

APPLE TREE DAY NURSERY

Safeguarding children policie

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 a named person (staff) responsible for the role of Child Protection who has completed suitable training and would know if a situation arose would know to follow the guidelines.
2. The nursery will ensure that all Staff/Students/Volunteers will be subject to current CRB, 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.
3. Should a Staff member become concerned about a child's welfare, the following procedure will be followed:
 - . Initial consultation with Nursery Manager/Owner.
 - . 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 Social Care. Any delay in referral must be justified, and recorded in the case notes.
 - . If a criminal offence is suspected of having been committed or has been committed against a child, then the Police must be notified as soon as possible.
 - . Referrals made verbally must be followed up by a written version within five working days. Social Care 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, they will be suspended on full pay pending an investigation and not be required to take in any

duties required in their work until the outcome of the investigation is known. The Nursery Owner/Nursery Manager will notify Social Care, Early Years and OFSTED The LADO. 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.

6. During an induction it is explained to the staff member that if a Child protection situation arises we explain what the next steps would be to follow.

7. Every staff member in their file have a suitable persons check list which has to be backed up with evidence. We also have a copy of there qualification, two Written references are sent out . We ask each staff member to fill out a Health Declaration form to keep in their file.

8. We will request that C.R.B's will be updated every 3 years

9. All New Staff are asked to read and sign the policy pack 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.

Jacquelyn Coonie: (L.A.D.O.) Local Authority Designated Officer.

Contact Ofsted then Jacquelyn Coonie on 023 92 841220 if an allegation of neglect / abuse is made against a staff member

SOCIAL CARE: 023 92 839111 or 08456004555 (Out of hours)

REVIEW DATE: 6.11.11