



09 SAFEGUARDING CHILDREN POLICY

Company Name: Tender Years Nursery Ltd
Setting Name: Little Jems Childcare Services
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1. Introduction

1.1 Aims.

Little Jems Childcare Services is committed to Safeguarding all children, young people, and vulnerable adults that we come into contact with. Safeguarding the welfare of the child is the paramount consideration in every situation. All staff and volunteers are expected to share this commitment.

Safeguarding children is vital for our setting, as part of the legal requirements of our Ofsted registration. Having safeguards in place within our setting not only protects and promotes the welfare of children but also it enhances the confidence of staff, volunteers, parents/carers, management, and the general public.

The purpose of this Safeguarding Policy is to achieve a nurturing and child-centred environment where children can have fun and be safe. So, to ensure their safety, we adopt the following Safeguarding policies and procedures.

1.2 Definitions.

Safeguarding is a relatively new term which is broader than ‘Child Protection’ as it also includes Prevention and Early Help. Safeguarding has been defined as:

‘The action we take to promote the welfare of children and protect them from harm. Safeguarding is everyone’s responsibility. Safeguarding is defined as protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.’ Working Together to Safeguard Children 2018

For the purposes of Child Protection legislation, the term ‘child’ refers to



anyone up to the age of 18 years.

1.3 Law, guidance, and other policies.

This policy is consistent with the 'Every Child Matters' framework and operates within the 1989 Children Act, the 2006 Children Act, and the national statutory guidance 'Working Together to Safeguard Children' 2018:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

The procedures we follow have been laid down by the Pan London Child Protection Procedures 2018: The Bexley Borough Safeguarding Children Board: <https://bexleysafeguardingpartnership.co.uk>

Early Years providers have a duty under section 40 of the Childcare Act 2006 to comply with the welfare requirements of the Early Years Foundation Stage (EYFS) Revised: 2017. Welfare Requirement – Safeguarding and promoting children's welfare.

This Safeguarding Policy works in conjunction with the following policies, procedures and forms highlighted in the EYFS welfare requirements:

Safeguarding: Guidelines for monitoring vulnerable children and families and looked after children policy. Admission policies, Nursery School Admission form, Registration Form, Parents Complaints procedures, Ofsted Guidance for complaints procedures, complaints procedure log, confidentiality, and data protection policy. Confidentiality agreement, Collection and departure policy, Missing child procedures, Protocols for staff working arrangements, Trips/outings policy, Examples of permission letters for trips, Outings checklist , Procedures for staff and visitors arrival and departures , SEN/Inclusion Policy , Equality Act Equal Opportunities Policy. Policy for



dealing with harassment incidents, Administration of medicines policy, Accident Forms/Accident Book Procedure, copies of Reporting forms, Guidelines for accident, injury, medication and first aid, Children's sickness policy, List of notifiable diseases, First Aid Training Log, No smoking statement, Food preparation and equipment policy, Examples of menus Food allergy/intolerance sheet, My child form, Behaviour policy, Supervision Policy etc.

1.4 Values, Beliefs and Principles.

We adhere to the following Safeguarding and Child Protection principles, values and beliefs: We believe that children have a right to grow up safe from harm, and the safety and well-being of the children is always our paramount concern.

Children will be listened to and respected.

All children, young people and vulnerable adults have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background, or sexual identity. Disabled children and children with behavioural difficulties are particularly vulnerable to abuse.

Working in partnership with other agencies and sharing information appropriately is essential in promoting the welfare of children. Partnership working with parents appropriately means that outcomes are generally better for children.

The most vulnerable children are safer in an environment which offers effective Safeguarding. It is possible that workers who are safeguarding children may only have one small piece of the jigsaw, and proactive Safeguarding may expose the full extent of any abuse. Children rarely lie about abuse. Safeguarding measures must acknowledge the 'child's world' and how individual children give meaning to their experience. Workers must avoid making assumptions



about this experience and avoid making judgments based on their own stereotypes or prejudices. This policy focuses on a child centred approach to promote a more effective safeguarding system than when adult's interests dominate.

The Equality Act 2010 puts a responsibility on public authorities to have due regard to the need to eliminate discrimination and promote equality of opportunity. This applies to the process of identification of need and risk faced by the individual child and the process of assessment. No child or group of children must be treated any less favourably than others in being able to access effective services which meet their needs.

1.5 Responsibilities and Leadership

This policy applies to staff, trainees, volunteers, visitors, and parents using the Nursery. We expect services delivered by partner organisations to have Safeguarding and Child Protection procedures in place.

