



SAFEGUARDING CHILDREN - POLICIES AND PROCEDURES

We comply with the procedures approved by the North Somerset Safeguarding Children Board. In our nursery we create an environment in which children are safe from all abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this, we will:

Exclude known abusers

- It will be made clear to applicants for posts within the nursery that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All applicants for work within the nursery, whether voluntary or paid, will be interviewed before an appointment is made and will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
- All appointments both voluntary and paid, will be subject to a three month probationary period and will not be confirmed unless the nursery is confident that the applicant can be entrusted with children (please see employment folder).

Provide safeguarding training

- All members of the senior team will have Safeguarding Children Level Two and will refresh their training every three years.
- All staff working with the children will have safeguarding training.
- All staff will be made fully aware of Rydal's safeguarding children policies and procedures and read all relevant safeguarding documents during their induction/probationary period.
- We will seek out training opportunities for all involved in the nursery to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.
- All staff will familiarize themselves with new practices and legislation.

Prevent abuse by means of good practise

- Adults will not be left alone for long periods with individual children or with small groups. An adult who needs to take a child aside - for example, for time out after behaviour that needs improvement - will leave the door ajar.
- Only qualified DBS Rydal staff will toilet a child.
- Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices, finding names for their own feelings and acceptable ways to express them. This will enable children to have self-confidence and the vocabulary to resist inappropriate approaches.
- The layout of the playroom(s) will permit constant supervision of all children.
- Respond appropriately to suspicions of abuse.
- The first concern will be the child. Children whose condition or behaviour has given cause of concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.
- Changes in a child's behaviour or appearance will be investigated.
- Parents will normally be the first point of reference, but if they are not in a position to relay any legitimate anxieties, the matter will also be taken up with the Children's Social Care Department.
- In exceptional circumstances, the children's social care department may be the first point of reference.
- All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the key person, the manager and the deputy manager.
- If a volunteer or member of staff is accused of any form of child abuse, s/he will be interviewed immediately by the manager. The person against whom the allegation is made will be informed of the allegation and will be immediately suspended while the investigation is made. Investigations will be in line with the Somerset safeguarding children's board committee. The person accused may choose to attend the interview accompanied by a friend or colleague and to seek advice from a union representative. Confidential records will be kept of the allegations and all subsequent proceedings.

Keeping Records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of the children's progress and development. The record will include, in addition to the name, address and age of the child, timed and dated observations describing objectively the child's behaviour/appearance without comment or interpretation; where possible the exact words spoken by the child

should be recorded along with the date, name and signature of the recorder. Such records will be kept in a separate incident book and will not be accessible to people other than the manager, deputy manager or other members of staff as appropriate. This is called a disclosure form.

Incident Forms

If a child enters Rydal Day Nursery with an injury or mark, it is our legal obligation to document it. We will ask the parent/carer how the injury or mark was sustained and request that the documentation be signed. If the marks or injuries continue Rydal Day Nursery will liaise with the North Somerset local children's social care team.

Support Families

- The nursery will take every step in its power to build trust and supportive relationships between families, staff and volunteers in the group.
- Where abuse at home is suspected, the nursery will continue to welcome the child and family while investigations proceed.
- Confidential records kept about a child will be shared with the child's parents.
- With the proviso that the care and safety of the child must always be paramount, the nursery will do all in its power to support and work with the child's family.
- The Children's Social Care Department will be notified of any changes of setting for looked after children.

Fundamental British Values in the Early Years and the Prevent Duty Guidance

The Fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are implicitly embedded in the 2014 Early Years Foundation Stage. At Rydal Day Nursery we adhere to EYFS Statutory and Non-statutory Guidance at all times.

HM Government Prevent Duty Guidance 2015

" Early Years providers serve arguably the most vulnerable and impressionable members of society. The EYFS accordingly places clear duties on providers to keep children safe and promote their welfare. It makes clear that to protect children in their care, providers must be alert to any safeguarding and child protection issues in the child's life at home or anywhere else" (paragraph 3.4 EYFS). Early years providers must take action to protect children from harm and should be alert to harmful behaviour by other adults in a child's life. All staff at Rydal Day Nursery have attended Safeguarding Children to at least the basic level. All members of the

Senior Team receive Safeguarding training to at least a level 2. All Safeguarding training is updated every three years. Manager and Director have attended Domestic abuse training, safer recruitment training, sexualised behaviour training, signs of safety training.

Please read attached the Safeguarding and Welfare requirements of the EYFS we adhere to.

It is a policy of Rydal Day Nursery that children will only be allowed to leave the premises with the named persons on the child's registration form or by written/verbal notification by either parent; unless there is a court order stating that a parent may not collect the child. In a situation when a parent says they do not want the other parent to collect the child, the nursery will advise that by law it cannot be refused.

Rydal Day Nursery will continue to monitor safeguarding through the regular updating of the safeguarding and welfare requirements check from North Somerset.

All Safeguarding documents are located in the staff office on the shelf.