

# Old Basing Village Nursery School



## Safeguarding

	Date	Date	Date	Date
Revision History	09/2019	04/2021	04/2022	07/2023

### Policy Statement:

*At Old Basing Village Nursery School, children's well-being is paramount. We believe in a whole team approach to safeguarding children. Daily interactions, staff supervision meetings, team briefings and parents' evening are utilised as a confidential platform to share concerns about a child's well-being. This includes consideration for the child's well-being at home and during their time at nursery school. We adopt an open and honest approach regarding our practises which we share with parents and ask parents in our registration form whether the family has had any previous involvement with Children's Services such as Early Help or particular support programmes; this enables our practitioners to work with families and to develop an understanding of some of the pressures facing a child and their family. Any information obtained is held in accordance to our privacy policy.*

*Our approach to safeguarding encompasses all areas of our practice; to assist us, we use the 5 P's approach:*

### Premises:

Old Basing Village Nursery School is a 'pack-away' setting which runs from the Old Basing Village Hall. The nursery school has exclusive use of the Old Basing Village Hall from 8am until 3.00pm (children leave at 2.45pm) Monday to Friday on a term-time only basis. Risk assessments are ongoing and regularly reviewed. The whole setting risk assessment is treated as a live document and is updated as and when required and following any incident, complaint or change in legislation. The setting risk assessment includes maintenance of the premises and who is responsible and there is also a hall risk assessment. All members of staff are held responsible for keeping the setting safe; the setting manager and deputy manager are responsible for completing a formal risk assessment each morning - ensuring that the whole of the premises is secure and fit for purpose.. Should an aspect of the setting be deemed unsuitable or unsafe for use an emergency risk assessment will be carried out and parents and carers will be notified accordingly. In the event of fire or evacuation, the procedure is recorded in our emergency evacuation policy.

Equipment is clean, well maintained and also assessed for risk with a cleaning schedule in place to ensure that toys are regularly sanitised. Any broken items are removed and replaced. We believe in giving children authentic heuristic experiences and understand that these prevent some risk in their nature; ceramic and glass resources are checked for cracks and disposed of safely when breakages occur.

The setting is bright and airy with plenty of natural light. Flooring is clear, well maintained and doors are pinned back when in use. There is a stairgate to prevent access to the internal stairs and gates, barriers and fencing surrounding garden areas and walk-ways to and from the garden.

Cleaning is carried out daily by the setting staff; more frequently when required as per during the COVID-19 pandemic. Cleaning by the village hall cleaners occurs 6.00 - 8.00am Monday - Saturday. The kitchen area is maintained and operated by our lunchtime supervisor who is also responsible for food hygiene standards and holds a Level 2 certificate in Food Safety for the Early Years. Cleaning products are stored out of reach of children.

Termly environment audits and learning walks carried out by the senior practitioners, as well as notes from incidents and accidents are used to assess the risks posed by the environment and its use.

## **People:**

Victoria Grayson is the registered setting manager and the Designated Safeguarding Lead (DSL) and is also trained in Safer Recruitment. There are four Deputy Designated Safeguarding Leads who have up to date DSL training. Applicants and volunteers must complete an application form prior to taking up the position and are required to provide two referees and must provide evidence of eligibility to work in the UK. Where appropriate, training certificates must be provided and all applicants for an employed position will be required to obtain a full 12 hour paediatric first aid course within three months of taking up the position. The Designated Safeguarding Lead Practitioners relay current and up to date information from the Hampshire Safeguarding Children Partnership to the team as and where appropriate.

All staff are required to complete a DBS application at Old Basing Village Nursery School. In some circumstances, Old Basing Village Nursery School will accept a DBS check that was completed for a similar role if the applicant is registered with the update service. In exceptional circumstances where the continuity of care may be affected some members of staff will be allowed to begin their role before their DBS check has been completed. In order to do this, a full risk assessment must be carried out to determine the conditions within which they may work. Only the setting manager is authorised to make this decision.

## **Supervision**

### **Ratios**

At all times, we take a 'best practice' approach to supervision and where possible ensure that the manager and usually at least one other (usually the deputy manager) is super-numerate. This means that we operate with a much higher staff to child ratio than the Early Years Foundation Stage permits. Generally speaking, our ratios are based on statutory guidance from the EYFS which is 1 adult

to every 3 children (aged 1), 1 adult to every 4 children (aged 2) and 1 adult to every 8 children (aged 3 and above) we often have at least 1 additional member of staff who is supernumerary. Our graduates (fully qualified teachers) are permitted to work to much lower ratio for children aged 3 and above (this is 1 adult to every 13 children) although this is not always made use of.

