



<b>Policy Title:</b>	<b>Safeguarding Children</b>		
<b>Aims:</b> To protect the safety of children. To provide a timely and appropriate response to any risk or suspected risk to a child, whether in the nursery or outside with the prime driver to protect the child from harm or further harm. To treat each matter considerately, professionally and in the strictest of confidence, within the guidance of the Durham Safeguarding Children Partnership (DSCP) (formerly LSCB).			
<b>Role of Responsibility</b>	Nursery Manager	<b>Current policy owner</b>	Kate Jones
<b>Date last updated</b>	August 2019	<b>Date due for review</b>	Sept 2020
<b>Method of evaluation</b>	Review audit		

This policy is designed to meet the safeguarding and welfare requirement of the EYFS and is updated to meet the standards required of the Durham Safeguarding Children Partnership (DSCP).

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. The safeguarding and welfare requirements, specified in this section, are designed to help us create a high-quality setting which is welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence.

**Every** individual working within Yellow Wellies must take all necessary steps to keep children safe and well. The requirements in this policy explain what we must do to safeguard children; ensure the suitability of adults who have contact with children; promote good health; manage behaviour; and maintain records, policies and procedures. All staff should regularly familiarise themselves with the DSCP web site <http://www.durham-scp.org.uk>.

This policy covers the following areas of safeguarding;

1. Responsibilities of the lead person for safeguarding
2. Key person
3. Health & Safety – see separate policy
4. Child protection
5. Making a referral
6. Current documentation – DSCP web site
7. Sharing information
8. Data protection (GDPR)
9. Allegations against a member of staff
10. Whistleblowing
11. Lost children
12. Unexpected child absence
13. Child collection
14. Outings
15. Visitors to the nursery
16. Mobile phones
17. Social Media
18. Cameras and photographs
19. The Prevent Duty and British Values



### **1) Lead Person – Safeguarding**

One or more practitioners are designated to take lead responsibility for safeguarding children in each setting. A lead practitioner must be present at or available to the setting at all times when children are present. The lead practitioner is responsible for liaison with local statutory children's services agencies, and with the DSCP. They must provide support, advice, training, coaching and guidance to any other member of staff on an ongoing basis, and on any specific safeguarding issue as required in line with *Working Together to Safeguard Children* and subsequent good practice and guidance publications.

The lead professionals are – Kristy Page – Durham (Deputy Laura Gill). Sam Turvey – Bishop Auckland (Deputy Jen Morfoot). Kate Jones, Director of Early Years is trained to level 2 and can be a central point for training and dissemination to the other safeguarding leads.

It is essential that the lead professional is trained in child protection to at least level 2, which enables them to identify, understand and respond appropriately to signs of possible abuse and neglect. This should be renewed every two years. However, it is our intention that all senior members of staff be trained to level 2, or higher as found appropriate by the local authority. We should aim for all staff to be trained to level 1 or above. Where new staff join us without safeguarding training. This can be carried out internally as part of their induction prior to them securing level 1 training (which should be completed as soon as practically possible).

### **2) Key Person**

The basis of safeguarding children from harm is the building of a strong relationship between a key person at the nursery and the child's parents/carers and subsequently the child. It is essential that each child be assigned a key person – someone who establishes a trusting relationship with the child and who would recognise signs of a child not being safe, for example changes in their behaviour of that child.

The parents/carers must be informed of the name of the key person, and explain their role, when a child starts. On entry to the nursery the key person (or a senior) must complete an 'All About Me' discussion with the parent. The main aim of this is to establish a relationship with the parent, to gain an understanding of the child and their family and to engage the parent in carrying out an 'on entry' assessment of the child's development.

Additionally, you should aim to encourage disclosure of any professionals already supporting the family. If you would like to contact any other professionals involved with the family, consent to contact them must be sought, to ensure that any team around the family are aware that we are in the care of a child. However, parents should be advised that consent is not required prior to speaking to another professional in the family's life.

### **3) Health & Safety – see separate policy**



#### 4) Child Protection

All staff should be aware of the 'What To Do If You're worried a Child is being abused?' procedure, and use the guide.