1. Staff responsible for Child Protection:

Salwa Zaitouni is the Designated Safeguarding Person. In her absence, matters should be brought to the attention of Joy Abbe who is responsible for Safeguarding and Child Protection.

The Nursery will review this policy annually, to ensure it is being implemented. Appropriate action will be taken if deemed necessary.

2. Prevention

2.1 Safer Recruitment.

Little Jems Childcare Services acknowledges that paedophiles and those that pose a threat to children may be attracted to employment that allows them access to children and young people. As part of this policy, we will ensure that people working with our children are safe to do so.



2.1 (i) Little Jems Childcare Services is made safer by carrying out the following procedures:

Step 1 – Planning Recruitment: As soon as the need for recruitment is established, management staff who is responsible for recruitment will ensure that Little Jems Childcare Services policies on Safer Recruitment are adhered to – usually the Nursery manager. A timetable for recruitment should be created allowing sufficient time to make all the relevant checks at each stage of the selection process.

Step 2 – Job Description & Person Specification: The job description and person specification should refer to Safeguarding.

Step 3 – Advertisement: The advertisement will contain reference to our commitment to Safer Recruitment.

Step 4 – Candidate Pack: The candidate pack will include a copy the Setting's Safeguarding Policy. Candidates will be asked to use a standard Little Jems Childcare Services Application Form, containing: Full and former names, DOB, current address, NI number, Academic/ vocational qualifications, full chronological employment history (disclosing any gaps and reasons for leaving). Personal CV's will not be accepted nor will other versions of application forms.

Step 5 – Selection: The panel will scrutinise the application forms for breaks in service, reasons for leaving etc. Suspicious gaps etc. would not automatically bar a candidate from short-listing but the panel would make further checks, including supplementary interview questions and/or requests for clarification from the candidate prior to/during the interview.

Step 6 – Notification of interview: In the invitation to interview letter candidates will be asked to bring 2 forms of ID, including drivers' licence



and/or passport and proof of address e.g., utility bill, proof of entitlement to work in UK (if not UK citizen).

Step 7 – Taking References: Two references will be taken after interviews either by phone, email, or handwritten copy. Any offers are dependent on receipt of clean DBS and acceptable references. Should references contain disciplinary information or Safeguarding concerns omitted by the candidate, any offers will be withdrawn. Generic or pre-written references will not be accepted.

Step 8 – The selection process: The formal interview will contain a range of Safeguarding questions, with supplementary questions used to further assess a candidates understanding/ motivations and reasoning regarding Safeguarding issues. Supplementary interview questions may relate to concerns/ **queries about information given in initial application.**

Step 9 – Making a conditional offer: Once a candidate has been selected, a conditional offer will be made based on the following background checks: References (checked prior to interview), verification of identity.

Disclosure and Barring Service (DBS) certification (processed by Little Jems Childcare Services), criminal record self-disclosure (although declaration of spent convictions will not automatically bar a candidate), verification of qualifications and professional status. For non-UK residents, DBS certification alone will not be sufficient and additional checks will be sought from the candidate's country of origin. Above checks **MUST** be carried out before the successful candidate is allowed to begin work.

2.1 (ii) **Supply and Temporary Staff:** Supply staff and temporary staff are subject to the same level of vigilance. Supply agencies must provide evidence that all Safeguarding checks have been completed. Where a supply or temporary staff member is employed by the setting directly, a new DBS check



will be completed prior to the practitioner working within the setting.

2.1 (iii) **Parents and Volunteers:** We value volunteers and encourage parents/carers to become involved in supporting the setting. Any parent/carer or volunteer with access to children, and without direct supervision from a member of staff, will be expected to provide two satisfactory references. They do not necessarily need a DBS check if the Manager decides that they are always supervised, so not in a regulated activity (i.e., close, and supervised contact with children).

2.1 (iv) **Students:** Students will be expected to give their college as a reference, to ensure that they are suitably placed within the organisation. Students above 16 years old will be expected to have a satisfactory DBS check. Students will be able to start a placement with us prior to receiving the outcome of the DBS check, subject to staff carrying out a risk assessment, and students at no time having unsupervised contact with children. The placement will be offered pending a satisfactory DBS check and will be subject to a probationary period as agreed with their supervisor. Students will only be allowed to accompany children to the toilet or change their nappies or clothes with a member of staff.

2.1 (v) **Monitoring:** Although we are committed to Safer Recruitment procedures, we must continue being vigilant after a member of staff/volunteer/student has started working within our setting and staff must know the procedures and channels open should concerns arise (See Whistle Blowing Policy). All staff and volunteers will be required to be on DBS update service checked every year. Staff will be expected to attend training to keep up to date and informed on Child Protection issues.

