

## **Child Protection Policy & Procedures**

*“Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centered. This means that they should consider, at all times what is in the best interests of the child”*

Keeping Children Safe in Education 2016

The Beehive Day Nursery safeguards all babies and children and this policy is in place to ensure they are protected and feel safe. This policy demonstrates our robust Child Protection and Staff Behaviour policies. Staff are provided with training during their induction and receive regular updates to ensure that the correct procedures are followed should they have any concerns about the safety of a child. It is the responsibility of **all staff** to take action by reporting their concerns to a Designated Safeguarding Lead. We intend to create a nursery environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. The **Staff Behaviour Policy** sets out clear guidance to encourage staff to achieve the highest possible standards of conduct and to minimize the risk of any inappropriate actions occurring.

**The Designated Safeguarding Leads at The Beehive are Chloë House (Director), Louise Hale (Childcare Manager) and Debbie Cridge (Deputy Childcare Manager).** A Designated Safeguarding Lead is on site at all times during opening hours.

The Designated Safeguarding Lead is a **senior** member of staff designated to take the lead responsibility for safeguarding within the setting. Their responsibilities include the following:

- ✓ Managing all child protection issues – the owner or chair of committee leads on allegations against staff
- ✓ Take responsibility as the setting liaison between services for children attending that have a CP (Child Protection) or CIN (Child in Need) plan in place. To write the appropriate records and reports as requested and ensure confidentiality and security of all records and plans.
- ✓ To take the lead on safeguarding and child protection inductions for all new members of staff, students or volunteers.
- ✓ To provide support and advice to other members of staff following the correct protocols and procedures.
- ✓ To ensure all staff have current and relevant safeguarding and child protection training in place.
- ✓ To lead on early help assessments within the setting, liaising with the appropriate services as required.
- ✓ Work with staff to ensure there is a culture of listening to and taking account of each child within the setting.
- ✓ Instil the message that safeguarding and child protection are everyone’s responsibility.

The Beehive Day Nursery works in line with the Early Years Foundation Stage, has regard to the Government’s Statutory Guidance ‘Working Together to Safeguard Children 2018’ and uses the Somerset Safeguarding Children Board (SSCB) Thresholds for Assessment to identify and address any Child Protection concerns This may be through adopting Early Help strategies or with the support and guidance of external agencies including Social Care.

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The document "Working together... 2018" defines Safeguarding as;

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances

Children at the Beehive Day Nursery will be respected with their views heard and recorded as appropriate. To ensure that all children experience consistent, safe and effective care, childcare staff will adopt a trusting and consistent approach when managing children's welfare needs. The nursery will promote fundamental British Values to protect children from radicalisation and extremist behaviour. The Key Person system supports staff to develop a strong relationship with children and their families. We will meet and speak to the children, listen to what they have to say, take their views seriously and work with them when deciding how best to support their needs. This will include advocacy to assist children in putting forward their views if needed. Where appropriate, we will share concerns with parents and signpost support services

### **Key Statutory Guidance that has informed this policy includes:**

- Children Act 1989 and Section 11 of the Children Act 2004
- Ofsted; Statutory Framework for the Early Years Foundation Stage Section 3 (September 2017)
- Effective Support for Children and Families in Somerset - Somerset Safeguarding Children Board (SSCB) (July 2017)
- SSCB website for information, guidance and protocols
- What to do if you are worried a child is being abused (March 2015)
- Working Together to Safeguard children (July 2018)
- Keeping Children Safe in Education (September 2016)
- Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies (2011)
- Information Sharing – Advice for Practitioners providing Safeguarding services to children, young people, parents and carers (March 2015)
- Safeguarding Vulnerable Groups Act (2006)
- Disqualification under the Childcare Act (2006)
- The Prevent Duty (June 2015) Section 26 of the Counter Terrorism and Security Act
- Ofsted; Inspecting Safeguarding in Early Years, education and skills settings (2016)
- Ofsted; Early Years Inspection Handbook (June 2015)
- Early Years Compliance Handbook (2016)
- NSPCC website
- Guidance for safer working practice for those working with children and young people in education settings (October 2015)
- The Equality Act 2010
- The United Nations Convention on the Rights of the Child (UNCRC)

