



## Safeguarding Children & Staff Policy

Bumpers Nursery fully recognises its responsibilities for child protection. We take seriously our duty of pastoral care and want to work with children, parents and carers to ensure the safety and protection of the children in our care and give them the very best start in life.

The Designated Safeguarding Lead is **Ella Talbot**

The deputy Designated Safeguarding Leads are **Emily Hitchens**

*Aims*

Ours Aims Are To:

- Create a safe and stimulating environment which encourages children to develop a positive self-image regardless of race, language, religion, culture or home background.
- Help children to establish and sustain satisfying relationships within their families, with their peer group and with other adults.
- Encourage children to develop a sense of autonomy and independence.
- Work with parents to build their understanding of and commitment to the welfare of all our children.

Bumpers Nursery is proactive in seeking to prevent children becoming the victims of abuse or neglect. Any suspicion of abuse will be promptly and appropriately responded to. The care and safety of the children is paramount.

## INDEX

1. Purpose of the policy
2. Child Protection procedures and guidelines
3. Safer Recruitment
4. Staff training and induction
5. Safer working practice
6. Staff behaviour
7. Managing allegations against staff and volunteers
8. What constitutes child abuse and neglect?
9. Early Help
10. Responding to disclosures: guidance for staff
11. Reporting concerns
12. Monitoring of children subjected to a CP plan

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13. Children with Special Educational Needs and Disabilities
14. Follow-up support of vulnerable children
15. Welcoming other professionals
16. Off sites visits
17. Photography and images

Appendix 1: Flowchart 'What to do if you're worried a child is being abuse/neglected'

Appendix 2: Flowchart 'Allegations against Adults'

This policy should be read alongside the following other policies:

- Complaints Policy
- Social Networking Policy
- Special Educational Needs Policy
- Behaviour management Policy
- Mobile Phone Policy
- ICT Policy (Camera's computers & photos)
- Collection of Children policy
- Uncollected Child Policy
- Child Absence Policy and Procedure
- Lost Children Policy
- New Visitors & Unexpected Visitors Policy
- Dealing with Unacceptable Behaviour from Adult Visitors to the Nursery Policy

This document also references the following documents from the Wiltshire Safeguarding Vulnerable People's Partnership (WSCB/SVPP):

- *Revised Multi-Agency Thresholds for Safeguarding Children (December 2018)*

Bumpers Nursery staff are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interest of the child.

Settings do not operate in isolation. Safeguarding is the responsibility of all adults and especially those working or volunteering with children. Bumpers Nursery aims to help protect the children in its care by working consistently and appropriately with all agencies to reduce risk and promote the welfare of children. All professionals work within the same safeguarding procedures.

## 1. Purpose of the policy

- To raise the awareness of all staff of the importance of safeguarding children and of their responsibilities for identifying and reporting actual or suspected abuse
- To ensure children and parents are aware that the setting takes the safeguarding agenda seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff
- To promote effective liaison with other agencies in order to work together for the protection of all children
- To support children's development in ways which will foster security, confidence and independence
- To integrate a safeguarding curriculum within the existing activities allowing for continuity and progress through all developmental stages
- To take account of and inform policy in related areas such as bullying and e-safety

There are three main elements to the safeguarding policy:

1. PREVENTION (positive and safe environment, careful and vigilant teaching, accessible support to pupils, good adult role models).
2. PROTECTION (agreed procedures are followed, staff are trained and supported to respond appropriately and sensitively to safeguarding concerns).
3. SUPPORT (to children, who may have been at risk of significant harm and the way staff respond to their concerns and any work that may be required).

## 2. Child Protection procedures and guidelines

What is Child Protection?

Child Protection is one very important aspect of safeguarding. It refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm. Safeguarding, in addition to child protection, encompasses issues such as pupil health and safety, bullying/cyber-bullying, appropriate medical provision. These areas have specific policies and guidance which should be read in conjunction with this document.

What is significant harm?

The Children's Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention by statutory agencies in family life in the best interests of children. There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes it might be a single traumatic event but more often it is a compilation of significant events

which damage the child's physical and psychological development. Decisions about significant harm are complex and require discussion with the statutory agencies.