2.2 Effective Practice

We aim to establish and maintain an ethos where children feel secure and are encouraged to communicate and receive a response. We will ensure all children



have effective means of communication with more than one adult and we provide opportunities for individual or small group discussions about thoughts and feelings in an atmosphere of trust, acceptance and tolerance. Staff and volunteers should ensure that all children make good progress in our Nursery, recognising that ineffective Safeguarding can lead to underachievement.

The delivery of the EYFS promotes Personal, Social, Health and Emotional development in all children and should ensure that children are both listened to and encouraged to talk about their feelings. Children should be taught how to recognise risks, how to respond to them, and an awareness of whom they can turn to for help. We will include in the curriculum, activities and opportunities which will equip children with the skills and knowledge they need to fulfil their potential.

2.3 Safe Environment

The environment should always be planned in ways which minimise the risks to children e.g. physical layout and surroundings, clear roles for everyone, supervising people. Concerns about children's welfare will always be taken very seriously. We will display our Policies and Procedures at the Nursery entrance.

2.4 Awareness of Safeguarding; We will enable all our staff and those who work here to make informed and confident decisions regarding Safeguarding. We expect staff and volunteers to have read, understood and adhere to the Safeguarding policy and related procedures. Staff must complete Safeguarding Awareness Training as soon as their employment is confirmed

Mobile Phones and Cameras; Staff **MUST** keep their personal mobile phones/cameras in their lockers or in the office. They can be taken out and used in the staffroom but must not be used where children are present. If staff need to be contacted in emergency situations, this must be done through the Office's landline.



No images of children are to be used for any publicity without parental permission. No adults are to use mobile phones in groups. This particularly includes camera phones and video. If any adults need to use a phone, then they need to leave the group and inform a practitioner that they are leaving the room. Staff and volunteers should be made aware of Safeguarding practice during Induction, staff meetings and other training opportunities. Effective practice in staff teams should be ensured with effective recruitment, training, supervision and appraisal procedures.

The safeguarding leads should discuss ongoing matters relating to effective Safeguarding practice with the management staff Responsible for Safeguarding and Child Protection as necessary.

2.5 Training and support: All staff will be given Safeguarding and Child Protection training within 12 weeks of starting work and retrained if there are significant changes in policy. All staff will receive refresher Safeguarding and Child Protection training after 3 years. They will have clear roles and expectations of their behaviour and conduct at work.

Staff will have additional opportunities to speak about Safeguarding concerns through their Supervision sessions (statutory requirement of the EYFS). These sessions will promote ‘a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues’ (EYFS). Safeguarding, and concerns about other staff will be a standing agenda item for all supervision sessions.

Our staff will undertake Level 2 Safeguarding training, consistent with guidelines. This training will be updated every 3 years.

Records of staff and management training should be kept updated in Settings Training Matrix.



2.6 Parents/Carers.

We are committed to helping parents/carers understand their responsibility for the welfare of all children. Parents/carers should be made aware of our commitment by including a 'Safeguarding Statement' in the Parent Pack, which is also displayed in Policy folder at the nursery entrance. The full safeguarding policy will be available on request or via email.

Before children start in our setting, parents/carers will be asked for a list of adults who can collect their child. They will also need to provide a password so that staff can verify their identity. Parents/carers will need to say who is collecting their child when they bring them in.

Where possible, any Safeguarding concerns should be discussed with parents/carers and the safeguarding lead should seek agreement to making referrals. We have a duty of care to share Child Protection and Safeguarding information with the knowledge of the parent/carer, unless to do this would place the child at increased risk of significant harm. Parents/carers will be informed that it is our practice to share information and that this will be transferred to their child's receiving school.

2.7 Visitors

Our staff need to ask visitors to sign in/out. They need to show them where to go if they are not familiar with the building.

Management staff need to ensure that visitor's phones/cameras are stored in a secure place if they are seeing children unsupervised. All staff need to check where visitor's phones/cameras are if they are seeing children unsupervised (this will be additional to the management check for added safety). Visitors are not allowed to take pictures of children without consent from, the parents/carers and the manager.



2.8 E-Safety Policy

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate professionals, parents/carers and children about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

- e-Safety depends on effective practice at a number of levels: Responsible ICT use by all staff and children; made explicit through policies.
- Sound implementation of e-Safety policy in both administration and curriculum, including secure network design and use.
- Safe and secure broadband, including the effective management of content filtering.

2.8 (i) Internet use

The purpose of Internet use in the Nursery is to raise educational standards, to promote achievement, to support the professional work of staff and to enhance management information and administration systems.