SSCB has a website [www.somerset.gov.uk/sscbthresholds](http://www.somerset.gov.uk/sscbthresholds) where the document 'Effective Support for Children and Families in Somerset: Thresholds for assessment and services' can be found. It provides guidance for 'all professionals in working together with children and families to provide Early Help and targeted and specialist support'. All practitioners can access this website for advice and guidance. The website address and a printed copy of the document is displayed on the office and staffroom noticeboards.

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This Policy is reviewed at least annually by Louise Hale and Chloe House. It is also kept up to date by a member of Management checking the Somerset Safeguarding Children Board website at least monthly, this is recorded at the front of the Management file.

An annual Safeguarding audit is completed by Management and any actions arising transferred onto an Action Plan. In addition to this the Online Compass audit has been completed (certificate in hallway) and any matters arising will be actioned. The audit will be repeated at least annually by Management.

### **Responding to Disclosures-Guidance for Staff**

If a child makes a disclosure or allegation at the setting, it is important that you:

- Stay calm and listen carefully.
- Reassure the child that they have done the right thing in telling you and that you believe them.
- Reinforce that this is not their fault.
- Do not make promises that you cannot keep.
- Explain that you will need to tell other people in order to stop this happening.
- DO NOT investigate or ask leading questions, encourage the child to use their own words.
- Inform the DSL within the setting immediately or as soon as possible.
- Only tell the people that it is necessary to inform.
- Record on the Wellbeing Sheet the child's name and date of birth. The time and date of the incident, what the child said, what you said and your observations of the child's behaviour and emotional state.
- It is the DSL's responsibility to follow the appropriate procedures when considering the next steps.

### **Reporting Concerns**

Any concerns should be shared with the Designated Safeguarding Lead Officer and must adhere to our confidentiality policy.

The DSL will use the Effective Support for Children and Families in Somerset Document to identify the level of need.

If the level of need is 1 there will be no further action. The concern will be recorded on a Wellbeing sheet and will be shared with parents.

Where the level of need is 2 or 3, an EHA will be started where appropriate and with the full support of parents to enable parents to access the most appropriate help.

If the DSL is unsure as to whether the concern is Level 3 or 4, they will contact the designated helpline for advice: **0300 123 3078 or the Early Years Advice Hub 01823 355803.**

Any serious concerns of significant harm or abuse which would need the support of specialist service intervention, must be reported to Somerset Direct Children and Young People's Team: 0300 123 2224 (8.30am to 5pm, 4.30pm Fridays)  
Emergency Duty Team Phone: 0300 123 2327 (Evenings, weekends and Bank holidays)

**For allegations against the setting or staff please contact:**

**Somerset Direct: 0300 123 2224**

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Providers must notify Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children at the premises and notify them of the action taken in respect of allegations:

Ofsted, Piccadilly Gate, Store Street, Manchester. M1 2WD Tel: 0300 123 1231

NSPCC: provides help for adults concerned about a child Tel: 0808 800 5000

Please refer to the following documentation (attached) for more information

- Revised 'What to do if you are worried..' (Mar 2015)
  - 'Working Together to Safeguard children' (July 2018)
- 'Effective Support for Children and Families in Somerset' Somerset Safeguarding Children Board  
[www.somerset.gov.uk/sscbthresholds](http://www.somerset.gov.uk/sscbthresholds)

### **Child Protection**

Staff will be trained in Child Protection-Basic Awareness and receive annual update training thereafter. Staff must be able to identify signs of possible abuse or neglect at the earliest opportunity, and to respond in a timely and appropriate way.