## Visitors

At the start of each day our children are brought to the relevant entrance (main entrance for Little Owls and Fledglings and the side entrance for Owlets). Parents do not enter the setting at drop off or collection. We do not permit visitors to access the setting unless it is an organised visitor or to provide the children with a service. Should a tradesperson be required to visit during opening hours, the setting manager or deputy will stay with the visitor and will not allow children to come into contact with them without supervision. All visitors are required to show proof of identification when required. All visitors to the setting are required to sign our visitor's book, noting the time, date and purpose of their visit. On occasion, a member of staff may require identification to be confirmed by the organisation (for example, Ofsted) and will not permit access to the building until confirmation has been received.

At times, we will invite parents, members of the wider community, family and friends and special visitors in to share an experience with the children or to participate in an event. In these circumstances, the setting manager or deputy manager will inform the visitors of our 'Code of Conduct' and visitors will be required to sign this. The setting manager or deputy will also ensure that any parents or carers are aware of who is responsible for the children - particularly visiting siblings. Should a visitor breach an aspect of the Code of Conduct, the manager and deputy manager reserve the right to refuse entry or require them to leave the setting.

Visitors are not to leave or enter the building unless directed to by a member of staff and visitors should avoid arriving or leaving the building at the same time as groups of children. If a group of children are transitioning between the hall and garden area, visitors must wait until an adult directs them and allows them to leave. During their time on site, visitors must not touch the door handle and / or bolts and a member of staff must always be responsible for opening and closing the door and checking for any children present before allowing a visitor to leave.

As part of the code of conduct, parents are reminded to focus on their own child where possible when on a stay and play visit and to discourage any over-familiar behaviour from other children - such as children sitting on their laps.

## Parent Partnership

All prospective parents are requested upon enquiry to make a visit to the setting where the manager or deputy manager will show them around and both parties will be given the opportunity to ask or answer any questions. The pandemic meant our usual system for home visits was suspended and we have worked hard to find other ways to promote a positive partnership with parents. . The team regularly ask parents to provide feedback on their child's experiences at nursery school and use the feedback to modify, tailor and enhance the provision to better suit the needs of the children in our care and our nursery app (Family) is a powerful tool in terms of creating a strong link with parents..

## Nursery Outings and Trips

At Old Basing Village Nursery School, we enjoy a variety of local outings and trips. Parental permission is sought at registration and via our Family nursery management app ahead of a trip. Most of our trips come in the form of a walk to the local park or conservation area. When exploring our immediate local area, we will always ensure that we are within the ratio requirements outlined by the Early Years Foundation Stage and, wherever possible, we will take an additional adult. For a further walk or one that involves crossing roads or heading into the village of Old Basing, we will aim to achieve a 1:3 ratio as a minimum by requesting the support of parents and additional staff. Where pushchairs are used, these are used in accordance to the manufacturer's instructions and undergo a frequent safety check as part of our risk assessment procedure. Before any trip outside of the boundary of the Village Hall, a full risk assessment is carried out. This risk assessment includes the use of pushchairs or reins and names the adults accompanying the children. An emergency contact list is carried by the trip leader (on a tablet which has access to Family) as well as a first aid kit and mobile phone. For shorter distances, walkie talkies are used to ensure contact can be made with the hall. On occasion, we may take children on an outing using public transport or a car. Where a car is used, the car must have a current and valid MOT and must have business insurance. Children are secured in an appropriate car seat which has been fitted as per the manufacturer's instructions.

## Training

As a teacher-led setting, we believe that training and ongoing professional development not only ensures that the workforce is trained to a high level but that members of our team are motivated to reflect on practice and strive to improve personally and professionally. We also believe that training supports the whole team to strengthen their understanding and awareness of the link between well-being and a child's development. All of our team are committed to developing professionally regardless of their starting points. Our recruitment procedures aim to ensure that team members are chosen to fit with our ethos and vision and not just because of their experience or qualification; this means that from time to time we will recruit unqualified members of staff. However, it is an expectation that these team members are embarking on a journey towards an Early Years Qualification.

Every member of our team has a full and relevant paediatric first aid certificate which is updated every three years; it is expected that new members of staff complete their training within 3 months of taking up the position.

The setting has four members of staff who are trained Designated Safeguarding Lead Practitioners (Level 4) and all of our members of staff have a Level 3 Safeguarding certificate that is relevant to the Early Years and are required to undertake this training within three months of starting.