Internet use is a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for staff and parent/carers who show a responsible and mature approach to its use. Our Nursery has a duty to provide quality Internet access.

Benefits of using the Internet in education include: Access to learning wherever and whenever convenient; Access to world-wide educational resources including museums and art galleries; Educational and cultural exchanges world-wide; Access to experts in many fields for children and staff.



Professional development for staff through access to national developments, educational materials and effective curriculum practice; Collaboration across support services and professional associations; Improved access to technical support including remote management of networks and automatic system updates; Exchange of curriculum and administration data with the Local Authority and other bodies.

It is acknowledged that, despite the benefits offered by the Internet, unlimited Internet use can have a detrimental effect of the wellbeing of the Nursery. Staff and children should therefore be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Internet access should be planned to enrich and extend learning activities.

All ICT resources at the Nursery have filtering systems which prevent access to unsuitable sites.

All staff must read and sign the Policies and Procedures which encompasses all E-Safety and Safeguarding Policies and Procedures before using any ICT resource at the Nursery. All staff will be given the e-Safety Policy and its importance explained during Induction under Safeguarding. Staff and parents/carers should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. Staff that manage filtering systems or monitor ICT use will be supervised by management and have clear procedures for reporting issues. If staff and parents/carers discover unsuitable sites, the URL (address), time, content must be reported to the management immediately. The installation of software or hardware unauthorized by the nursery, whether legitimately licensed or not is expressly forbidden.

The nursery reserves the right to examine or delete any files that may be held on



its Computer systems or to monitor any Internet sites visited.

The Nursery Manager will ensure that the use of Internet derived materials by staff and parents/carers complies with copyright law. Staff should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy. The Nursery will work to ensure filtering systems are as effective as possible. Children are not allowed to use internet without adult supervision. Access to Computers must only be used by children to support their learning.

Internet Access Policy Statement

- All Internet activity should be appropriate to staff professional activities or the Children's education.
- Children will be supervised at all times when using the internet.
- Activity that threatens the integrity of the nursery's computer systems, or that attacks or corrupts other systems, is prohibited.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media.
- Use for personal financial gain, political purposes or advertising is excluded.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is excluded.
- The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden.

Care of Equipment

The individual in whose care it is trusted should maintain all ICT equipment in a clean and serviceable state.

- All equipment should be switched off at the end of the working day.



- Computers may be wiped clean with a soft damp cloth *when switched off*.
- Any technical fault should be reported immediately to the manager.
- The use of solvent cleaners and polishes is not allowed.

2.8 (ii) **Email**

Staff and parents/carers must immediately tell the manager if they receive offensive e-mail. E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on headed paper. The forwarding of chain letters is not permitted.

2.8 (iii) **Mobile Phone Policy**

Little Jems recognise that staff may need to have access to mobile phone on site during working hour. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children.
- The use of mobile phones around children.
- The inappropriate use of mobile phone.

Ensuring the safe and appropriate use of mobile phones:

In our nursery we allow staff to bring in mobile phones for their own personal use. However, they must be kept in their lockers at all times and are not allowed to be used in the rooms, toilets, changing rooms or in the play areas at any time. If staff fails to follow this guidance, disciplinary action will be taken in accordance to the staff contract. If staff needs to make an emergency call, they



must do so either in the main or manager's office. Staff must ensure that there is no inappropriate or illegal content on the device.

Mobile phone technology may not only be used to take photographs anywhere within the nursery grounds. There are digital cameras available within the nursery and only these should be used to record visual information within the consent criteria guidelines of the local authority and the nursery.

Members of staff may only contact a parent/carer on nursery's approved mobile phones. When children undertake a school trip, mobile phone use by adult leaders should be limited to contact the nursery's office or venues being visited, except in emergencies and then only by approved telephones.

Visitors and Volunteers

Upon their initial visit volunteers and visitors are given information, informing them they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they may use either the main or the manager's office. Neither are volunteers or visitors permitted to take photographs or recordings of the children without the manager, deputy manager or nursery owner's permission.

No adults are to use mobile phones in the Nursery rooms or outside with children. This particularly includes camera phones and video. If any adult needs to use a phone then they need to leave the Nursery/group and inform a practitioner that they are leaving the room.

2.8 (iv) Social Networking

Little Jems Childcare Services should block/filter access to social networking sites and newsgroups unless a specific use is approved. Staff will be advised never to give out personal details of any kind which may identify the Nursery,



or to ‘friend’ parents/carers. Staff and parents/carers should be advised not to place Nursery photos on any social network space.

2.8 (v) Managing **emerging technologies**

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out by the Manager or Deputy before use is allowed.