All staff must understand this safeguarding policy and procedures and ensure that they have up to date knowledge of safeguarding issues. Training made available must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's comments which give cause for concern;
- any reason to suspect neglect or abuse outside the setting, for example in the child's home
- signs of female genital mutilation
- signs that a child may be exposed to extremist behaviour or radicalisation; and/or
- inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Where there is a suspicion of abuse and neglect, the Practitioner must report their concern to a senior member of staff. This includes suspicions or allegations against members of staff.

If a child tells an adult of abuse or neglect, the adult must not show judgement to the child or to make a promise they cannot keep. The adult must listen carefully and take the first opportunity to write the details of the conversation down, without affecting the conversation. The next stage should be agreed with the child, to maintain trust.

If suspicions arise by any other way (eg observe bruising) a trusted member of staff will seek to discuss their concerns with the child, as appropriate to their age and understanding.

An allegation of child abuse or neglect may lead to a criminal investigation, therefore, nursery staff will ensure that they do not jeopardise a police investigation by asking the child leading questions or attempting to investigate the allegations themselves.

Any concerns should be discussed with a parent, unless it is deemed that this discussion could put the child at greater danger.

After discussion, if concerns remain, a referral must be made to the First Contact Team (FCT) on **03000 267979**.

After making a referral by telephone, if requested the referral should be confirmed in writing to within 48 hours (unless otherwise advised by the FCT) and copied to Ofsted. The First Contact Team will acknowledge the written referral within 1 working day.



Ofsted should be notified of any allegation made against a member of staff or of a serious injury to a child via 0300 123 1231 within 14 days (a list of examples of notification are available on the 'Early Years Compliance Handbook', available online).

The Nursery will provide relevant information and attend meetings, as requested. This can include personal information.

The nursery will record the incidents, discussions, decisions (and reasons for those decisions) on an 'Incident Report Sheet'. These will be filed, along with copies of any correspondence, in the child's personal file and copied to the parent.

All confidential records and documents are stored in a locked cabinet, with keys held only by senior members of staff. No files will be read unless there is a specific need for this, in conjunction with the General Data Protection Regulations.

## **5) Making a Referral.**

Please refer to the DSCP web site for current guidance on levels of need. If you have grave concerns for a child's safety. Call the First Contact team immediately and act upon their advice.

- Level 1 need - Pass to Universal services (eg. Health Visiting, School Nursing, GPs, Schools, Voluntary & Community Sector Service)
- Level 2 need - Pass to One Point Service to identify with the referrer the most appropriate Lead Professional from a range early help services
- Level 3 or 4 need – refer to MASH for full triage. MASH will identify Level 3 or Level 4 need
- Level 3 need following MASH triage – pass to One Point Service to identify with the referrer the most appropriate Lead Professional from a range early help services
- Level 4 need following MASH triage - Pass to Specialist Services (eg Families First Team, Integrated Services Disabled Children, Private Fostering Assessment)
- Level 4 Immediate Safeguarding Action – pass to Families First Team

To make a non-urgent referral, firstly complete a Single Assessment Part 1 form (section 1-7). Key worker or senior member of staff to call the First Contact Team and give the information from the form over the phone (do not email the form). The First Contact Team will advise you on the next course of action. You should refer to the DSCP web site to establish the level of need.

## **6) Current Documentation**

- Master copies of documents are available on [www.durham-scp.org.uk](http://www.durham-scp.org.uk). This website should be actively used to ensure that we maintain our standards in line with the DSCP.
- EVERY child should have a Chronology on entry in their confidential file along with any incident reports, accident forms, reports from professionals and any other documents deemed necessary to keep confidentially.
- Chronologies should provide an 'at a glance' record of concerns or conversations, which may provide an overall picture of the child and prior concerns, as well as record of contacts with parents and other professionals



(in relation to safeguarding). If required, a more detailed account should be recorded on an incident report.

- Completed chronologies may be required by other professionals, to enable sharing of information.