We make use of training through the local authority for providers, birth to three, SENCO and network meetings and hold regular staff training in house on a range of topics. Where we are looking to develop a particular area of our practice such as speech and language or curriculum design, we apply a team approach to training and bring in specialist providers. Our practitioners reflect on their training to review policies, improve practice and take pride in what is working.

## Policies and Practice

Our nursery policies at Old Basing Village Nursery School are unique to our setting and have been devised carefully as a result of careful reflection on the way in which our setting operates and our vision. We have devised our policies and procedures in reference to the Early Years Foundation Stage as well as a range of documents (see below). For further advice and guidance, parents and practitioners can refer to the following documents:

- Children Act 1989/2004
- Childcare Act 2006 (Section 40)
- Children and Social Care Act 2017
- Working Together to Safeguard Children – July 2018
- Prevent duty guidance for England & Wales 2015 – British Values and Prevent duty for schools and Early Years providers
- Keeping Children Safe in Education – September 2022
- “What to do if you’re worried a child is being abused – Advice for practitioners” – March 2018
- Information Sharing – “Advice for Practitioners providing Safeguarding Services to Children, Young People, Parents and Carers” – July 2018
- Ofsted Safeguarding Guidance “Inspecting safeguarding in early years, education and skills settings May 2019”.
- Statutory framework for the Early Years 2021

### **Paperwork:**

As a registered Early Years Childcare provider, we are required to record and keep hold of a range of documents. In order to do so, we are registered with the Information Commissioner’s Office (ICO) as a data handler. All records are held in accordance to the General Data Protection Regulation (GDPR) and our own privacy policy. We conduct and review our data audit to determine how we handle data and what needs to be collected and how. The data that we collect, keep hold of and handle comprises of:

- Incident and Accident reports (including existing injuries). These are required to be signed off by a parent or carer and are held in our secure nursery management app (Family)
- Signed physical handling records on Family
- Registers of attendance (these are collated and analysed on Family to determine patterns of attendance)

### **Prevention:**

When it comes to keeping children safe, we believe the best strategy to adopt is one of prevention. We cannot prevent all safeguarding incidents or disclosures from taking place. However, we can ensure that we work to ensure that our everyday practice is consistent. From a parent’s first contact with the setting, they can expect staff members to act professionally at all times. Through training and performance management, we support our team in delivering an assertive and pro-active response to safeguarding. The following preventative measures assist Old Basing Village Nursery School in working to ensure safeguarding is as clear and transparent a process as possible for parents, children and team members:

- All parents are given a parent handbook which outlines our day to day procedures and who to contact when

- Our setting tour is designed to give parents a thorough and detailed insight into what can be expected of life within the setting for all of the children in our care
- Our team are professional in their approach and follow robust procedures and policies; reflecting on these regularly, assessing the impact of policy and adapting these where appropriate
- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background. We ensure that this is carried out in a way that is developmentally appropriate for the children.
- Parents are kept informed of every incident / accident within an appropriate time scale
- Staff and visitors are expected to follow a clear code of conduct
- Disclosures are treated sensitively and confidentially. All staff and volunteers are briefed on responding to any disclosure following the correct procedure / protocol. This is also displayed in the setting on the notice board.
- Children are encouraged to be engaged in their personal hygiene as soon as they are able to be.
- Recruit staff with enhanced DBS checks
- Children are never left unsupervised or in the care of an unauthorised person.
- We adopt an honest and open approach
- The language that we use with the children is carefully considered so as to avoid any ambiguity or misunderstanding
- All staff are expected to maintain a high level of confidentiality at all times

Our Designated Safeguarding Lead Practitioners are: Victoria Grayson, Andrew Grayson Victoria Calver and Emma Parker  
07557642510 / 07521071006

Our Local Authority Designated Safeguarding Officer is Mark Blackwell 01962 876364

## **1.1 Looked After Children**

The term 'looked after child' denotes a child's current legal status; this term is never used to categorise a child as standing out from others. In exceptional circumstances, we offer places to two-year-old children who are in care. In such cases, the child should have been with the foster carer for at least two months and show signs of having formed a secure attachment to the carer, and the placement in the setting will last a minimum of three months.

We offer places for funded three and four-year-olds who are in care to ensure they receive their entitlement to early education. We expect that a child will have been with a foster carer for a minimum of one month and that they will have formed a secure attachment to the carer. We expect that the placement in the setting will last a minimum of six weeks. We will always offer 'stay and play' provision for a child who is two to five years old who is still settling with their foster carer, or who is only temporarily being looked after. Where a child who normally attends our setting is taken into care and is cared for by a local foster carer, we will continue to offer the placement for the child.