### Responsibilities

The responsibility for child safeguarding falls on everybody who is employed at the setting. All adults who work at Bumpers Nursery are expected to support the Child Protection Policy. All staff, including volunteers, has a statutory obligation to report to the Designated Safeguarding Lead (DSL) **Ella Talbot** if there is suspicion of abuse/neglect of a child or if a child discloses abuse or allegations of abuse.

We will follow the child protection procedures set out by the Wiltshire Safeguarding Vulnerable People Partnership and will have regard to statutory guidance issued by the Department for Education *Statutory Framework for the Early Years Foundation Stage*.

The Designated Safeguarding Lead is a senior member of staff designated to take lead responsibility for:

- Managing all child protection issues
- Keep secure child protection plans, write records and reports
- Child protection policy and procedures: lead in evaluation, review and revision, ensure available to staff and parents
- Induction of staff and volunteers/staff training/ensure staff are aware of safeguarding policy and procedure
- Providing advice, information and support to other staff/adults in the setting on safeguarding issues
- Understand (and participate in) early help assessments and process for early help
- Liaising with the local authority and local safeguarding children board
- Working in partnership with other agencies; referrals and support; information sharing
- Ensure a culture of listening to children and taking account of their wishes and feelings.

The Designated Safeguarding Lead is: Ella Talbot

The deputy Designated Safeguarding Lead is; Emily Hitchens

### 3. Safer Recruitment

The Manager (Ella Talbot) has achieved a certificate for Safer Recruitment. Ella is responsible for the recruitment and employment of individuals who come into contact with and/or work alongside children.

## *Staffing*

- We provide adequate and appropriate staff resources to meet the needs of the children in our care.
- Applicants for employment are informed that the position is exempt from the Rehabilitation of Offenders Act 1974, amendments 2008.
- All employees have been interviewed by the Manager and Owner. We abide by Ofsted requirements in respect of references and police checks for staff to ensure that no disqualified person or unfit person works at the nursery or has access to the children.
- We have procedures for recording the details of visitors to the nursery.
- Confirmation in a position is subject to receiving satisfactory personal references and a Disclosure and Barring Service (DBS) check.
- Employment is also subject to a probationary period in order to ensure the suitability of our employees/trainees to our nursery.
- Employees have to read, sign and agree to adhere to Bumpers Nursery Policies and Procedures.

## 4. Staff training and induction

- The DSL will attend advanced safeguarding training at least once every two years, attend safeguarding forums and keep up to date with recommendations from serious case reviews, changes to national and SVPP policy and guidance.
- All new employees, volunteers, trainees' apprentices under 19 years old or those considered vulnerable adults (staff) will receive a detailed safeguarding induction to ensure understanding of the safeguarding policy and the reporting of any concerns procedure.
- Further to mandatory safeguarding training, the DSL and the Deputy DSLs are available to offer generic and specific information, advice and guidance to staff around day-to-day safeguarding matters
- All staff will complete the Noodle now level 2 safeguarding training online which they refresh every 2 years. This is recorded on the central staff training record.
- All staff are also expected to complete training in Keep Them Safe; Protecting Children from Child Sexual Exploitation, Recognising and Preventing Female Genital Mutilation & Prevent. This is recorded on the central staff training record.
- All staff will be provided with the Safeguarding Children and Staff policy and Code of Conduct at the start of their employment/apprenticeship.
  
- All face to face and in-house training will ensure that all staff have a shared understanding of how to report a disclosure or suspicion of abuse or risk of harm.

## 5. Safer working practice

Safe working practice ensures that children are safe and that all staff and volunteers:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Work in an open and transparent way
- Work with other colleagues where possible in situations open to question
- Discuss and/or take advice from management over any incident which may give rise to concern
- Record any incident of decisions made
- Apply the same professional standards regardless of gender, race, disability or sexuality
- Be aware of confidentiality policy
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

## 6. Staff behaviour

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children should be able to behave and develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

The underlying basis of this policy is that 'the welfare of the child is paramount' and it draws on the principals of the Children Act 1989, 2004, The EYFS 2021 and good practice in early years provision.

*Please refer to 'Behaviour Management Policy' for more information.*

## 7. Managing allegations against staff and volunteers

The Allegation Management WSCB (SVPP) flowchart has been included in Appendix 2.