Signs of abuse may include:

- Significant changes in children's behaviour
- Deterioration in children's general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments which give cause for concern
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

(EYFS Statutory Framework, Section 3: 3.6, 2017).

There are four main categories of abuse and neglect: physical abuse, emotional abuse, sexual abuse and neglect. Each has its own specific warning indicators, which we should all be alert to. Working Together to Safeguard Children (2018) sets out full descriptions. Other safeguarding concerns include:

- Female Genital Mutilation (Mandatory to report to police)
- Child Sexual Exploitation
- Bullying – including cyber bullying
- Domestic Violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Forced marriage
- Gangs and youth violence
- Gender based violence/violence against women and girls – VAWG
- Mental health
- Private fostering
- Preventing radicalisation
- Sexting
- Teenage relationship abuse
- Trafficking

### **Early Help**

Providing Early help is more effective in promoting the welfare of children and young people and their families than reacting later. Early Help means providing support as soon as a problem emerges, at any point in a child's life.

The first concern will be the child:

- Any concerns will be recorded and passed on to the Designated Safeguarding Lead Officer **Chloë House** -Nursery Director or in her absence **Louise Hale** or **Debbie Cridge** who will then follow procedures as laid out in the 'What to do if you are worried...' booklet and the Effective Support document (SSCB) [www.somerset.gov.uk/sscbthresholds](http://www.somerset.gov.uk/sscbthresholds) a copy of which is on the staff room and office notice boards.
- The Designated Safeguarding Lead will use the *Understanding the Levels of Need* and the *Child Safeguarding and promoting welfare table* (Pages 9-15) to understand the level of need for the child and their family.
- An Early Help Assessment (EHA) will be completed where the setting has concerns regarding SEND prior to the involvement of external agencies (from January 2018).

### **Thresholds for assessment and services.**

- Level 1 – Universal services (Services such as GPs and Health Visitors). EHA not required.
- Level 2 – Additional (Short term targeted support with parent consent). EHA required.
- Level 3 – Complex (Significant or complex personalised support, often from several agencies working together. May need statutory assessment by Children's Social care). EHA required
- Level 4 – ACUTE (Are suffering or are likely to suffer significant harm. Child Protection Procedures may need to be put in place). EHA required if not already completed. Statutory Assessment also required.

### **Indicators of need**

- Child's Developmental Needs
- Family and Environmental Factors
- Parenting Capacity

The possible indicators of need are designed to provide professionals with an overarching view of what level of support and intervention a family might need.

Parents have the primary responsibility to meet the needs of their children. Parenting can be challenging and asking for help should be seen as a sign of strength and responsibility. Parents will normally be the first point of reference (Levels 1-3), but if they are not in a position to allay any legitimate anxieties, the Designated Safeguarding Lead will share these concerns with Somerset Direct and together will make a decision about the best way forward for that child. Reasons for not seeking parental permission must be recorded in the child's file, signed and dated and noted within the referral to Children's Social Care. In emergencies this referral may include the Police. The DSL can contact the First Response Team (CSC) through the Designated Leads Consultation Line (number below) to ask for advice if they are not sure the level of need is at Level 3 Complex or Level 4 Acute. In some circumstances Somerset Direct and their team of services may be the first point of reference (Level 4).

Levels 2 and 3 require the setting to talk to the family and carry out an Early Help Assessment. This ensures the child receives the right service, in the right place, at the right time.

**Designated Safeguarding Leads Consultation Line: 0300 123 3078**  
**Somerset Direct: 0300 123 2224**

### **Female Genital Mutilation**

All Lead Protection officers are aware that they have a mandatory duty to report known cases of Female Genital Mutilation (FGM). If we should have information that a child is at risk of FGM, all information should be passed to Children's Social Care or the Police. Any known cases of FGM must be reported to the Police by the person who has obtained information. If you suspect a child is at risk then normal safeguarding procedures will be followed.

