

## The Acorns Day Nursery

### Safeguarding –Brief Child Protection Policy, full policy available upon request.

We provide a safe environment in which children can learn and develop. We fully recognise our responsibility for safeguarding and child protection. **Bernadette Pearl is our (DSL) designated safeguarding lead, along with 2<sup>nd</sup> designated person Emma Shaw.** All staff members are aware of the possible signs and symptoms of any form of neglect, physical, emotional and sexual abuse.

#### If a child arrives with injuries at the nursery staff will:

- Ensure immediate medical attention if necessary.
- Ask the parent/carer how the injuries occurred.
- Explanations should be accepted and accusations not made. A written record is made in the incident book, this record is dated with an account of what happened and signed by both the parent/carer and by a member of staff.
- The incident book is closely monitored by the manager to pick up on any patterns or re-occurring incidents with the same child.
- If it is suspected that the injuries may have occurred through some form of abuse or through a failure to protect the child (including FGM) then the nursery DSL will then contact either the local children's Social Services or The Education Safeguarding team for further advice.

#### Suspicion of abuse

If through a conversation or other contact with a child there is cause to suspect neglect, physical, emotional or sexual abuse staff will:

- Listen to what the child says whilst being comforting, sympathetic and ensuring that the child feels as little responsibility as possible, words will not be put into their mouth.
- A specific and confidential record will be set up stating the child's name and the date and time of the observation or disclosure. This record will describe objectively the exact words spoken by the child and their behaviour. If the child does not talk or there is something about the child's appearance that is of concern then body map diagrams should be included. Each record will then be signed by the observer.
- The nursery manager DSL must be informed.

If a child is being referred then the child's parents should be informed and all confidential records shared with them providing that this will not place the child at an increased risk of harm. Advice will be sought from the Social Services if it is unclear whether a parent should be informed of the referral before it is made.

Following a referral, enquiries will be undertaken by the Social Services and possibly the police. Staff may be required to provide statements and attend an Initial Child Protection Conference.

#### Allegations of abuse made against a member of staff

The manager ensures that all members of staff in the nursery have completed a disclosure and Barring Service check (DBS) and that anyone who does not have a DBS is not left unsupervised with the children.

If an allegation of abuse is made about a member of staff the DSL will speak to LADO (local authority designated officer) and follow their advice. The staff member will be suspended from work (unless advised otherwise) whilst the allegation is investigated. Ofsted will also be informed.

All suspicions and investigations are kept confidential and shared only with those who need to know such as Social Services, this will be recorded in accordance with the nursery and LADO procedure.

#### Disqualification - The Statutory EYFS 2014 states that:

A registered provider or a childcare worker may be disqualified from registration<sup>15</sup>. In the event of the disqualification of a registered provider, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision. Where a person is disqualified, the provider must not employ that person in connection with early years provision. Where an employer becomes aware of relevant information that may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of children.

A registered provider or a childcare worker may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed.

## **This links to The Childcare (Disqualification) Regulations 2009**

### Mobile Phones

The nursery accepts that employees will bring in their phones to work. Employees are not permitted to have their phones on the nursery floor. All mobiles must be kept in staff members bags/lockers in the staff room.

Staff are not permitted to make or receive calls/texts on their mobile phones during work time, unless they are on their designated break. Calls and texts made and received during these times must be taken in the staff room, office or away from the nursery premises.

If a staff member needs to be contacted urgently during working hours then staff are asked to give the nursery telephone number to the relevant people ensuring that calls are only received when absolutely necessary.

Staff are not permitted to use recording equipment on their mobile phones, for example to take photographs or videos of nursery children.

The nursery has its own cameras for recording children's achievements; these are not to be taken away from the premises unless signed out for a nursery day trip for example. Staff members and parent/carers are not permitted to use their own cameras for photographing the children.

Anyone found to be storing pictures on their camera or mobile phone, or found to be using their mobile phone whilst not on a designated break will be liable to disciplinary action.

### Computers and Electronic Communications

We encourage staff to use email and the internet at work, for work related business only. However, we require that employees ensure that their communications are well structured and professional.

The nursery is aware that in your own time and on non work computers you are free to set up personal weblogs or 'blogs' on the internet, providing that they do not:

- Breach the law or disclose any of the nursery's confidential information.
- Breach copyright.
- Bring the nursery into disrepute.
- Disclose personal data or information about any individual that could breach the Data Protection Act 1998.

We respect staff's right to have a private life. However we must also ensure that confidentiality and the nursery's reputation is protected. We therefore require that if you use a social networking website to:

- Ensure you do not conduct yourself in a way that is detrimental to the nursery.
- Take care not to allow your interactions on these websites to damage working relationships between colleagues and parents.

We are committed to ensuring that all employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated. Cyber bullying methods could include text messages, mobile phone calls, instant messenger services, circulating photos or video clips, or by posting comments on websites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber bully a colleague could face criminal prosecution under various laws, including the Malicious Communications Act 1988.

**Section 26 of the Counter-Terrorism and Security Act 2015 states nurseries have "due regard to the need to prevent people from being drawn into terrorism". This is known as the "Prevent Duty".**

**The nursery's advocates for preventing counter terrorism are Kate Kennett and Bernadette Pearl.**

**Keeping children safe in Education** - It is in the nurseries wider safeguarding duties to protect children from other harms (e.g. drugs, gangs, neglect and sexual exploitation), whether these come from within their family or are the product of outside influences.