## **7) Sharing Information**

All professionals have a duty of care to disclose information to other agencies that would serve to protect a child as per the guidance “Working Together 2018 Guidance – Durham Safeguarding Children Partnership Arrangements” available on [www.durham-scp.org.uk](http://www.durham-scp.org.uk)

The partnership guidance states;

*“Information is shared effectively to facilitate more accurate and timely decision making for children and families”.*

### **a) Professionals Contacting Yellow Wellies**

If another professional contacts Yellow Wellies and asks us to share information, first we must establish that they are who they say they are. If you are unfamiliar with the team, you need to establish their identity. You must establish their name and a landline number, the name of their manager and their landline number. If you are able to identify a professional who is known to you by sight or by voice, they are not required to identify themselves further.

Once identification is established, you should ask whether consent has been given for them to speak with you. If it has, only factual information should be shared. It is good practice to ask whether there is anything that you need to know if there are concerns around a child’s safety, to inform your practice. At this point it may be appropriate to ask whether there are existing or planned team around the family meetings and whether you should be invited.

This contact should be documented in the child’s chronology (see section 5).

### **b) Yellow Wellies contacting other professionals**

Throughout this process, please seek advice from the safeguarding lead.

If you think that a child or family may require additional support or a child is at risk or harm, the current procedure must be followed.

You should **always** speak with a parent prior to contacting other agencies, **unless** this contact could put a child in further danger (see DSCP procedure). In which case, the police and/or the known Social Worker must be contacted.

Speak with the parent or carer about your concerns, giving advice where appropriate. If there is a plausible explanation from the parent, record the conversation in brief on the child’s chronology. If a more detailed record is required, complete an incident report and make reference to this on the chronology.

If after speaking with the parent you continue to be concerned about a child’s safety or wellbeing, you should seek consent to either;

Contact the First Contact Team 0300 26 79 79, or the family’s Social Worker.



If consent is not given and you have a concern about a child's safety, advise the parent that you will proceed with the safeguarding process without their consent.

## **8) General Data Protection Regulations (GDPR)**

- Children must be protected. All staff must maintain confidentiality and privacy of children's information and data AT ALL TIMES. This includes, but is not restricted to, social networking sites. Nursery facebook communication is encouraged, to support the development of a parent community and encourage communication with the nursery. However, confidential information should not be placed on facebook, including but not limited to responding to parents questions or comments. If in doubt, responses should be made directly to the parent. Permission or otherwise of photographs being taken and used should be adhered to at all times, with caution around social media.
- Please see the separate GDPR Privacy Notice/Policy. Detailing the permission required for parents and carers to give us prior to sharing any of their information and for us to use their information in the course of our normal practice. All parents or carers are required to give written permission for us to use their data in the ways stated.
- Developmental records can be made available to parents, upon request, however, a request must be made for personal files on the children and GDPR rules must be taken into account when disclosing records that refer to third parties. *See child protection for sharing information with other professionals.*
- It is permitted for a child's records not to be provided to the parent if it is against the best interest of the child within GDPR law.
- All documentation must be kept for the minimum requirement and then discarded securely.
- Staff ensure they are available to speak with parents. The nursery operates a key worker system to give parents a familiar adult that they can liaise with on a regular basis.
- Up to date GDPR information can be sought [www.gov.uk](http://www.gov.uk).

## **9) Allegations against members of staff**

Please see the 'recruitment and development policy' for safe recruitment.

In the event of an allegation against a member of staff, the matter must be discussed with Kate Jones (Director) as soon as possible for a joint decision to be made on whether the member of staff is required to be removed from the children immediately. Whilst contacting the Director, the member of staff must be asked to wait in a separate area and security access devices be confiscated. In the event of the Director being uncontactable or the allegation being about the Director, the individual must seek the opinion of another nursery manager in the group or Durham County Council Early Years Adviser (currently Kirsty Wilkinson on 03000 268925), before a decision is made on whether to suspend the





individual or for them to remain working with children in a supervised manner until a full investigation can occur. The Director may take advice from the Durham County Council Early Years Adviser.