The designated person for looked after children is the Designated Safeguarding Lead.. Every child is allocated a key person before they start and this is no different for a looked after child. The designated person ensures the key person has the information, support and training necessary to meet the looked after child's needs.

The designated person and the key person liaise with agencies, professionals and practitioners involved with the child and his or her family and ensure that appropriate information is gained and shared.

The setting recognises the role of the local authority children's social care department as the child's 'corporate parent' and the key agency in determining what takes place with the child. Nothing changes, especially with regard to the birth parents or foster carer's role in relation to the setting, without prior discussion and agreement with the child's social worker.

At the start of a placement there is a professional's meeting to determine the objectives of the placement and draw up a care plan that incorporates the child's learning needs. This plan is reviewed after two weeks, six weeks and three months. Thereafter at three to six monthly intervals.

The care plan needs to consider issues for the child such as:

- their emotional needs and how they are to be met;
- how any emotional issues and problems that affect behaviour are to be managed;
- their sense of self, culture, language(s) and identity – and how this is to be supported;
- their need for sociability and friendship;
- their interests and abilities and possible learning journey pathway; and
- how any special needs will be supported.

In addition the care plan will also consider:

- how information will be shared with the foster carer and local authority (as the 'corporate parent') as well as what information is shared with whom and how it will be recorded and stored;
- what contact the child has with his/her birth parent(s) and what arrangements will be in place for supervised contact. If this is to be at the setting, when, where and what form the contact will take will be discussed and agreed;
- what written reporting is required;
- wherever possible, and where the plan is for the child to return home, the birth parent(s) should be involved in planning; and with the social worker's agreement, and as part of the plan, the birth parent(s) should be involved in the setting's activities that include parents, such as outings and fun-days etc alongside the foster carer.

The settling-in process for the child is agreed. It should be the same as for any other child, with the foster carer taking the place of the parent, unless otherwise agreed. It is even more important that the 'proximity' stage is followed until it is visible that the child has formed a sufficient relationship with his or her key person for them to act as a 'secure base' to allow the gradual separation from the foster carer. This process may take longer in some cases, so time needs to be allowed for it to take place without causing further

distress or anxiety to the child. In the first two weeks after settling-in, the child's well-being is the focus of observation, their sociability and their ability to manage their feelings with or without support.

Further observations about communication, interests and abilities will be noted to form a picture of the whole child in relation to the Early Years Foundation Stage prime and specific areas of learning and development.

Concerns about the child will be noted in the child's file and discussed with the foster carer. If the concerns are about the foster carer's treatment of the child, or if abuse is suspected, these are recorded in the child's file and reported to the child's social care worker according to the setting's safeguarding children procedure.

Regular contact should be maintained with the social worker through planned meetings that will include the foster carer.

The transition to school will be handled sensitively. The designated person and/or the child's key person will liaise with the school, passing on relevant information and documentation with the agreement of the looked after child's birth parents.

## **1.2 Failure to Collect a Child**

In the event that a child is not collected by an authorised adult at the end of a session/day we will ensure that the child receives a high standard of care in order to cause as little distress as possible. These procedures ensure the child is cared for safely by an experienced and member of staff who is known to the child. Parents are informed of the procedures in the parent handbook.

Parents of children starting at Old Basing Village Nursery School are asked to provide the following specific information which is recorded on our Registration Form:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given.
- Work telephone number (if applicable).
- Mobile telephone number (if applicable).
- Names and telephone numbers of adults who are to act as emergency contact and authorised by the parents to collect their child from our setting, for example a manager, friend or grandparent. Parents must provide at least two additional emergency contacts not including themselves. A \* can be added next to the preferred no parental contact.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.

In the event that a parent knows they are going to be later than their agreed collecttime time, they must telephone the setting directly on either: 01256 464121 / 07557642510 / 07521071006 as soon as possible.

When parents are aware in advance that they will not be at home or in their usual place of work, we request them to inform us verbally and via our Family app who is collecting the child and how they may be contacted. We agree with parents how to verify the identity of the person who is to collect their child, this is usually by an agreed password. We will not allow any child to be collected by persons unknown to us or whom we have not been given written or verbal consent for them to collect, if known to us.



- In the event of a child not being collected at the end of the session/day, we follow the following procedures:
- The child's Family account is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home, or at work. If this is unsuccessful, the adult/s who are authorised by the parent to collect their child from the setting and whose telephone numbers are recorded on the Registration Form are contacted.
- All reasonable attempts are made to contact the parents followed by nominated emergency persons.
- The child does not leave the premises with anyone other than those named on the Registration Form or additional information stored in their file.

