

# **BARNIES DAY NURSERIES AND PRE-SCHOOLS**

## **SAFEGUARDING CHILDREN POLICY AND PROCEDURES**

Barnies acknowledges the statement provided under the Statutory Framework for the EYFS that Early Years settings should be safe environments where children can learn and develop and will endeavour to create an environment where the children are safe from abuse and that any suspicion of abuse is promptly and appropriately responded to. Barnies understands that it is obliged to comply with "Section 47 CA89".

### **STAFF RECRUITMENT and TRAINING**

All staff employed or working on a voluntary basis will complete a two-stage assessment, will require two referees and will agree to apply for DBS checking and complete a Health Declaration Form.

All employment will follow an induction training programme and further review. Confirmation of appointment will only follow after the probationary 12 week period.

A single central record or Personnel Record, monitors this information is current and maintained.

Staff are issued with internal and Kent guidelines for child protection at induction and are required to complete the PREVENT DUTY on line training with certification. Further training, guidance and support is provided so that all staff understand the definition of Safeguarding:

- Protecting children from maltreatment
- Preventing impairment children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

All staff are made aware of the growing aspects identified as abuse and not just those identified under physical sexual and emotional abuse and neglect. Staff are aware that children with disability or special educational needs may experience additional barriers to safeguarding.

### **RESPONSE TO ALLEGATIONS**

Barnies takes care to ensure that staff are trained and supported on issues of safeguarding and promotes a positive ethos and culture so they do not feel threatened to confront, challenge and report concerns. Equally should an allegation be made against any member of staff, student or volunteer then Barnies will respond in a professional and appropriate manner, consider suspension and instigate an internal investigation. The involvement of any external body deemed necessary will be undertaken once the allegation is reported. Barnies recognizes the importance of working with any child protection authority or the police on such issues and will respond accordingly.

### **ONLINE SAFETY - ACCEPTABLE USE, E-SAFETY, MOBILE PHONES, SOCIAL MEDIA etc**

Staff mobile phones are not permitted to be carried or used during working hours except in an extreme emergency and then only with the full knowledge and consent of the Duty Manager. They may request that the phone is placed in a designated area where it can be seen and heard at all times.

Other exceptions include:

- The Duty Manager who may carry their phone in case of any emergency situation which may require either outgoing or incoming calls.
- Practitioners working with children away from the setting ie. collection from school, outings etc. and then with the full knowledge and agreement of the Duty Manager. On returning to the setting the phone must be removed.

Failure to comply with these guidelines or breaches of the specific requirements will result in disciplinary action being taken.

It is usual that children attending Barnies may be photographed so that parents can share their children's experiences and learning through their on-line journal. Sometimes these photographs may be used to explain aspects of the EYFS, observations and assessment and/or assist with staff training and development. As part of the contractual agreement parents are required to consent to their child(ren) being photographed for all aspects. Photographs are deleted from devices regularly and parents have a limited period to download their children's information from the journal after leaving. However, this does not extend to the use of equipment and internet use by people not directly employed by Barnies. Parents wanting to use video or photographic equipment, including mobile phones, to record their children for their own personal use must sign a declaration of disclosure prior to use. This includes all events or activities in which their children are involved under the association with Barnies either on or off the site the child(ren) attend. Examples of such may include on site parties and presentations etc. or off-site nativity play, sports events etc.

Children's conversations through play or otherwise are listened and responded to carefully to ensure that concerns regarding on line access are sensitively monitored and shared with parents. Conversations are not led or interpreted by practitioners but are recorded and parents asked for explanation and/or made aware of concern.

Internet use by staff through equipment provided by Barnies is recorded, explained and witnessed. Access to the internet is secure and password protected. The use of personal information is limited. Personal devices are not used for business related activity. Business emails are provided and consent is recorded for use of any personal email address provided by parents or employees for communication purposes.

Barnies will endeavour to improve understanding in these areas as technology develops and changes so that updated information is constantly explored and information for parents provided as appropriate.

## **PREVENTION**

Adults will not be left alone with individual children for long periods. Adults not employed by Barnies will not be allowed to take children to the toilet or complete nappy changes unaccompanied. Separate policy guidance is stated for students visiting the premises.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their feelings and expression of these. This will enable the children to have the self confidence and the vocabulary to resist inappropriate approaches. Staff are aware that children with disability or special educational needs may experience additional barriers to safeguarding. In addition, recognition is acknowledged that children and young people are also capable of abusing their peers and the need for passing on accurate information is essential.

The layout of the premises inside and out will permit constant supervision of all children.

## **RECORDING OF INFORMATION**

Barnies is aware of its obligation under the requirements of "Section 47 CA '89" and has procedures in place to support this and when applicable begin the completion of any referral.

Therefore, parents will be encouraged to identify any changes to a child's behaviour, marks or bruising to the setting staff on arrival so that accurate information can be recorded. Parents will be encouraged to discuss these changes and will be the first point of reference. All discussions will be confidential, shared only by those who need to know, recorded and agreed through signatory as confirmation of accurate records.

Any changes observed in a child's behaviour, physical condition or appearance not notified by the parent will be recorded in accordance with procedure, on the date of the observation and by the member of staff who noticed the change. Details to include the child's name, particulars of the observation and any other information relevant eg. Any words spoken by the child. If the entry is being made by a member of staff, the manager must have been consulted and have confirmed the details being recorded. If the manager feels that these observations have not been adequately explained through discussion, with the parent(s) or otherwise, then contact with the local authority children's social care section should be considered and acted upon. Further appropriate actions will be considered following such a discussion to ensure that the care of the child is still paramount. Absence for whatever reason is recorded.

## **PARENTS**

Barnies will endeavour to ensure that the Policy and procedures used under Safeguarding are explained to parents in full at the time of settling providing samples of the relevant documentation used and explaining the importance of reporting and when it may be applied. Absence recording will also be emphasised.

Barnies operates a confidentiality policy in all aspects of its operations and procedures. This policy is governed by its contents.

This policy will be reviewed on an annual basis or whenever further legislation is introduced which may require amendments to its constitution.