### **Child Sexual Exploitation**

The setting is also aware of Child Sexual Exploitation (CSE), Preventing radicalisation, Cuckooing (when a drug dealer befriends a vulnerable individual who lives on his or her own, then moves in, takes over the property, and turns it into a drug den) and Catfishing (when someone who creates a false online identity) must be reported to Somerset Direct. There are also other forms of safeguarding issues that the setting are aware of and will action as required.

### **Children with Special Educational Needs and Disabilities**

Staff must be aware of the potential need for Early Help where children are disabled or have a special education need. Where a child already has multi-agency working, it is vital that the child does not become lost within the different agencies and their procedures. The NSPCC state that *"Support for disabled children and their families can be characterised by a narrow focus – seeking to support parents/carers in caring for their child without addressing broader issues such as the needs and circumstances of parents/carers, family dynamics and broader environmental considerations and the impact of these on the child's wider developmental needs and wellbeing. Issues such as family dysfunction, domestic violence, parental mental health and drug misuse may not be given the attention they deserve in assessing the child's needs."* (We have the right to be safe: Protecting Disabled Children from Abuse, October 2014) It is crucial that the setting challenges parents where they are any concerns in line with this policy.

### **Managing Allegations against Staff, Management and Volunteers**

There must be a clear understanding by management of the difference between an allegation, a concern about the quality of care or practice and a complaint.

An allegation may relate to a person who has:

- Behaved in a way that has harmed a child or may have harmed a child
  - Possibly committed a criminal offence against or related to a child.
  - Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- 
- If a volunteer or member of staff is accused of any form of child abuse, the DSL will contact the LADO for advice as to how to proceed. within 24 hours. No decisions will be made or actions undertaken to address the allegation BEFORE getting advice from the Local Authority Designated Officer.
  - All referrals are made in the first instance by phone to the LADO at Somerset Direct - 0300 123 2224 indicating that you wish to refer an allegation against an adult who works with children. This is then followed up with the Allegations Reporting Form (ARF) to Somerset Direct (a copy is attached, however the form can be found online on the SSCB website).
  - The LADO will provide support about:
    - the next steps to take.
    - how to manage talking about the concerns with the adult who may have harmed the child.
    - How to inform the child's parents/carers
    - How the employer safeguards children throughout any investigation.
    - What they may expect of the Lead person and other agencies involved.

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- The person against whom the allegation is made will be informed of the allegation and will immediately be suspended on full pay (provided they are on a permanent contract) whilst an investigation is made. Investigations will be made in line with Somerset Code of Practice and they will be conducted in conjunction with Somerset Safeguarding Children's Board.
- Confidential records will be kept of the allegation and of all subsequent proceedings.
- The staff member accused may choose to attend the interview accompanied by a friend or colleague and to seek advice from a union representative. The interview will be with the Nursery Director, however, if the allegation is against the Nursery Director, the interview may be conducted by the Manager.
- Ofsted would be informed of any allegations as necessary.
- Should a staff member be dismissed or removed due to safeguarding concerns (or would have been had they not resigned) then a referral will be made to the Disclosure Barring Service (DBS).

### **Safer Recruitment of Staff and Volunteers**

The Beehive Day Nursery promotes a culture of safer recruitment and implement recruitment procedures to deter, reject or identify people who might abuse children (See Staff Recruitment and Selection Policy). In order to adhere to Safer Recruitment Guidance, we will