If no authorised adult collects the child after **one hour** of the setting closing at the end of the day and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children which is;

- We will contact the police and report an uncollected child
- We will contact our local authority children's social services care team: (Monday – Thursday up to 5pm, Friday 4.30pm) on 0300 555 1384 or the Out of Hours care team on 0300 5551384
- The child stays at the setting in the care of two fully-vetted members of staff until the child is safely collected either by the parents, an emergency contact or by a social care worker.
- Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed on 03001231231

### 1.3 Missing Child

#### Child going missing on the premises (Inside the building and secured garden area)

As soon as it is noticed that a child is missing and after an initial search to ensure the child is not 'hiding' a member of staff alerts the Manager/Deputy. The Manager/Deputy will assist in carrying out a thorough search of the building and garden. The register is checked to make sure no other child is unaccounted for. Doors and gates are checked to see if there has been a breach of security whereby a child could wander out from the secure area. If the child is not found within 10 minutes, or after searching the immediate vicinity, whichever comes first, the parent is contacted and the missing child is reported to the police. This should be by the Manager or in her absence, the Deputy Manager.

A recent photo taken from the Family app and a description of what the child is wearing is given to the police. The Manager/Deputy will discuss with staff when and where the child was last seen. This will be recorded.

The Manager will write and record a full account of the incident after carrying out a full investigation of the incident.

## **Child going missing whilst we are out and about in the Village/Local area**

This following procedure is to be followed if a child goes missing on a walk in and around the village. As soon as it is noticed that a child is missing, staff will ask children to stand with their designated person and carry out a headcount/check registers to ensure that no other child has gone astray. One staff member searches the immediate vicinity and retraces the walk.

- The Manager/Deputy will deploy all available staff to assist in a thorough search if the child has not been found and contact the police to report the child missing after a search of the immediate vicinity has proven unsuccessful.
- Parents will be notified. This will normally be carried by telephone out by the Manager, or Deputy in their absence.
- A recent photo and a description of what the child is wearing is given to the police.
- Staff take the remaining children back to the hall, leaving a known member behind to assist in the search.
- Staff keep calm and do not let the other children become anxious or worried.
- The Manager or Deputy will write and record a full report of the incident after carrying out a thorough investigation.

## **Child going missing on an outing**

The following describes what to do when staff are accompanying children on an outing. Staff understand how frightening it can be when a child goes missing and will therefore instigate the following procedures immediately to assist in locating the missing child.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- A member of staff will immediately notify the venue of a missing child. The venue will instigate their own procedures for a missing child which will include notifying the police. If this is not immediately put into place by the venue, the senior member of staff (Manager/Deputy) accompanying the children will contact the police without delay.
- One staff member searches the immediate vicinity. Other staff/parent helpers will also assist providing ratio of remaining children is not compromised.
- The trip leader contacts the Manager immediately (if not on the outing) and the incident is reported.
- A description of what the child is wearing is given to the police along with any photographs which may have been taken prior to the incident.
- The Manager contacts the parents.
- Staff remain with the children until advised by the police to leave.
- A known member of staff, or senior member will stay behind to assist in the search.
- Staff keep calm and do not let the other children become anxious or worried.
- A full report of the incident will be carried out by the trip leader with the manager. The manager will then carry out a full investigation.
- Ofsted are informed as soon as possible and kept up to date with the investigation. This will be within 24 hours of the incident happening.

## **The investigation**

Ofsted are informed as soon as possible and kept up to date with the investigation. This will be within 24 hours of the incident happening.

- The Manager/Deputy will speak with the parents/carers. Two members of staff will be present for this.
- The Manager and Deputy carry out a full investigation, taking written statements from all the staff supervising the children on the premises/accompanying the walk.

## **Managing people**

Missing child incidents are worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible. The staff will feel worried about the child, especially the member of staff responsible for the safety of that child during the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases. Staff may be the understandable target of parental anger and they may be afraid. Staff under investigation need to feel fairly treated and receive support while feeling vulnerable. The parents will feel angry and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at staff. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom should be the Manager or Deputy.

No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called. The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly and reassuringly. The Manager will use discretion to decide what action to take. In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The Manager will use her discretion to decide what action to take.

## **Responding to suspected abuse or disclosure**

We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect. We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to children, young person or vulnerable adult protection.

- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
  - significant changes in their behaviour;
  - deterioration in their general well-being;
  - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
  - changes in their appearance, their behaviour, or their play;
  - unexplained bruising, marks or signs of possible abuse or neglect; and

- any reason to suspect neglect or abuse outside the setting.

