

Safeguarding children

It is the responsibility of all staff employed by Footsteps Day Nursery & Pre-School to apply the Buckinghamshire Safeguarding Children's board (BSCB) / Early Years and Childcare Service guidance. BSCB is a statutory body charged with ensuring the effectiveness of local arrangements and services to safeguard children. We work inline with the working together to safeguard children act March 2015.

This involves recognising, recording and reporting signs of child abuse and/or neglect.

Details of any child arriving at the nursery with an injury must be recorded in the Incident Book by the parents. If the child's carer is not satisfied with the explanation as to how the injury occurred the parent will be informed that the matter will be taken further. In some cases, if a child is at immediate/further risk of harm parents would not be the first point of contact.

If a member of staff is concerned regarding the possible abuse of a child all relevant information will be recorded. This should include:

- Date, time and place
- Physical signs such as bruising
- Verbal disclosures and comments made by the child
- Uncharacteristic changes in the child
- Inappropriate sexualised conduct or sexual knowledge for the child's age and understanding
- Emotional effects, such as loss of concentration
- Comments made by the parent/guardian after discussions of the concerns

If a child requires urgent medical attention arrangements will be made to take the child to hospital in line with our 'Accident Policy'. A member of staff who suspects a child is being abused can go to a designated officer in the nursery or contact First response themselves.

The manager, **Kelly Carter**, is the Designated Person for Safeguarding children. In addition to **Anna Witney** and **Kathy Reynolds**.

If a member of staff becomes concerned for a child outside of normal office hours they should contact First Response.

Allegations involving staff

- A parent or a child makes a complaint against a member of staff the designated officer must be informed.
- Any member of staff who has reason to suspect a child may have been abused by another member of staff either at nursery or elsewhere must immediately inform the designated officer.
- A record of the concerns must be made on a staff allegation form including a note of anyone who witnessed the allegation.
- Designated Officer will notify the Local Authority Designated Officer (LADO) within 24 hours and follow any advice given.
- We will also notify Ofsted on: 0300 1231231.
- If the allegation constitutes a serious criminal offence, it will be necessary to contact the Child Protection and Sexual Crime Unit before informing the member of staff.
- Following advice from LADO we will carry out an investigation. It may be necessary to suspend the staff member but where possible give them other duties.



Contact Numbers:

First Response: 08454600001

First Response out of hours : 08009997677

Local Authority Designated Officer: 01296 382070

Ofsted: 03001231231

Child Protection and Sexual crime unit (police) 01628 816935

*If we are concerned about the suitability of any staff member, to work with children. Or a member of staff resigns during allegations of child protection we will make a referral to the Disclosure and Barring service (DBS). **01325 953 795.***

PREVENT

We are alert and aware of any child's change in behaviour with regard to radicalisation and to challenge any extremist views. Staff are supported to try and identify children at risk of being drawn in to terrorism. We work to our British values and operate these throughout our nursery, a democracy, individual liberty, rule of law and mutual respect and tolerance.

Should we be concerned about a child we will follow our safeguarding procedures and contact First Response.

Whistleblowing Policy

If any staff member has concerns with regard to another staff member with regard to their conduct at work or anything they feel inappropriate they can come confidentially to their head of room or the manager with regard to any issues. Should they have concerns with regard to the manager they can speak to Denis Mair.

All concerns are strictly confidential to other members of the team and will be protected to the best of our ability to do so.

Any concern can also be reported to LADO or OFSTED should they wish to instead.

Mobile Phone Policy

All staff must leave any mobile phone device in the office. No mobile phones are allowed within the nursery environment where children are present. Staff can use their phones in lunch and break times and if emergency occurs they can give the nursery landline. Visitors must not use their mobile phones when looking around the nursery.

Clause – Afterschool – Outings 1 person takes a nursery mobile phone for pick ups or outings so to be used only in an emergency.

Camera Policy

The nursery has its own Camera on our own kindle device which is kept on the premises. We have our own files kept on the nursery kindle with the photographs on it and as children leave they will be deleted. No staff are to be taking photographs on a personal camera or mobile phone.



E-Policy

Staff are prohibited to mention details of Footsteps Day Nursery and Pre-School on any online social networking site. This includes any Parents/Child names or any aspect relating to the nursery. Students and parents are also asked not to mention details of the nursery on any networking site and this is considered gross misconduct which result in disciplinary action.

We have a private facebook page, should you **NOT** wish your child to be photographed and published on this page we ask that you inform us in writing. From signing our policies and procedures you give permission for your child to be present in photographs which may be put on to the social media facebook page.

On no account can any photograph from this page be publicly shared from parents on to their own public page.

Staff Recruitment

All staff are DBS checked, numbers and dates are displayed in the office.

We ask them to inform the manager of any convictions, reprimands and warnings which may effect their suitability to work with children.

Staff must declare a yearly safeguarding follow up meeting to ensure their living situations haven't change and whether they live with someone that has been disqualified from working with children or has a criminal conviction or a court order. Ofsted will be informed within 14 days should a staff member declare this.