In the event of a serious allegation being made against a member of staff, or a suspicion of abuse by a member of staff, the senior member of staff must be informed immediately. The senior member of staff must first investigate the allegation and if concerned contact the First Contact Team immediately. If the allegation is of a serious and urgent matter and any further delay could result in a child being harmed, the police must be contacted on 999.

The parent/carer or different member of staff can, if they feel it more appropriate, contact Ofsted or the First Contact Team without informing the nursery.

First Contact Team	03000 26 79 79
Ofsted	0300 123 1231

If an employee, Director or proposed employee is found to be unsuitable for working with children via disclosure or a DBS they will be dealt with under the disciplinary process under gross misconduct. This includes immediate removal from the premises.

The provider must give Ofsted the following information when relevant:

- details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;
- the date of the order, determination or conviction, or the date when the other ground for disqualification arose;
- the body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
- a certified copy of the relevant order (in relation to an order or conviction).

The information must be provided to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date we became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries. Any incident where a member of staff is found to be responsible for the harm of a child or for putting a child at harm (or if that member of staff leaves as a result of allegations prior to a formal disciplinary hearing) must be reported to the DBS service, in line with section 35 of the Safeguarding Vulnerable Groups Act 2006. Current contact numbers are available on the DSCB web site [www.durham-scp.org.uk](http://www.durham-scp.org.uk)

Investigation of any form of abuse puts an enormous strain on everyone involved. Staff, however, must always act courteously and considerately towards the parents/carers as well as the child, recognising their fears and anxieties and, in respect of the children, finding ways to minimise the traumas they are facing. Staff will be expected to maintain a high level of professionalism as well as ensuring confidentiality inside and outside the nursery.



Kate Jones, Director (Deputised by the Safeguarding Lead in charge) will be the designated member of staff responsible for liaising with Child Protection Agencies.

### **10) Whistleblowing**

Yellow Wellies is committed to ensuring that all its activities are conducted ethically, honestly and to the highest possible standards of openness and accountability, to protect and safeguard the needs of all staff, children and their families.

In line with that commitment we aim to create an environment where concerns about any activity can be disclosed without the fear of detriment or dismissal, to support this openness, each member of staff will be asked at each Supervisory meeting whether they have any concerns with any of their colleagues, this must be responded to fully and accurately.

At Yellow Wellies we recognise that our staff are often in the best position to know when the interests of others are being put at risk. We also recognise that staff can act as an early warning system on matters of safeguarding, health and safety or to help uncover fraud and mismanagement in the workplace.

We recognise that some staff may feel reticent about disclosing such information because they:

- feel that they are being disloyal to their colleagues
- fear reprisals through harassment or victimisation; or
- are unsure of the best way to proceed.

Whatever the reason, they may believe it is easier to ignore their concern which may be just a suspicion.

In any situation the Public Interest Disclosure Act 1998 is designed to provide protection to individuals, who make certain disclosures of information in the public interest, from detriment or dismissal.

#### **a) When to use this procedure**

Yellow Wellies' Whistle Blowing Procedure may be used when there is reasonable belief that any of the following may be a concern with staff or other professionals working on the premises:

- that a criminal offence has been committed, is being committed or is likely to be committed;
- that a person has failed, is failing or is likely to fail to comply with any legal obligation to which he/she is subject;
- behaviour that has, or may have, harmed and/or committed a criminal offence towards a child;
- conduct towards a child indicates he/she is unsuitable to work with children;
- that a miscarriage of justice has occurred, is occurring or is likely to occur;
- that the health and safety of any individual has been, is being or is likely to be endangered;
- that the environment has been, is being or is likely to be damaged.





Issues that might be the subject of concern that do not fall into any of the above categories may be covered by other Nursery procedures. Therefore the appropriateness of using one or more of the following procedures should be considered in the first instance by those wishing to raise concerns:

- Equal Opportunities Policy
- Complaints Procedures
- Safe Recruitment and Selection Procedures.

This procedure is designed to offer protection to those workers who make disclosures provided the disclosures are:

- in good faith;
- in the reasonable belief that the information disclosed, and any allegation contained within it, are substantially true; and
- not made for the purposes of personal gain.