We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability. We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team. We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation, breast ironing and radicalisation or extremism.

In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and HSCP procedures on responding to radicalisation. All members of staff are required to complete the Channel Awareness training which covers training in the Prevent duty.

We are aware of the mandatory duty that applies to teachers and health workers to report cases of Female Genital Mutilation (FGM) to the police. We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with. Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns and follow the HSCP procedures. Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the designated person. The information is stored on the child's personal file. In the event that a staff member or volunteer is unhappy with the decision made by the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.

We refer concerns to the local authority children's social care team and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Hampshire Safeguarding Children Partnership..

We take care not to influence the outcome either through the way we speak to children or by asking questions of children. We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services. We have a whistleblowing policy in place. Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing; if they feel that the organisation has not acted adequately in relation to safeguarding they can

contact the NSPCC whistleblowing helpline. Recording suspicions of abuse and disclosures Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:

- listens to the child, offers reassurance and gives assurance that she or he will take action;
- does not question the child, although it is OK to ask questions for the purposes of clarification;
- makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.

These records are recorded, dated and kept in the child's personal file on the Family app, which is kept securely and confidentially. The Designated Safeguarding Lead is informed of the issue at the earliest opportunity, and within one working day. Where the Hampshire Safeguarding Children Partnership stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by them.

### **Making a referral to the local authority children's social care team**

We use the Hampshire Safeguarding Children Partnerships' Threshold Chart to determine the next step when dealing with an allegation of abuse, suspicion of abuse or disclosure. We then follow the procedures set out by the HSCP.

Referrals are made via the Interagency Referral Form and are often followed up by a telephone call. The Designated Safeguarding Lead will complete the form and liaise with Hampshire Children's Services.

If we believe a child is in **immediate risk of harm** we will telephone the professional line on **01329 225379**.

### **Escalation process**

If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the HSCP escalation process. We will ensure that staff are aware of how to escalate concerns.

### **Informing parents**

Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child at risk, or interfere with the course of a police investigation. Advice will be sought from social care if necessary. We make a record of concern in the child's file and we also make a note of any discussion we have with parents regarding a concern. If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Hampshire Safeguarding Children Partnership does not allow this, for example, where it is believed that the child may be placed at risk.

This will usually be the case where the parent is the likely abuser.

If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should seek advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

### **Liaison with other agencies**

We work within the Hampshire Safeguarding Children Partnership guidelines. The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.

We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.

We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

### **Where the allegation relates to someone working with children**

We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse. We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:

- inappropriate sexual comments;
- excessive one-to-one attention beyond the requirements of their usual role and responsibilities,
- inappropriate sharing of images.

We follow the guidance of the Hampshire Safeguarding Children Partnership when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.

We ensure that all staff and volunteers know how to raise concerns about a member of staff or volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.

We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.

We refer any such complaint immediately to the Local Authority Designated Officer (LADO) **Mark Blackwell 01962 876364** to investigate and/or offer advice:

We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. We are aware that it is an offence not to do this.

We co-operate entirely with any investigation carried out by children's social care in conjunction with the police. Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families, throughout the process.

### **Disciplinary action**

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

## **1.4 Online Safety**

There are a number of technological devices, in the setting, that connect to the internet via Wifi. This is to enable the use of the Family nursery management app and to access the internet where appropriate. Children do not have free access to these devices or the internet without adult supervision. Staff accessing the internet on setting devices only do so to access appropriate and relevant websites. A breach in this use will result in disciplinary procedures being taken. The LADO will be contacted immediately in cases where the DSL feels that safeguarding of the children is a concern. For further details on the use of devices within the setting, please refer to our Mobile Phone policy.

## **1.5 Disqualification under the Childcare Act**

Staff (including any volunteers) are asked to disclose any circumstances where they may be disqualified from caring for children before commencement of their position and routinely during Supervision meetings. Staff are made aware of the expectation to inform the nursery school where their relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children. This is outlined in the employee Code of Conduct. Staff declarations are kept on file in paper format as well as in a central register. Historic data is destroyed where appropriate when it is no longer required in line with GDPR guidelines. Where there is a change of circumstance and a volunteer, staff member of provider is at risk of being disqualified, they may be placed on leave pending investigation.

## **1.6 Whistleblowing**

Old Basing Village Nursery School is committed to maintaining a high degree of openness, reflective practice and accountability. In line with this commitment, we expect all staff, and other professionals working with us, who have a concern about any aspect of

our setting to come forward and voice those concerns. We also expect our staff and fellow professionals associated with our setting to conduct themselves in a professional manner at all times.