Any report of concern about the behaviour of a member of staff or volunteer, or allegation of abuse against a member of staff must immediately be reported to the Manager/Owner who will refer to the appropriate designated officer(s) from the local authority:

Wiltshire Designated Officer: 01225 718079 or 01225 713945

Ofsted will be contacted and informed immediately.

The Manager, Deputy or Senior Staff Member will be the first contact with DOFA and Ofsted. The DOFA and Ofsted will inform the nursery of the necessary next steps concerning the allegation. Detailed information will be sought by DOFA and Ofsted about the allegation and an immediate assessment of the allegation being made against the employee will be carried out.

This May Include Recording:

- Who made the allegation and the nature of the allegation.
- When and where the allegation took place.
- Who was involved and any witnesses to the situation.

DOFA and Ofsted will conduct their own investigation with the full cooperation of the nursery.

In some circumstances the member of staff will, without prejudice, be asked to take a period of paid leave pending the results of the investigation.

On completion of a thorough investigation by the DOFA and Ofsted, a decision will be reached regarding the employee and all relevant parties would be informed of the outcome.

Any concern or allegation against the Manager/Owner will be reported to the appropriate person whether that is the Owner/Manager.

Any allegation of abuse will be dealt with in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

Bumpers Nursery will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

Malicious allegations against staff will be investigated and dealt with by the Manager and, if appropriate, the owner.

If you have concerns about a colleague

If staff members have concerns about another staff member or volunteers than this should be referred to the Manager/Owner.

Where there are concerns about the Manager/Owner this should be referred to the Owner.

Staff who are concerned about the conduct of a colleague may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of a child is paramount. The setting's whistle blowing code enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place

*Please refer to the 'whistle blowing policy' for more information.*

## Escalation

Effective working together depends on an open approach and honest relationships between colleagues and between agencies.

Staff must be confident and able to professionally disagree and challenge decision-making as an entirely legitimate activity; a part of our professional responsibility to promote the best safeguarding practice. Staff are encouraged to press for re-consideration if they believe a decision to act/not act in response to a concern raised about a child is wrong. In such cases the WSCB Case Resolution Protocol is used if necessary (refer to SVPP website).

If we are on the receiving end of a professional challenge, we see this as an opportunity to reflect on our decision making.

## 8. What constitutes child abuse and neglect?

All adults who work or volunteer with children should be able to identify concerns about child abuse. The four types of abuse, described in *Working Together to Safeguard Children 2018* are:

Physical Abuse: may involve hitting, shaking, throwing, poisoning, burning or scalding, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

Emotional Abuse: is the persistent emotional treatment of a child such as to cause adverse effects on their emotional development. It may involve children feeling they are worthless, unloved or inadequate.

Sexual Abuse: involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. They may also include involving children looking at or in the production of pornographic material or encouraging children to behave in sexually inappropriate ways.



Neglect: is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.

Specific safeguarding issues: Bumpers Nursery recognises other safeguarding issues:

Child Sexual Exploitation, Female Genital Mutilation, bullying (including cyber-bullying), domestic violence, drugs, fabricated or induced illnesses, faith abuse, forced marriage, gangs and youth violence, gender-based violence/violence against women and girls, mental health, radicalisation, sexting, teenage relationship abuse, trafficking.

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or don't take part in education.

Other specific safeguarding issues:

Female genital mutilation (FGM) and Forced Marriage

There are many different types of abuse but there are some that staff may be initially less aware of. Female Genital Mutilation (FGM) and Forced Marriage fall into this category.

Professionals need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM:

- Knowing that the family belongs to a community in which FGM is practised and is making preparations for the child to take a holiday, arranging vaccinations or planning absence from school;
- The child may also talk about a special procedure/ceremony that is going to take place on a special occasion to 'become a woman'.

Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

Indicators that FGM may already have occurred:

- Prolonged absence from school or other activities with noticeable behaviour change on return, possibly with bladder or menstrual problems;
- Difficulty walking, sitting or standing, and look uncomfortable;
- Spend longer than normal in the bathroom or toilet
- May complain about pain between their legs, or talk of something somebody did to them that they are not allowed to talk about.

### Private fostering

Under certain conditions, a child might be cared for, as part of a private arrangement, by someone who is not their parent or a 'close relative'. This constitutes private fostering when the following conditions are met:

- a child is under 16 years of age - 18 if they have a disability
- the arrangement is for 28 days or longer
- The child's new carer does not have parental responsibility for the child and is not a close relative.

Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity).

By law parents and carers must notify the local authority of private fostering arrangements to safeguard and protect the child's welfare as well as ensuring the child, carer and parent are receiving appropriate support and help.

As a setting, if we do become aware that a child or young person is being privately fostered, we will inform the carer/parent of their legal duty to notify Wiltshire Children's Social Care; we will follow this up by contacting Children's Social Care directly.

Bumpers Nursery will endeavour to identify and act upon any forms of abuse according to our procedures.

### Preventing radicalisation

Protecting children from the risk of radicalisation is part of the nursery's wider safeguarding duties and is similar in nature to protecting children from other forms of harm or abuse. Staff use their judgement in identifying pupils who might be at risk of radicalisation and speak to the DSL if they are concerned about a child. The DSL will always act proportionately, and this may include making a referral to MASH.

## 9. Early Help

The *Revised Multi-Agency Thresholds for Safeguarding Children (December 2018)* document aims to inform settings and other agencies about the suitable action to take when a child has been identified as making inadequate progress or having an unmet need. At Bumpers Nursery, whenever possible, we will ensure that early intervention is actioned via a referral to Early Help as soon as the criteria are met, to prevent situations to escalate into larger problems.

Early Help Single Point of Entry: 01225 718230

Therefore the setting will consider the following:

- Undertake an assessment of the need for early help
- Provide early help services e.g. Children's Centre, family outreach worker, breakfast club
- Refer to appropriate services e.g. CAMHS etc.

#### 10. Responding to disclosures: guidance for staff

If a child wishes to confide in you the following guidelines should be adhered to:

- Create a safe environment
  - Take the child to a private and safe place if possible
  - Stay calm
  - Reassure the child and stress that he/she is not to blame
  - Tell the child that you know how difficult it must have been to confide in you
  - Listen to the child and tell them that you believe them and are taking what is being said seriously
  - Tell the child what you are going to do next after the disclosure
- Be honest
- Do not make promises that you cannot keep
- Explain that you are likely to have to tell other people in order to stop what is happening
- Record on the appropriate form exactly what the child has said to you as soon as possible and include the following into the form:
  - Child's name, address, date of birth
  - Date and time of any incident
  - What the child said and what you said
  - Your observations e.g. child's behaviour and emotional state

The Confidential Concerns form is included in Appendix 3.

- Be clear about what the child says and what you say

- Do not interview the child and keep questions to a minimum.
- Encourage the child to use his/her own words and do not try to lead them into giving particular answers.
- Maintain confidentiality.
- Only tell those people that it is necessary to inform.
- Do not take sole responsibility.
- Immediately consult your Designated Safeguarding Lead so that any appropriate action can be taken to protect the pupil if necessary.
- The Designated Safeguarding Lead will consider the information and decide on the next steps.

The Designated Safeguarding Lead: Manager: [Ella Talbot](#) and Owner [Emily Hitchens](#) will decide to contact the Multi-Agency Safeguarding Hub, Designated Officer for Allegations or Both. If appropriate contact Ofsted within 14 days of allegation.

The employee will not make any suggestions to the child regarding how the incident may have happened. S/he will only question the child to clarify what s/he is saying.

### Sharing Concerns with Parents

Following such a disclosure:

- Discussion will be held with the setting DSL
- Parents are normally the first point of contact. Staff will always discuss contacting the Multi-Agency Safeguarding Hub with the parent/s before doing so, unless it is the Nursery's opinion that this would put the child at more risk.
- If the nursery is not happy with the response from the parents or carers, the Manager, Deputy DSL will report the disclosure immediately to the Duty Social Worker or contact the Emergency Duty Team out of hours who will then carry out a formal enquiry.
- Ofsted will also be informed if the abuse is alleged to have happened on the premises. (Ofsted will not be responsible for conducting enquiries into the allegation).
- If an official enquiry is undertaken by Social Services Department, employees may be required to provide statements and may attend an Initial Child Protection Conference.