When a disclosure is made in line with the above, nursery will not tolerate harassment or victimisation (including informal pressure) of the Whistleblower. All cases of suspected harassment or victimisation of the Whistleblower will be investigated under our grievance / disciplinary procedure. If harassment or victimisation is proved, the perpetrator will be considered to be guilty of a disciplinary offence and will be subject to appropriate disciplinary action in accordance with our Disciplinary Procedure.

All whistle blowing concerns raised will be treated with the strictest confidence and Yellow Wellies will make every effort not to reveal the identity of the person (the Whistleblower) making the disclosure, unless required by law.

Depending on the nature of the concern and the outcome of the resulting investigation, the Whistleblower may be required to come forward as a witness. The identity of the Whistleblower shall not be made known to the person(s) who are subject of the disclosure without the Whistleblower being previously informed. A Whistleblower wishing to remain known only to the person(s) involved in the investigation shall have the option of withdrawing the disclosure if the continuation of the investigation would necessarily lead to their identification to the person(s) who are subject to the disclosure.

Whistleblowers are encouraged to put their names to any disclosures they make, as anonymous disclosures may prohibit the action that can be taken against person(s) subject to the disclosure. Also, it makes it difficult to provide feedback to the Whistleblower and to ask follow up questions.

If a disclosure is made in good faith but is not confirmed through investigation, no action will be taken against the Whistleblower and the Manager/Director will ensure that he or she suffers no reprisals. However, if there is evidence that a malicious and false disclosure has been made by the Whistleblower, then disciplinary action may be taken.

Individuals should raise Whistleblowing concerns as soon as they have reasonable suspicion and are not expected to investigate the matter themselves or prove that the concern is well founded.



### **b) How to raise a concern**

Staff are encouraged to first raise their concerns with the Nursery Manager (or the Director if the concern regards the Manager) who will then be responsible for taking the matter forward. If individuals believe that the concern is of a serious enough nature or that management is involved, they should approach the Director.

Ofsted Whistle Blowing hotline service on **0300 123 3155**

Email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk).

Or in writing to: WHBL, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD.

Individuals may also contact the First Contact Team directly on **03000 267979**

Or the 24 hour NSPCC whistleblowing helpline on **0800 028 0285**,  
[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Independent support and advice may also be gained in person, by telephone from:  
Kirsty Wilkinson: Education Development Adviser / Lead Safeguarding Support Tel  
**03000 268925** or by email [kirsty.wilkinson@durham.gov.uk](mailto:kirsty.wilkinson@durham.gov.uk)

### **c) Recording, investigating and reporting the concern**

The first person to receive the Whistleblower's concern should record the details on an incident form.

For all matters relating to children, concerns must be discussed with the First Contact Team on **03000 26 79 79** or advice sought through the Ofsted whistle blowing hotline.

When requested, where appropriate and within legal guidelines Yellow Wellies will aim to provide feedback to Whistleblower.

Yellow Wellies will give as much feedback as possible after considering the legal implications and the confidentiality it owes to other employees. Any feedback given to the Whistleblower will be recorded and kept in Nursery unless this might compromise any investigation.

At all times the Whistleblower is encouraged to seek further advice if they see further evidence that the wrongdoing is continuing or if they are anxious about some perceived or actual reprisal.

**All** Staff are reminded that they have an obligation of confidentiality to Yellow Wellies and must ensure that confidential matters relating to the work and successful administration of the Nursery are not improperly disclosed.

## **11) Lost Children**

There are a limited number of situations where a child could be lost and these are:

- Where a child wanders off on a nursery outing
- Where a child escapes from the nursery
- Where a child is taken from the nursery by an unapproved adult (see [Procedures for Answering the Door and for the Collection of Children](#))



Should a child become lost the following action should be taken:

- Alert the most senior member of staff who will make enquiries of relevant members of staff as to when the child was last seen and where.
- Maintain the safety of the other children, with regard to supervision and security, ensuring that the remaining children are sufficiently supervised and secure.
- one or preferably two members of staff should search the immediate vicinity for no longer than 15 minutes.
- If the child cannot be found then the police and parents must be informed.
- Continue to search, opening up the area, keeping in touch by mobile phone.