Whistleblowing encourages and enables staff to raise concerns within the setting in an appropriate and professional manner. Employees are often the first to realise that there is something wrong with the running of the setting or another colleague's conduct. Potential whistleblowers may feel expressing these concerns disloyal or fear harassment or victimisation. Old Basing Village Nursery School recognise the difficulties some may feel in coming forwards with a concern and will take any report of suspected unethical, illegal or inappropriate event behaviour or practise seriously without retribution and on a confidential basis.

The whistleblower must act as promptly as possible to report any suspected or actual event to the Designated Safeguarding Lead or, in their absence, the Deputy Manager. In the event of a concern being raised about the Designated Safeguarding Lead themselves, the whistle blower must contact the Local Authority Designated Officer, (LADO) Mark Blackwell on 01962 876384.

## **1.7 Visitors**

Old Basing Village Nursery School welcome parents and carers with an open-door policy. However, limitations may be placed on the timing of visits to protect the safety of children and staff and to avoid any unnecessary disruption. The nursery school manager and deputy manager will determine which visits are to be permitted and whether any conditions need to be set out regarding the nature and extent of the visit. Old Basing Village Nursery School reserve the right to refuse entry to any person of whom we may have reason to doubt their identify or capacity to visit. Staff will ask visitors to provide ID where appropriate and may choose to confirm the visitor's identity with, for example, a phone call to a professional body or company.

In instances of parental separation, both custodial and non-custodial parents have the right to visit the setting unless a court order restricts such contact. The nursery school expect parents to disclose this information prior to the child starting and will ask questions related to parental consent at the home visit and on the registration form.

All visitors are required to sign the visitor book on entry and when leaving - recording the nature of their visit. Visitors are required to switch their mobile telephone off (or hand it to a member of staff) and will be shown where to store personal possessions. Visitors will also be given a brief summary of emergency evacuation procedures.

At no time should a visitor be left alone with a child unless under specific and exceptional circumstances.

The premises is kept secure at all times and a series of multi-levelled risk assessments are adhered to on a daily, weekly, monthly and annual basis .

## **1.8 Suitable People**

Our Designated Safeguarding Lead Practitioners have also undergone training in Safer Recruitment. We offer equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. All our staff have job descriptions, which set out their roles and responsibilities. Applicants will be considered on the basis of their suitability for the post, regardless of



disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Our employee handbook outlines our policies for Human Resources so that all staff members are able to refer to these.

Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable. We follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.

Where an individual is subscribed to the DBS Update Service through a similar organisation we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post. In most cases, Old Basing Village Nursery School carry out their own DBS checks for new members of staff. In exceptional circumstances, where the quality of children's care could be compromised, a member of staff may be permitted to start work following a full risk assessment with any necessary restrictions in place.

We keep all records relating to the employment of our staff and volunteers; in particular those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision.

Our staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us. Staff must also inform us of any open cases with either the police or children's services that involve themselves, their address, someone they live with or anyone they share parental responsibility with. We obtain consent from our staff and volunteers to carry out on-going status checks of the Update Service to establish that their DBS certificate is up-to-date for the duration of their employment with us. Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

## **1.9 Notifying Ofsted of changes**

We inform Ofsted of any changes to our Registered Person

## **1.10 Training and staff development**

Our Manager (and Registered Person) holds a BA (hons) Primary Education and Teaching degree with QTS. Our operational manager also holds a PGCE in Primary Education QTS. In addition, our staffing body is made up of a minimum of 50% staff members with a full and relevant Level 3 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification. We provide regular in-service training to all our staff - whether paid staff or volunteers - through the Early Year's Learning Alliance and external agencies. Our budget allocates resources to training. We provide our staff with induction training in

the first few weeks of their employment. This induction includes our Health and Safety Policy and Safeguarding Children and Safeguarding. Other policies and procedures are introduced within an induction plan. We support the work of our staff by holding regular supervision meetings and appraisals. We committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

### **1.11 Staff taking medication/other substances**

If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Our staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly. Staff medication on the premises will be stored securely and kept out of reach of the children at all times. If we have reason to believe that a member of our staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken. Managing staff absences and contingency plans for emergencies Our staff take their holiday breaks when the setting is closed. Where a staff member may need to take time off for any reason other than sick leave or training, this is agreed with our manager with sufficient notice. Where our staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained. Sick leave is monitored and action is taken where necessary, in accordance with the individual's contract of employment. We have contingency plans to cover staff absence. Where possible, absence is covered by another member of staff who is already known to the children.