There is a commitment to work in partnership with parents or carers and in most situations it may be appropriate to discuss initial concerns with them. However there will be some circumstances where the Designated Safeguarding Lead will not seek consent from the individual or their family, or inform them that the information will be shared. For example, if doing so would:

- place a child at increased risk of significant harm;
- place an adult at increased risk of serious harm;
- prejudice the prevention, detection or prosecution of a serious crime;
- lead to unjustified delay in making enquiries about allegations of significant harm to a child, or serious harm to an adult

In some circumstances, the Designated Safeguarding Lead will seek advice from Children's Social Care by ringing the MASH to obtain advice about the recommended course of action.

Bumpers nursery shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information until we have permission or it is necessary to do so to protect a child.

Bumpers nursery will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to disclose any concerns they may have with Steps Ahead.

### 11. Reporting concerns

The 'What to do' WSCB flowchart has been included in Appendix 1.

Where any adult in the setting has concerns about a child they should discuss these in the first instance with the Designated Safeguarding Lead, or in their absence, the deputy. In exceptional circumstances, staff members can speak directly to Children's Social Care.

Children's Social Care referrals:

Multi-Agency Safeguarding Hub (MASH): 0300 456 0108

Out of hours: 0845 6070 888

If you believe the child is at immediate risk of significant harm or injury, then you must call the police on 999.

### Recording concerns

When a concern about a child is raised by an adult in the setting, that person is responsible for making a written record of the disclosure as soon as possible after reporting it urgently to the Designated Safeguarding Lead, or their deputy.

Discussions should be recorded on the confidential concern form (see Template in Appendix 3), with details of the concern and any agreed action that is to be taken. The records must be signed and dated.

### Record keeping of child protection concerns.

Bumpers Nursery will:

- Keep clear written records of all child welfare and child protection concerns using the standard recording form, including actions taken and outcomes as appropriate.
- Ensure all child welfare and child protection records are kept securely, and in a locked location. The record must be signed and dated and kept securely in a file under the child name, away from the other records (medical forms, academic records etc.) The Designated Safeguarding Lead is responsible for ensuring that concerns and discussions are written up properly and acted on appropriately.

Ensure that all child protection records relating to a child who moves to another setting or school are passed on to the new school securely, promptly and separate from the main pupil file, with a copy being kept in this setting. Confirmation of receipt should be obtained. Child welfare records below the child protection threshold but with continuing relevance to the child's wellbeing should also be transferred with parental consent.

### Information sharing -internal process

Information concerning students at risk of harm will be shared with all members of staff on a "need to know" basis. The Designated Safeguarding Lead

will make a judgement in each individual case about who needs and has a right to access particular information.

### Safeguarding Procedures

Parents of children who sustain accidental injuries before arriving at Bumpers Nursery will be asked to fill in a Pre-Existing Injuries Record Form. The form will be shown to the Manager. If the explanation of the injury to the child is not satisfactory or if more injuries are recorded the nursery will inform and consult with the Multi-Agency Safeguarding Hub.

If the nursery has general concerns about a child's injury these will be raised with parents/carers at an early stage to attempt to work together to remedy the situation. If concerns persist after a period of time, the nursery will consult with the Multi-Agency Safeguarding Hub, as outlined in the Local Safeguarding Children Board Procedures book 'Working Together to Safeguard Children'.

A *Chronology of Concerns Form* will be filled in if more than one concern is recorded about a child. This is to log the sequence of events in an easy to read format.

### Safeguarding Staff, Young People and Children

In each room staff have a Changing Clothes Chart to record any wet or soiled children which will result in the child having their clothes changed. The staff will record the name of the child, why they were being changed and which member of staff who changed them and the time and date.

Children and young people with additional needs, including vulnerable children are more likely to experience safeguarding and child protection issues.

Confidential Concern Forms are in each room for staff to record any comments from parents about their children and/or if the staff has any concerns about a child and to record any comments/concerns the staff has communicated to the parents about their child.

The confidential concern forms can be filled in in the first instance of any communication from a child to a member of staff.

If a member of staff has a concern about a child or member of staff then they can fill in a confidential concern form themselves and show it to the Manager (Ella Talbot).

Parent Concern Forms are in the office for when a parent communicates to a member of staff a concern they have about their child or a member of staff. The parent will be asked by the member of staff to go to the office if the concern is about a member of staff and the Manager will record the concern on the form and the Parent will sign and date the form to agree with the statement of concern.