- Have at least one member of Management trained in Safer Recruitment and Allegations Management who will be present at all interviews.
- Exclude known abusers.
- Interview all applicants for work within the nursery, whether voluntary or paid.
- Apply for an enhanced DBS disclosure with barred list information, on behalf of each member of staff before employment will commence, staff will be supervised at all times until the disclosure is returned. The DBS will then be linked to the update service (over the next 12 months) to ensure regular checks are made on staff, with their permission
- Ensure that students provide evidence of a DBS being completed by their college. Work experience students will be required to provide a DBS if of the relevant age 16+.
- Ensure potential staff provide at least two references which will be followed up before appointment or as soon as possible. A telephone reference will be sought before employment commences where possible.
- Ensure potential staff are told they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children. This will be reviewed at all supervisions and appraisals.
- Ensure that new and current staff are aware of Section 28 of the Childcare Act 2006 – Disqualification by Association, where staff must provide to the best of their knowledge information about someone who lives or is employed in their household who may affect their suitability to work with children. This will be reviewed at all supervisions and appraisals.
- Complete identity checks before employment commences, including proof of name and address.
- Ensure we have up to date medical information on staff that will be logged on Staff Medication Forms and reviewed at termly Supervision or Appraisal.
- Ensure appropriate checks are made on individuals who have lived or worked outside the UK by following advice on the [www.gov.uk](http://www.gov.uk) website.
- Verify professional qualifications by requesting to see original copies of certificates
- Ensure all staff have an awareness of the Prevent Duty (June 2015). Staff are given a copy during their induction session and will be provided with several opportunities at weekly reviews to discuss any concerns or questions with the Prevent Lead. Further copies of this are provided for staff.

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- Seek explanations in the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another.
  - Make a referral to DBS should we determine that an employee is no longer suitable to work with children where we believe a person has caused harm or poses a future risk of harm to vulnerable groups, including children. An employer or volunteer manager is breaking the law if they knowingly employ someone in a regulated activity with a group from which they are barred from working. A barred person is breaking the law if they seek, offer or engage in regulated activity with a group from which they are barred from working. Referrals should be made using the DBS Referral Form, having read the DBS Referral guidance.

### Induction and Staff Training

A thorough induction is carried out to ensure all staff are familiar with what to do if they have a concern about a child or member of staff. Opportunities are given to ask questions and discuss any queries.

In order to adhere to this policy, we will:

- Ensure all staff read the safeguarding and child protection procedures.
- Ask staff to read and understand the two key documents: *Working together to safeguard children* and *What to do if you are worried a child is being abused (advice for practitioners)*. These documents are located in the Safeguarding Information file on the shelf in the office staff room so that staff can refer to them at any time. Staff are given time to read these documents and ask any questions that may arise at the end of their probationary period.
- Ensure that all appointments, both paid and voluntary, will be subject to a minimum 3 month probationary period. Staff will not receive confirmation of a successful probation until Management feel confident that the applicant can be safely entrusted with children, without supervision
- Ensure all staff are acutely aware of their safeguarding responsibilities and know how to act should concerns arise.
- Train all staff to understand our safeguarding policies and procedures, to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.
- Point out the Key People at the Nursery sign in the staff room and verbally state who the Designated Safeguarding Lead officers are.
- The Designated Safeguarding Lead and Deputies have completed both the Introduction to Safeguarding and Working Together training, this is updated every 2 years. This is recorded in the Training Log in individual Staff files.
- Staff complete Basic Awareness training as soon as possible after their induction at the setting. This is mandatory to be updated every 3 years, however at The Beehive this is updated annually at the January training day. The DSL updates staff regularly on safeguarding and child protection as required and at least every year at the January Training day and where this Child Protection Policy is used to underpin the training, ensuring it is reviewed by staff.
- Staff will not give individual gifts to children.
- Staff will be made aware of the risk of children taking part in peer on peer abuse.
- All staff read and sign to say they understand our anti-bullying policy at their induction.
- Conducting regular risk assessments on all aspects of the nursery operation including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

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### **Supervision**

Supervision for staff takes place by Management every term. Staff are offered support with identified challenges in addition to coaching and training as required. The interests of the children are always at the fore of staff continuous professional development (CPD). In addition to this a Termly Update Sheet is completed with staff to ensure all information including medical information is reviewed. Staff are also asked about disqualification and disqualification by association. This is recorded each term on a termly update sheet which is stored in the Staff member's file. A list of actions is also prepared to ensure any requirements are met.