### **1.12 Professional Supervision**

All members of staff are involved in routine supervision meetings on a termly basis and as and when required. The supervision discussion may take part as a planned meeting (with an agreed agenda) or as an unscheduled discussion when a member of staff has an issue or concern that they feel they need to address. Supervision discussions are held by the Manager and Deputy Manager and cover aspects of the employees role such as managing workload, workplace well-being, concerns about a child or family and any external pressures that may have an affect on the employees ability to work. The staff declaration is discussed and revised as part of the supervision meeting.

### **Statutory Requirements (EYFS)**

*3.2. Providers must take all necessary steps to keep children safe and well.*

*3.1. Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.*

*3.4. Providers must be alert to any issues of concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures to safeguard children.*

3.5. A practitioner must be designated to take lead responsibility for safeguarding children in every setting. The lead practitioner is responsible for liaison with local statutory children's services agencies, and with the LSCB. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect.

3.6. Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues. Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.

3.7. Providers must have regard to the government's statutory guidance 'Working Together to Safeguard Children 2015' 15 and to the 'Prevent duty guidance for England and Wales 2015

3.8. Registered providers must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children on the premises

3.9. Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable.

3.10. Registered providers must obtain an enhanced criminal records check in respect of every person aged 16 and over (including for unsupervised volunteers, and supervised volunteers who provide personal care,) who works directly with children, lives on the premises and works on the premises on which the childcare is provided. An additional criminal records check is made for anyone who has lived or worked abroad.

3.11. Providers must tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). Providers must not allow people, whose suitability has not been checked, including through a criminal records, to have unsupervised contact with children being cared for. Providers other than childminders must record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records check reference number, the date a check was obtained and details of who obtained it).

3.13. Providers must also meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

3.16. A registered provider must notify Ofsted or the agency with which the childminder is registered of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could be an instance of a significant event.

3.19 Staff taking medication/other substances. Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times.

3.21. Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.

3.22. Supervision should provide opportunities for staff to: discuss any issues – particularly concerning children's development or wellbeing, including child protection concerns • identify solutions to address issues as they arise • receive coaching to improve their personal effectiveness

3.23. In group settings, the manager must hold at least a full and relevant level 3 qualification and at least half of all other staff must hold at least a full and relevant level 2 qualification. The manager should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience. The provider must ensure there is a named deputy who, in their judgement, is capable and qualified to take charge in the manager's absence.

3.20. The daily experience of children in early years settings and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities. Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues. Providers must support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves

3.25. At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A. Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a full current PFA certificate. PFA training must be renewed every three years and be relevant for workers caring for young children and where relevant, babies. Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting. Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

3.26. Providers must ensure that staff have sufficient understanding and use of English to ensure the well-being of children in their care. For example, settings must be in a position to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene.

3.28. Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing.

3.29. Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible.

3.30. The ratio and qualification requirements below apply to the total number of staff available to work directly with children<sup>34</sup>. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made. For group settings providing overnight care, the relevant ratios continue to apply and at least one member of staff must be awake at all times.

3.34. For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is not working directly with the children: • there must be at least one member of staff for every eight children • at least one member of staff must hold a full and relevant level 3 qualification • at least half of all other staff must hold a full and relevant level 2 qualification

3.33. For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children<sup>36</sup>: • there must be at least one member of staff for every 13 children • at least one other member of staff must hold a full and relevant level 3 qualification

3.31. For children aged under two: • there must be at least one member of staff for every three children • at least one member of staff must hold a full and relevant level 3 qualification, and must be suitably experienced in working with children under two • at least half of all other staff must hold a full and relevant level 2 qualification • at least half of all staff must have received training that specifically addresses the care of babies • where there is an under two-year-olds' room, the member of staff in charge of that room must, in the judgement of the provider, have suitable experience of working with under twos

3.32. For children aged two:

there must be at least one member of staff for every four children • at least one member of staff must hold a full and relevant level 3 qualification • at least half of all other staff must hold a full and relevant level 2 qualification

3.69. Records must be easily accessible and available (with prior agreement from Ofsted or the childminder agency with which they are registered, these may be kept securely off the premises). Confidential information and records about staff and children must be held

*securely and only accessible and available to those who have a right or professional need to see them. Providers must be aware of their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000.*

*3.70. Providers must ensure that all staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. Parents and/or carers must be given access to all records about their child, provided that no relevant exemptions apply to their disclosure under the DPA55.*

*3.71. Records relating to individual children must be retained for a reasonable period of time after they have left the provision.*