2.8 (vi) Little Jems Childcare Services **website**

The contact details on the website will be the address, e-mail and telephone number. Personal information will not be published. The manager and ICT Team will take overall editorial responsibility and ensure that content is accurate and appropriate.

2.8 (vii) Publishing children’s’ images and work Photographs that include children will be selected carefully and will be appropriate for the context. Parents/carers and children’s full names will not be used anywhere on the Website, particularly in association with photographs. Written permission from parents/carers will be obtained before photographs of children are published on the website. Work can only be published with the permission of parents/carers.

2.8 (viii) Information system security Centre ICT systems capacity and security will be reviewed regularly. Virus protection will be installed and updated regularly. Security strategies will be discussed with Designated Person as necessary.

2.8 (ix) **Protecting personal data:** Personal data will be recorded, processed, transferred and made available according to Data Protection and GDPR- (see Data Protection Policy).

2.8 (x) Accessing **risks:** The Nursery will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable



material will never appear on a Nursery computer. We cannot accept liability for the material accessed, or any consequences of Internet access. We will audit ICT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate.

2.8 (xi) Handling e-Safety Complaints:

Complaints of Internet misuse will be dealt with by the management.

Complaints about abuse must be dealt with in accordance with Child Protection procedures. Parents/carers will be informed of the complaints procedure.

2.8 (xii) Parents/carers info:

Parent/carers attention will be drawn to the e-Safety Policy in newsletters, the Parent Pack and on the website.

2.8 (xiii) Monitoring

The management will monitor the use of computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of computer system may be taking place, or if the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

3. Early Help

3.1 Definition

Little Jems Childcare Services aims to provide both universal and targeted services to meet the various individual needs of families in the locality.

Providing early help is more effective in promoting the welfare of children than reacting later. Children in need of Early Help are defined as those children who are not attaining one or more of the Five Outcomes for Children: (Stay safe, Be



healthy, Enjoy and achieve, Make a positive contribution, Economic well-being) but whose circumstances do not reach Child Protection thresholds. It is important that children in need of Early Help receive this support in a timely fashion to prevent the escalation into abuse and to lessen the risk of harm or impairment. By providing support and information to all families, we aim to prevent families reaching crisis point by identifying families that are struggling at an early stage.

3.2 Early Help Procedures

Staff must ensure that they are recognising signs and symptoms of need of Early Help and responding appropriately to adult's and children's disclosure of need of Early Help.

Staff must record signs and symptoms and disclosure of children in need of Early Help. Concerns should be recorded and shared appropriately.

Staff must report a need for Early Help to the Safeguarding Lead and discuss the options for the family. Options could include carry on recording incidents and take no further action at the present time; further discussion with parents/carers and devising and providing a plan for Early Help within the setting; and/or organising extra support with other professionals. As well as offering support in the room, we can deliver a range of targeted and universal groups for families and children as well as individual support I via TAC in partnership with other Professionals. We also signpost families to other agencies where appropriate (i.e. DA projects).

If staff are clear that they have done all they can in terms of Early Help but feel that the child and parent/carers still need more than they can provide, they must contact the Early Help Team and inform the parents they are doing so. The Early Help Team will ask some simple questions or ask to answer a series of questions that will complete a Request for Help form.



Alternatively, when making a request for Early Help, it is possible for staff to fill in an online Request for Help form; found through the following link, which will be collected by Early Help by the following day: Early-help-refer@bexley.gov.uk/services.

If the child is deemed in need of Early Help, the Early Help Coordinator will oversee and coordinate a Single Assessment Framework (SAF) for the family to supply them with extra services (this replaces the CAF process). The Nursery may be asked to fill in a SAF on behalf of the Early Help Team. The Nursery should receive a response about what action is to be taken in terms of Early Help within 10 days from the EH Team. If it does not receive this, the referral will need to be chased.

The SAF is a key part of delivering frontline services that are integrated and focused around the needs of children and young people. The SAF is a standardised approach to conducting an assessment of a child's additional needs and deciding how those needs should be met. The SAF will promote more effective, earlier identification of additional needs, particularly in universal services. It is intended to provide a simple process for a holistic assessment of a child's needs and strengths, taking account of the role of parents, carers and environmental factors on their development. Practitioners will then be better placed to agree, with the child and family, about what support is appropriate. The SAF will also help to improve integrated working by promoting co-ordinated service provision.

If the staff member is not happy with the response from Early Help, the referral should be taken to a higher authority within the Early Help Team.

Early help Team consultation line-Day time hours 02030455440. Out of hours 020883037171 / 02083037777.