Once all appraisals are completed a summary of CPD is made for management to monitor. The targets identified are added to a sheet in the CPD file which staff can access at any time (specific time is given during staff meetings as appropriate to ensure all staff have opportunities to update their records) to add comments and log progress. This file is located next to the main computer.

The Supervision of the Manager will be completed by the Director or the Deputy Manager.

We will safeguard all babies and children **at all times** by ensuring good practice.

### **Prevent Duty**

The Prevent Lead at the setting is Louise Hale All staff will complete the 'Channel General Awareness' module (online training). This will include the signs of radicalisation, how to identify individual children who may be at risk and what to do to support them.

All staff will be assessed on their understanding and asked to sign a declaration of this ensuring they understand what to do if a member of staff has concerns. The local authority has a Prevent lead who can be contacted on 101 (non-emergency number) for support and advice.

#### **Lynsay Birkett (Prevent Project Officer)**

Tel: 01823 359 879

Mobile: 07909 995 644

Email: lbirkett@somerset.gov.uk

#### **Taunton Deane and West Somerset**

##### **(Prevent Lead)**

Scott Weetch

Email: s.weetch@tauntondeane.gov.uk

Please refer to the Somerset County Council flowchart attached for further details of how to share concerns, of who to contact and when.

The Department for Education has a dedicated telephone helpline 020 7340 7264 to raise concerns about extremism directly. Concerns can also be raised by email counter.extremism@education.gsi.gov.uk This helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed – which would be to phone Somerset Direct in the usual way.

### **Mobile phones, cameras and digital devices**

Mobile phones and cameras **are not** permitted for use by parents or staff in the nursery area. Mobile phones may only be used by staff in the staffroom or office area during staff breaks. There is a sign on the external door reminding parents of this (See Mobile, Camera and Digital Device Policy). Staff will challenge any parent who they may see with their phone. Staff can only use the nursery ipads which are stored securely onsite and are not permitted to be removed from the premises unless for a planned outing. The nursery camera can also be taken on trips, however all images must be erased prior to the event.

Parent permission for the use of both individual and group images is sought at the point of registration. For special events such as our nursery Nativity, parents are informed that photographs

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and videos are permitted and unfortunately, where parents do not provide permission for this, they are unable to attend.

Appropriate filters and monitoring systems are in place to protect the children from harmful online material.

### **Child Wellbeing Form**

The system for recording safeguarding concerns and bumps and bruises changed as of 01.08.16. Should a child arriving at nursery have a visible injury or mark, staff will ask the parents what happened and will complete a Wellbeing form which will be signed by the parent and key person before being brought to a member of Management at the earliest opportunity. Should the Key Person notice a visible injury or mark during the day, an Accident form will be completed and parents will be asked to sign it at the end of the day (see Health and Safety Policy).

The Wellbeing form will be used to record as necessary the child's behaviour, words or appearance, without comment or interpretation. Parents will always be asked to sign any concerns (levels -3) unless it is Level 4 when further action will be taken by Management ([www.somerset.gov.uk/sscbthresholds](http://www.somerset.gov.uk/sscbthresholds) pg.9).

Each day Management will review the number of Wellbeing sheets, Incident forms, Accident forms, Medicine forms and Hospital forms. For every 5 entries a discussion will be held with parents to ensure the welfare of our children. Long term medication forms and unexplained absences will also be monitored separately.

Safeguarding concerns arising from supervisions or appraisals will be recorded on the Wellbeing sheet with staff, parents and management signing in the usual way.