When the situation has been resolved members of staff should complete an incident report, review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.

Ofsted will be informed of the event and of measures taken. Copies of incident logs will be made available.

### **12) Unexpected Absence**

Irregular attendance at nursery may be an indication of neglect of a child. If a child is unusually and unexpectedly absent their parent/carer must be contacted by telephone to ensure there are no safeguarding issues. This contact (or attempt) must be recorded.

### **13) Child Collection**

To ensure the safety of all children and staff the following procedures must be adhered to:

- Answering the door  
The person who answers the door must always identify the caller prior to opening the door and identification needs to be sought if the caller is not recognised. All unknown people will be asked to wait outside until their identity is confirmed.
- Visitors  
All visitors, such as sales people, Ofsted Inspectors and college assessors, must fill in the visitor's book on arrival. Identification must always be requested and the visitors' book completed.
- Authorised collectors.  
Parents give written consent of any person authorised to collect their child. If another person is to collect the child, parents must notify the Nursery in advance, giving a full description, or preferably a photograph of the individual. It is always preferred that a new collector takes the opportunity to drop the child off or attend with a previously known collector, to make themselves known first. If necessary, the nursery or parents can issue passwords when a known person cannot collect the child. If a parent/carer telephones to give permission for an unknown adult to collect, the known carer must be called back on a filed contact number to authenticate the parent.
- Persons prohibited from collecting children  
All staff should be aware that some children are not allowed to come into contact with members of their own family. If one of these family members should call at the nursery they must not be granted access to the child. A senior person must deal with the situation and ensure that no contact is permitted. The nursery will ensure that they have written clarification as to



who is the legal guardian, where appropriate. The child's primary carer must be informed of the incident immediately thereafter.

If authorisation of collection is withdrawn (other than a parent), this must be confirmed in writing by the parent who signed the original registration form.

- **Uncollected children**

In the event of a child not being collected by 6pm, without prior agreement by and notification to the nursery, every effort will be made to contact the parents or carers. If we are unable to make contact other emergency contacts will be called. At least two members of staff will remain with the child, one of which will have management responsibilities. If, by 6.30pm, no progress has been made in contacting any parents or carers, the Officer in Charge will contact the out of hours duty officer at Social Services on **03000 267979** and proceed as directed.

#### **14) Outings**

For clarification, an outing is any trip outside the nursery, including walks and arranged trips and includes 'Forest School' activities off site. In Bishop Auckland, it also includes events outside the nursery but within the Children's Centre rooms and garden. For all outings the following procedures must be followed:

- A 'Visits Outside the Nursery' form must be completed prior to leaving the nursery. This form will state staff and children's names, a mobile phone number, the route and final destination, which adult is the trained first aider and the time departed.
- A risk assessment must be carried out but does not have to be in writing.
- Adult:child ratios must be maintained at a safe and appropriate rate. The most senior member of staff on the trip should carry out a risk assessment for the ratios and consider the children present. A good guide is follows:  
1:4 for children over the age of 2 years.  
1:2 for children under 2 years of age.  
These ratios can include students who are over 17 and proven to be responsible, but ratios must not reduce below the minimum statutory. Statutory ratios can be used for visits inside the Children's Centre if deemed to be suitable.
- Adults and children should wear suitable attire to protect them from the weather and to prepare for the terrain.
- Additionally, where possible parents should be encouraged to join in as they can be responsible for their own children and allow staff to concentrate on the other children. Parents must not be included in ratios, but the children of parents can be excluded from ratios. So long as we do not go below the statutory requirements.
- A first aider must be present and a suitable first aid kit must be taken (including burns kit for Forest Schools sessions). Access to contact numbers and information on allergies, etc. must also be taken along with tissues, spare clothing, plastic bags, pen/pencil and a camera. NB: A suitable number of first aiders should also remain at the nursery with any children.
- The children must be counted before setting off (on the coach if used) and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.