### Safeguarding Children While They Are Sleeping

Children are always in view while sleeping within the nursery rooms.

All children sleep within Doris room and the staff will always stay close by, next door in Boris room with double doors open so children are in sight. When children are sleeping the staff will fill in a sleep monitor chart. This is done with checks every 10 minutes.

### 12. Monitoring of children subjected to a CP Plan

Pupils who are the subject of a Child Protection Conference will have either an agreed multi-disciplinary action plan or child protection plan. The Designated Safeguarding Lead will attend planning meetings and core group specified in the plan and contribute to assessments and plans.

Bumpers Nursery recognises that children who are the subjects of abuse or who live in situations of domestic violence may exhibit distressed or challenging behaviour and may not be reaching their full academic potential. The setting will ensure that appropriate support is in place at the setting.

### 13. Children with Special Educational Needs or Disabilities

For a variety of reasons, children with additional needs face an increased risk of abuse and neglect; therefore, adults are expected to take extra care to interpret correctly apparent signs of abuse or neglect. Indications of abuse will be reported as for other pupils.

Wiltshire Council provides targeted support services for children and young people with Special Educational Needs and/or a Disability who need additional support with:

- Communication
- Learning and processing information
- Experiencing the world around them, including sensory difficulties



- Physical or medical conditions that affect their life and learning
- Coping with social and emotional challenges

The SEND service can be contacted on 01225 757 985.

#### 14. Follow-up support of vulnerable children

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The setting may be the only stable, secure and predictable element in the lives of children at risk. When attending the setting their behaviour may be challenging and defiant or they may be withdrawn. The setting will endeavour to support the children through:

- Key person
- The content of the activities
- The setting's ethos which promotes a positive, supportive and secure environment and gives children a sense of being valued
- Liaison with other agencies supporting the child such as Children's Social Care, Children's Centres, the SEND team, etc. and where appropriate initiate and/or contribute to a CAF and Team around the Child (TAC) meetings.

In order to create a culture of safety in the setting, Bumpers nursery will ensure that safeguarding is a standing item on all meetings agendas.

#### 15. Welcoming other professionals

Visitors with a professional role, such as social workers will have had the appropriate vetting checks undertaken by their own organisation. Any professionals visiting the setting should provide evidence of their professional role and employment details (an identity badge for example). If felt necessary, the setting will contact the relevant organisation to verify the individual's identity.

Professionals will complete signing in/out forms and sign to say they have read the Mobile Phone Policy.

#### 16. Off-site visits

Appropriate risk assessments must be in place prior to any off-site visit taking place. Safeguarding concerns or allegations will be responded to following the

WSCB procedures (as above). The member of staff in charge of the visit will report any safeguarding concerns to the Designated Safeguarding Lead and Manager, who will pass to Social Care if appropriate. In emergency the staff member in charge will contact the police and/or social care.

## ENSURING A CHILD DOESN'T GO MISSING

Children's safety is always maintained at the highest priority both on and off the premises.

We have put into place thorough systems and procedures which are an integral part of staff training and should ensure that children do not go missing or get lost whilst in our care. If the nursery policies and procedures are being observed the likelihood of a child being lost is minimal. To ensure that children are not lost while in the care of the nursery we:

- Carefully always supervise children.
- Maintain appropriate staff: child ratios always.
- Closely monitor children in and out of the building, ensuring that when the children are going out on trips the signing in and out sheet is taken with staff along with emergency contact details.
- Ensure that visitors to the nursery are always supervised.
- Twice daily a risk assessment is carried out in every area where children play.
- If an outing is organized, a risk assessment will be carried out before leaving the premises.

(Please also see Lost /Missing child Policy)

## 17. Photography and images

To protect children, we will:

- Seek parental consent for photographs to be taken or published (for example, on our website)
- Only use the setting equipment
- Only take photos of children to celebrate achievement.
- Use only the child's first name with an image.
- Ensure that children are appropriately dressed.

For events such as our pre-school leaver's graduation or the nativity play at Christmas, We will get a parents signature to confirm if it is ok for all parents

to take pictures of their own child. They also sign to agree they will not put any pictures of other children on social media.

#### Policy review

The Manager will undertake an annual review of the setting's Child Protection Policy and procedures and remedy any deficiencies and weakness found without delay.

