofsted of any allegations of serious harm or abuse by any person working or looking after children on our premises (whether committed on the premises or elsewhere)
- Training all staff to:
  - Be familiar with the Nursery's Safeguarding Policy, including issues of confidentiality.
  - Be familiar with SSCB Procedures, especially use of Multi Agency Safeguarding Hub [MASH] Team and Community Operating Groups [COG]
  - Be alert to signs and indicators of possible abuse
  - To record concerns on the nursery's 'Incident Form', [Blue Note] which when completed should be handed to the Nursery Manager who will forward it to Michelle Williams, Deputy Headteacher Pennyhill Primary School, who is our Designated Person with Lead Responsibility for Safeguarding Children. She will then decide what will happen next, in line with guidance and procedures from SSCB. In school holidays, this will be the Nursery Manager or Designated Person in Charge, who will contact MASH direct and is trained to effectively complete and submit a Multi Agency Referral Form
  - Deal with a disclosure of abuse from a child
  - Be involved in ongoing monitoring and delivering any individual education programmes or support plans
- Ensuring that training is regular. The Nursery Manager will attend Safeguarding Training up to Module 3 arranged by Sandwell LSCB every 3 years. Room Leaders will be trained to Level 2, and other staff will receive Child Protection training appropriate to their roles and responsibilities every 3 years. New staff will receive training during their induction.
- Checking regularly through Room, Team and Management Meetings and regular staff supervisions that all staff are clear about our safeguarding policy and procedures and the line of reporting
- Be diligent in sharing all relevant information with other professionals through written reports and/or attendance at Child Protection, Child in Need, Early Help or Team Around the Family Meetings as appropriate
- Maintaining confidentiality in whichever way possible, sharing information only in the best interests of the child. To achieve this we will:
  - Keep all Child Protection referrals in a locked file, separate from other records
  - Disclose the information in our nursery on a 'Need to Know' only basis
- Ensuring the publications 'Working Together to Safeguard Children 2015' and 'What to Do If You Are Worried a Child is Being Abused' are available for reference
- Ensuring that all staff [ including agency], students and volunteers understand their responsibilities to embed British Values, and to have due regard to the need to prevent children and their families from being drawn into terrorism, extremism or radicalisation, in line with the Government's Prevent Duty Guidance 2015. Particularly pp. 60-69

## Parents/Carers

- Our 'Parent/Carer Pack will give information about our Safeguarding Children Procedures, before the child starts attending our Nursery.
- In general we will discuss concerns, and seek consent before approaching other agencies, however there may be occasions when we will contact another agency before informing parents/carers, if it is decided that contacting parents/carers may increase the risk of significant harm to the child. The child's safety and well-being is the most important factor.
- An information booklet 'What to Do If You Are Worried a Child is Being Abused' is available if required

## Allegations Against Staff or Volunteers – Persons in a Position of Trust

In the event of an allegation being made against a person in a position of trust in or around our Nursery we will:

- Through training, ensure that all members of staff understand the procedures to be followed, including Whistleblowing
- Record the details and report to the person's senior manager for consideration
- If appropriate contact Sandwell's Local Authority Designated Officer (LADO), who will contact Children and Young People's Services. These groups will determine the need for further investigation. Information and contact details are displayed on staff and manager's noticeboards
- Cooperate entirely with any investigations.
- Maintain confidentiality to protect all parties whilst investigations are underway
- Take any appropriate action as advised by, or as a result of the investigations

## Safe Practice in a Digital World

Computers, digital cameras, mobile phones, tablets and the use of the internet is part of our nursery routine, as their use offers many positive benefits to children and staff alike. However, we do appreciate risks involved such as being exposed to inappropriate, socially unacceptable or illegal material, innocently and or unknowingly allowing photographs or information to be shared or available for illegal purposes and, cyber bullying.

In doing all we can to keep our digital practices safe and alleviate or lessen the risks, Sunny Skies Nursery:

- Ensures that children are effectively supervised and monitored when using the internet
- Has antivirus software installed/parent locks activated
- Monitors all downloads and has blocks on social networking and video sharing sites such as Facebook and Youtube
- Stores photographs and videos securely within the building which are accessed only by permanent authorised staff
- Does not allow memory sticks with images of children or identifiable information to be taken out of the building
- Does not allow mobile phones or personal cameras in the nursery, other than the office and staff area
- Actively discourages staff from sharing comments and photographs concerning the nursery through social networking sites, ensuring that professionalism is maintained per nursery's Social Media Policy.
- Has trained staff who can also advise or signpost parents/carers about e-safety

## HELPING CHILDREN ACHIEVE MORE

This policy forms part of our commitment to keeping children safe