- A count must be carried out before leaving a building.
- All staff will wear uniform to ensure that the nursery group is easily recognised (including a nursery jacket – not own jackets).
- Toilet facilities must be provided for the children at regular intervals.
- Food and drinks must be provided at similar times to those in the nursery and water available on demand to children and offered to younger children, as required.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Transport must be fully insured; drivers' details satisfactory and all seats must have safety harnesses or equivalent and child safety seats as required by law. The maximum seat capacity of the vehicle must not be exceeded.
- The nursery outings outside the building or nursery outdoor area, mobile phone must be taken and no other staff phone may be carried. In the event of a whole day outing or a long-distance outing. The senior member of staff can carry all of the staff phones, which must be switched off at all times. The nursery outings mobile phone number can be given to staff's contact's for emergency calls (eg children's school).

At the conclusion of each outing the member of staff in charge of the outing will complete a review of the outing, noting the following:

- Any particular problems with transport (e.g. coach arriving late, no seat belts etc)
- Any particular problems with the venue (e.g. nowhere to shelter during rain)
- Any particular problems with specific children (illness, distress, etc)
- Comments from parents
- Recommendations for future visits.
- An evaluation of the educational suitability of the visit and how enjoyable it was for the children.

Prior to each outing the adult in charge of the outing will refer back to the reviews and take accounts of comments when preparing for the next outing.

The venue should be inspected or current personal knowledge used to ensure that it is suitable for the number, age and stage of development of the children and that the venue can cater for children with any disabilities or cultural requirements that we have.

During an outing if a child becomes lost staff will;

- Dial 999 and ask for the Police.
- Contact the nursery to make them aware of the situation.
- Contact the child's parents.

Whilst on an outing, even with parents present, the nursery is fully responsible for the children and all other policies and procedures must be adhered to.

Short, simple outings (eg walk to the local shop) does not require a written risk assessment for every outing, however regularly repeated trips should have a standard risk assessment, which should be read and understood by the lead practitioner prior to departure. In any event, if an unexpected risk becomes apparent, this should be managed at the time and noted on the outings sheet upon return to the



nursery. If this is a permanent or long-term new risk, this should be added to the overall risk assessment for the trip.

### **15) Visitors to the nursery**

All visitors must sign in and out of the nursery and provide a proof of identification prior to being allowed into the areas where children are. Visitors should wear a badge which must clearly display to parents that they are a visitor. No visitor will be left alone with a child, unless they are an identified support worker authorised to work with children. In this instance, the visitor would only be permitted to be left with the child or children to which they are allocated (eg one to one support for inclusion) when their ID has been checked. Regular parent helpers should have a DBS disclosure.

### **16) Mobile Phones**

To protect the children from the taking of inappropriate photographs, non-work mobile phones with camera functionality are not permitted in the nursery where the children are. Personal mobile phones should be turned off and locked away in the lockers provided in the staff rooms prior to the beginning of a shift and not used in the nursery, other than in the staff room.

### **17) Social Media**

Social media is becoming a large part of the world we live in and as such at Yellow Wellies we need to make sure we protect our children by having procedures in place for safe use.

We use Facebook to share pictures of the activities the children have accessed at nursery. In order to safeguard children we will:

- Ensure all children in the photographs or posts have the correct permissions in place from their parent / carer
- Not allow others to post on our Facebook page, i.e. only management can post on the page, only parents / family / carers who have been invited to join the group can view and comment on the posts
- Monitor comments on all posts and address any concerns immediately.

#### **a) Staff use of social media**

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children.

- When using social networking sites such as Facebook or Instagram staff must:
  - Not name the setting they work at
  - Not make any negative or personal comments relating to their work or post pictures in work uniform
  - Not send private messages to any parents/family members (unless they are were known personally prior to attending nursery)
  - If a parent ask questions relating to work via social networking sites, then staff should reply asking them to come into the setting or contact the manager
  - Ensure any posts that can be seen by parents reflect their professional role in the community (e.g. no inappropriate social event photos or inappropriate comments i.e. foul language)





- Report any concerning comments or questions from parents to the manager/safeguarding lead
  - Not post anything that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

#### **b) Parents and visitors' use of social networking**

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publically or privately, information about any child on social media sites such as Facebook, Instagram and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

We ask parents **not to**:

- Screen shot or share any posts or pictures from the nursery on social media platforms that may contain other children in the pictures.
- Post any photographs to social media that have been supplied by the nursery with other children in them (e.g. Christmas concert photographs or photographs from an activity at nursery)
- Share any photographs of other children on social media, without their parents' consent.