### **Accidents and Incidents**

- Evidence of First Aid training and a list of First Aid trained staff are contained in the Training Log file, individual staff files and are also on the wall in the office. All staff have Paediatric First Aid training and receive regular updates as necessary. Any new staff will be trained as soon as possible. The designated Training officer Debbie Cridge monitors the expiry dates of training and organises updates as required.
- There are 3 First Aid boxes spread throughout the setting which are checked monthly by management and recorded on the sheet in the box.
- Ofsted will be informed of a serious accident, illness, injury or death of a child in their care and the action taken within the appropriate time scales.
- We will inform Somerset Direct of any serious accident or injury or death of any child while in our care and will act on any advice given.
- Accidents and Incidents are recorded in numbered books in each area and are monitored every evening at 6pm (See Health and Safety Policy).
- Parents are asked to sign accident, incident, medication, long term medication, hospital and wellbeing forms on the same day that they are required. A different sheet in the book is used for each entry to ensure confidentiality for all children.
- Management are aware of the RIDDOR process and will refer to the Serious Incident or Fatality Policy if necessary.

## **Staff Behaviour**

### **Babysitting**

We do not provide a babysitting service outside our normal operating hours. However, we understand that parents sometimes ask nursery staff to babysit for their children and this policy has been implemented to clarify some points regarding private arrangements between staff and parents (See Babysitting Policy).

### **Bathrooms/Nappy changing**

Students/volunteers, **will not** take children unaccompanied to the toilet or to any enclosed part of the nursery without another member of staff and not until DBS clearance has been received. New staff will be supervised at all times and will not attend to the personal care of children, until deemed suitable by Management. Staff in the Honey Bees area will take care when changing a child at their nappy changing area if parents or visitors are present and will use their discretion to change the child in the bathroom if deemed necessary.

Parents will not enter the bathroom area unless their own child is in there with no other children present.

Visitors/parents will not be shown to the bathroom whilst children (other than their own) are present.

### **Collection by a different person**

Parents will be asked to provide a name, description and password for any new person collecting their child. This information is recorded in the central 'Collection Book' in the office (see Collection by a Different Adult Policy).

### **Confidentiality**

Nursery Management and staff at The Beehive will ensure that all information received from parents, visitors and professionals are treated in the strictest confidence (See Confidentiality Policy).

### **Sharing Information**

All suspicions and investigations will be kept confidential, shared only with those who need to know. Personal information about a child will be shared if appropriate. We will be open and honest about why, what, how, and with whom information will or could be shared. We will seek agreement of parents/carers unless it is unsafe or inappropriate to do so. The people most commonly involved will be the member of staff/key person and the Nursery Management team.

Professionals will share information at the appropriate time and can discuss any concerns about a child with colleagues and local children's social care. Effective Safeguarding requires clear local arrangements for collaboration between professionals and agencies. Everyone who comes into contact with the child has a role to play in identifying concerns, sharing information and taking prompt action. Everyone must have an awareness of their role and the role of others. Consistent Early Help is provided to prevent or reduce the need for Statutory or Specialist intervention

### **Photos**

Permission will be gained from parents to use and display their child's photograph in the nursery, in our prospectus and on our website or other media. Separate permission will be gained from parents before the use of Tapestry, the online Learning Pathway.

### **Promoting Independence**

When children are developmentally ready, they will be encouraged to develop a sense of autonomy and independence with adult support, making choices and in finding names for their own feelings and acceptable ways to express them.

### **Liaison with other bodies**

The nursery operates in accordance with guidelines laid down by the registering authority. Confidential records kept on children about whom the nursery is anxious will be shared with the Social Services Team if the nursery feels that adequate explanations for changes in the child's condition have not been provided. The group will maintain ongoing contact with the registering authority, together with names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in any emergency, for The Beehive Day Nursery and the Social Services Team to work well together.

Information sharing decisions will be recorded on the Wellbeing sheet. This will include whether or not a decision has been made to share, including reasons, what information was shared and with whom. This information will not be kept any longer than necessary.

### **Supporting Families**

The Beehive Day Nursery will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group. Where a child protection issue is suspected, the nursery will continue to welcome the child and family while investigations proceed. Confidential records kept on a child will be shared with 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.

### **Assessing Need and Providing Help**

We strive to build positive relationships with all our families and work hard to meet their individual needs. We support families in a number of ways. This may include signposting to external agencies such as getset, the child's Health Visitor or where necessary, arranging a meeting to initiate an Early Help Assessment – EHA.

