

APPLE TREE DAY NURSERY

Safeguarding children policy

Apple Tree Nursery operates a Safeguarding Policy in line with The Policy and Procedural requirements of Hampshire, Portsmouth and Southampton local safeguarding children's Boards. And "What to do if a child is being abused summary" 2006.

1. The nursery has 3 named persons responsible for the role of Child Protection; they have completed suitable training, if a safe guarding situation arose they would know the procedure to follow. NAMED PERSONS: Sharon Bagley Diane Smith and Rachel Howard. We ensure all staff are made aware of our safe guarding policy through our induction process and on going through supervisions.

2. The nursery will ensure that all Staff/Students will be subject to current D.B.S. Health checks and references on recruitment. Personnel awaiting confirmation of checks must not be left alone with individual or small groups of children. This to include accompanying children to the toilet or for nappy changing. They will be with another member of staff at all times, they will be constantly observed.

3. Should a Staff member become concerned about a child's welfare, the following procedure will be followed:

- . Initial consultation Staff Management: Sharon Bagley Diane Smith or Rachel Howard.
- . Clear and accurate documentation of concern - on Incident Record Sheet.
- . If it is suspected that a child is suffering or likely to suffer from significant harm a prompt referral must be made to J.A.T (Joint Action Team) on ;08456710271 We will get in touch with J.A.T. if we have any concerns regarding any children to see if there is an existing C.A.F. in place for the child. Any delay in referral must be justified, and record. If a parent or staff member has any concerns in relation to another staff member L.A.D.O must be informed as first port of call.

RESPONDING TO CONCERNS RAISED DIRECTLY BY A CHILD

If a child makes a comment to a member of staff that gives cause for

concern:

- *Listen to the child, offer reassurance and give reassurance that action will be taken.

- *Not question the child.

- *Make a written record that include;

- * The date, time of observation or disclosure

- * The exact words spoken by the child as far as possible.

- * The name of the person to whom the concern was reported about and the date signature of any other persons present at the time.

This information will be passed immediately on to the named persons above who will take further action. These records will be securely filed in the child's individual personal file, Staff involved will not discuss the concerns with those who do not need to know.

INFORMING A PARENT

Parents are usually contacted immediately unless advised by JAT other wise in the case of the abuser being a parent the case investigating officer will inform the parent.

. Referrals made verbally must be followed up by a written version within five working days. The Joint Action Team (JAT) will then confirm in writing receipt of a written referral within five working days together with an identified response to that referral.

4. If an allegation is made against a staff member, whilst working on the premises or in relation to children outside of work L.A.D.O will be contacted immediately to advise us on the next step to follow. The Nursery Owner/Nursery Manager will notify JAT, Early Years and OFSTED of the allegations and will work closely with those departments during the investigation.

5. Any existing injuries that a child presents with on arrival to nursery will be recorded and parents will be asked to explain and sign the appropriate Incident Forms. We have regular monitoring of these records so we can see if a child has regular recurring incidents or if there is any patterns. If we do have concerns we will follow the procedure in number 3.

6. During an induction of new staff we discuss our safe guarding policy and the process.

7. Every staff member in their file has a suitable person's check list which has to be backed up with evidence of identification. We also have a copy of there qualification, two names for us to contact directly for written references, We ask each staff member to fill out a Health Declaration.

8. All staff must have a D.B.S. and are asked to fill out a disclosure yearly.

9. All New Staff are asked to read and sign the policy on our website to ensure they know and understand the running of the Nursery. We ensure all staff regularly read and update themselves with the policy pack ensuring they are aware of any new updates.

10. We have a registration system in place which identifies what staff and children are in the Nursery at any given time. Staff also sign themselves in and out at lunch times.

11. We have risk assessments displayed in every room of the Nursery, Sharon Bagley monitors them and ensures they are updated every six months. All staff are involved to ensure all risks are identified and are made aware of. When we are of site a risk assessment form is filled out and made aware of what to look out for when children are of site.

13. If we had any concerns regarding a situation at the Nursery which we were not sure how to deal with we would liaise with Portsmouth Early Years.

14. We have a Nursery camera that is used with in the setting in

which we have parents consent to take photos of their children to capture special moments. This is the only camera used at any time with in the setting.

15. The setting forbids the use of personal cameras, mobiles whilst staff are on duty. All mobiles are left in the staff lockers in the outer building and are not brought on the premises. Staff are able to access their devices whilst off duty for example on their dinner break out side of the premises. Parents and visitors will be informed that the use of mobile phones will not be permitted with in the setting. Parents or visitors will be challenged if seen using their phones and will be asked to terminate their use of the device or escorted of the premises where they can use their mobile phones safely.

16. We provide regular supervisions that provide opportunity for staff and apprentices to discuss any issues concerning children's development or well being. Supervisions are also an opportunity for staff to raise concerns if a colleague's behaviour or conduct is putting children at risk.

17. We have procedures for recording the details of visitors to the setting. We take security steps to ensure we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Apple Tree Day Nursery Sharon Bagley (owner safe guarding officer) Apple Tree 023 92 652111
Out of hours 07872070698

DENISE LINGHAM: (L.A.D.O.) Local Authority Designated Officer. 023 92 437648
Emergency out of hours 03005551373

Contact Ofsted 0300 123 1231

J.A.T: 08456710271 or 08456004555 (Out of hours)

Police (non emergency) 0845 045 4545

REVIEW DATE; 1.1.2016