#### **18) Cameras and photographs**

Only nursery cameras, ipads and laptops, etc. are permitted to be used by staff in the nursery to take photographs of children. Photographs taken are only permitted for use in the nursery and on the nursery system, documentation or electronically to the parents. Photographs may be used on the nursery web site, emailed for press use and for other promotional use **ONLY IF WRITTEN PERMISSION had been provided from parents**. Special events, such as Christmas play and graduation will undoubtedly provide an opportunity for parents to bring in their own cameras. Your professional judgement should be used and are likely to result in (but not limited to) one of the following;

- A written permission slip for cameras be created for the event
- A guidance for the taking of and use of photographs be created for the event
- A particular child at risk to be confidentially protected from photographs at the event.
- Photographs of separate children to be taken by the nursery and provided to that child's parents only (likely to be used in the event of children at risk being present).
- Parents asked not to place a photograph of any other child on the Internet (Facebook etc).

Social media and email, for example are common methods of sharing photographs. To raise awareness of the risks of sharing photographs of children, parents are provided with information and asked to sign to say they have read and understood the risks. Parents are also asked to sign to agree not share any photographs of other children (in any event).



### **19) The Prevent duty & British Values**

Early Years teams have a responsibility to safeguard children from radicalisation and extremism. This is called the prevent duty. Fundamentally to ensure we are delivering best practice in meeting this duty, we need to be able to do two things;

- Staff need to be able to identify children who are at risk of radicalisation, whether the risk is from within their family or from others.
- Staff should build children's resilience by promoting fundamental 'British values', within activities and conversations which are suitable for their age and understanding.

British Values - In Early Years, the fundamentals of British Values are apparent in every-day activities, for example, decision-making, managing risk, good relationships with keyworkers, democracy (making decisions together), understanding rules, developing a positive sense of themselves, mutual respect and tolerance.

If a child discloses a situation or incident which leads you to believe that they are at risk of radicalisation, the First Contact Team should be called and the standard safeguarding procedure followed.

Any concerns that a raised should follow the standard procedure for any safeguarding concern.

All staff should familiarise themselves with the full documentation provided by the Department for Education online, which includes more specific practice examples.

### **20) Child peer-on-peer abuse**

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (eg much older)
- One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

#### ***If peer-on-peer abuse is suspected or disclosed***

We will follow the same procedures as set out above for responding to child abuse.

These would be questions that may helpful to you

#### **What is the age of the children involved?**

How old are the young people involved in the incident and is there any age difference between those involved? (In relation to sexual exploration, children under the age of 5, in particular 1-4 year olds who are learning toileting skills may show a particular



interest in exploration at around this stage. This, however should not be overlooked if other issues arise (see following)

**Where did the incident or incidents take place?**

Was the incident in an open, visible place to others? If so was it observed? If not, is more supervision required within this particular area?

**What was the explanation by all children involved of what occurred?**

Can each of the young people give the same explanation of the incident and also what is the effect on the young people involved? Is the incident seen to be bullying for example, in which case regular and repetitive? Is the version of one young person different from another and why?

**What is each of the children's own understanding of what occurred?**

Do the young people know/understand what they are doing? E.g. do they have knowledge of body parts, of privacy and that it is inappropriate to touch? Is the young person's explanation in relation to something they may have heard or been learning about that has prompted the behaviour? Is the behaviour deliberate and contrived? Does the young person have understanding of the impact of their behaviour on the other person?

In dealing with an incident of this nature the answers are not always clear cut. If you are concerned or unsure as to whether or not there is any risk involved, please seek advice from the First Contact Team.

**Repetition**

Has the behaviour been repeated to an individual on more than one occasion? In the same way it must be considered has the behaviour persisted to an individual after the issue has already been discussed or dealt with and appropriately resolved?