The Beehive Day Nursery has links with their getset Link Worker, Family Support Worker, and Link Health Visitor. This supports early intervention as necessary. Regular contact is made with the getset Services team in Taunton to provide support for families should early intervention be needed. This includes supporting the monitoring process of children accessing 2 year old funding and supported childcare places, providing information about classes at local Children's Centres and help with transitions where needed. This partnership working, to share information and data, will help to achieve a consistent approach and raise the quality of services and provision for children and families across our community.

An Early Help Assessment may be discussed with a parent where it is felt that a multi-agency approach would benefit both the child and their family. An EHA would only be completed in the presence of the family and the professionals who they chose to be part of that process. An EHA could be initiated by any professional (eg. Area SENCo, GP, Nursery) where it is felt that support is needed to improve outcomes for their child. The setting would work closely with the family to ensure they received the right support at an early stage, before their needs escalated and to ensure that services were delivered in a co-ordinated way. We will endeavour to identify children and families who would benefit from an EHA and will provide targeted support where needed. Activities would focus on the identified needs to significantly improve the outcomes for the child.

## **Good Practice**

### **Absence**

In the event of unexplained and unplanned absences, or if there is a break in the normal attendance pattern with no explanation, we will make every effort to contact the family and ascertain the reason for non-attendance and share any concerns. A log of absences will be kept recording all attempts to make contact. Children who are 2 year old funded or EYPP will have a separate log in the absence folder. Absences will be monitored at least termly and will be written on the termly update sheet which parents sign. This forms part of the termly monitoring.

### **Access**

On arrival at the nursery, parents will press the intercom button and use our telephone access system. Staff in the nursery or office (via CCTV and telephone) will identify the parents or carers before releasing the coded door. Parents who know the internal door code can let themselves into the nursery. Any new person collecting a child **will not** be informed of the internal door code. Management will greet anyone who is not recognised or known to the setting, at the external front door (See Arrival and Departure Policy).

All visitors must sign in and out of the Visitor Book and wear a Visitor badge at all times. Visitors will be asked to put their mobile phones or ipads in the designated locker during their stay. Should the visitor require use of their laptop during the visit the camera must be covered with duct tape. This will not apply to those viewing the nursery who will be accompanied by a member of management at all times (See Visitor Policy).

Children will be signed in/out by their parents/carers on arrival at the nursery. Staff will then also complete their own room register. Children will be highlighted on the register once they have gone home. Staff will display how many children are registered present in their area at any time. Adults will not be left alone for long periods with individual children or with small groups. A Key Person who needs to take a child aside, e.g. behaviour which needs improvement, will ensure that they can always be seen by other members of staff. They will also inform another adult where they are if they leave the area (such as going to the toilet) every time. (See Behaviour Policy)

The layout of The Beehive Day Nursery will permit constant supervision of all children. When children are using the bathroom, a member of staff will always monitor which children are in there and check them regularly. When using the outdoor space, at least one member of staff will be present at all times within ratio and in line with Ofsted requirements.

**Links to Policies:** Administering Medicine Policy  
Arrival and Departures Policy  
Behaviour Management Policy  
Collection by a different adult  
Confidentiality Policy  
E-Safety Policy  
Emergency Closure  
Fire Safety  
Health and Safety Policy  
Intimate Care Policy  
Missing Child Policy  
Mobile and Camera Policy  
Serious Incident or Fatality Policy  
Staff Recruitment and Selection Policy

**The Beehive Day Nursery Ltd**

**Updated:** October 2017

**Review date:** October 2018

- Staff Behaviour Policy
- Social Media Policy
- Prevent Duty Risk Assessment
- Prevent Duty (Section 26 of the Counter-Terrorism and Security Act 2015).
- Staff Behaviour Policy
- Whistleblowing Policy

**The Beehive Day Nursery Ltd**

Signed Nursery Director .....

Signed Nursery Manager .....