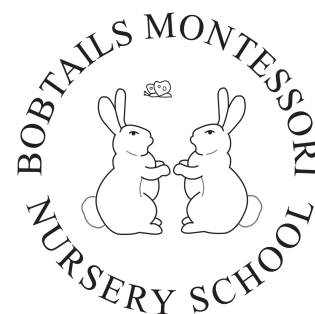


CHILD PROTECTION AND SAFE-GUARDING CHILDREN POLICY



Children learn best when they are healthy, safe and secure, when their individual needs are met and they have positive relationships with the adults caring for them. At Bobtails we offer a safe, secure and happy environment where children are free to progress and develop at their own speed and without anxiety and pressure. The welfare of every child is paramount.

Our policies have been written in line with the guidance and procedures of the local safeguarding children board and with reference to government statutory guidance “working together to safeguard children”.

Ofsted will be informed of any allegations of serious harm or abuse, and any subsequent action taken as a result of allegations against any person working or looking after children at Bobtails premises.

- Children are often unaware of potentially dangerous situations & activities. For this reason our children will be supervised at all times during indoor & outdoor activities. They will be within hearing & sight of the adults present. Activities may be split between the back & the front of the hall. At least one member of staff will be stationed in each area where children are playing. In order to maintain their safety we will ensure that:
 - A register is completed at the start and finish of each session. Children will only be allowed to leave the premises with a person who has been named on the child’s Background Information sheet. If the child is being collected by any other person, the parent must complete the authorisation form held in the register prior to pick up. If the parent is unable to complete the form they must telephone the nursery giving a password, which must be relayed to nursery staff before the child is released into their care.
 - Children will be prevented from leaving the schoolroom during the session except under supervision for outdoor play. Any uninvited callers will be asked to leave immediately. ref: intruder policy
 - The parent or carer is responsible for the safety of the child until the child has been handed over to staff inside the nursery. A member of staff will be at the main door until all children are safe within the building. The same applies at the end of each session when responsibility will be handed back to the parent or carer. Staff will open the front door only after the caller has been identified. ref: visitor policy
 - For the safety of the children parents are requested to ensure that gates and doors are not left open and that great care is taken between car and school as Adversane Lane can be extremely busy at times with fast moving traffic.
 - The outdoor play area is fenced and gated and will be checked for hazards at the start of each day.
 - No smoking or taking of non- prescription drugs is permitted in the nursery or its grounds. ref: staff taking medication or other substances





- Mobile phones & personal cameras are not allowed in the nursery. They must be switched off and kept in handbags or coat pockets. The Bobtails landline number can be given to friends or family for emergency use and employees will be permitted to use the Bobtails phone if they need to make a call during school time ref: use of internet, mobile phone, camera and social network policy
- All dangerous materials including cleaning materials & medicines, including staff medication will be kept out of the reach of the children ref: Hazardous substances policy
- Equipment will be checked daily to ensure that it is in a good state of repair and safe for the children to use.
- Except in exceptional circumstances, parents will be encouraged to administer medication themselves at home. Any medicine administered will be subject to written instructions from the parent and will be recorded in a medication book ref: administration of medicines policy and form
- Any allergic reactions to food or other materials must be reported by the parent to the school prior to admission ref: administration paperwork
- Children will be encouraged to take themselves to the toilet and to wash their hands afterwards and before eating anything.
- Regular emergency evacuation and fire drills will be operated and the designated place of safety will be the forecourt of the Bungalow next door to the school. If the Fire Officer deems it necessary we will be escorted across the A29 to the Blacksmiths Arms. Fire extinguishers and blanket are checked annually. Any heating units will be guarded or out of the reach of the children ref: emergency evacuation procedure
- We reserve the right to have a child sent to hospital and placed in the care of qualified persons should circumstance demand it. We would make every effort to contact a parent or carer ref: parent authorisation form
- All accidents will be recorded in the accident book and parents will be advised and asked to sign at the end of sessions. Staff are trained in first aid and a first aid box is available which complies with full day care standards as identified by first aid training. This box will be located in the main hall together with a list of its contents. Instructions on what to do in the event of an emergency will be displayed near the main exit ref: procedure in the event of an accident
- A record of any occasion where physical intervention has taken place with a child will be kept & parents/carers will be informed ref: accident/incident book





- Children will be shown how to carry equipment, chairs, scissors etc. in the classroom and how to move around the classroom safely and with consideration for others ref: risk assessment
- Any change in provider or persons with direct responsibility for early years provision any change to the premises or address of premises or name of the business will be notified to Ofsted ref: changes notified to Ofsted
- Any criminal offence committed by the registered provider after the time of registration will also be notified to Ofsted.
- A register of visitors to the setting will be kept detailing arrivals, departures and the purpose of the visit. Visitors will not be allowed to be alone with the children at any time ref: visitors policy and book
- Visitors will be made aware of evacuation procedures and the place of optimum safety.
- Personal details relating to the children and their families will not be available to visitors, unless they are from an approved and authorised outside agency ref: confidentiality policy
- Whilst every care will be taken to ensure the safety of staff and children, accidents do sometimes occur. We have a comprehensive third party liability insurance to cover such eventualities.

We offer a safe and secure environment where children will be free to develop and progress at their own speed without anxiety or pressure. We consider that the welfare of every child is paramount.

- If a parent is named on registration documentation they will be allowed to collect their child from the setting even in the event of separation or divorce. We cannot disallow this unless we have notice from a court or written authority from the parent who becomes the main carer for that child. It is the parents responsibility to notify us of any changes in access arrangement for any child.
- Ensure we have a designated senior person for child protection (Yvonne Bradley 2014) who has received appropriate training and support for this role.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.





- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately. Ensure all records are kept securely; separate from the main pupil file, and in locked locations.
- Follow procedures where an allegation is made against a member of staff or volunteer. The first stage will be to suspend the member of staff pending an investigation. Ofsted will be informed of any information regarding court orders or convictions of staff.
- Ensure safe recruitment practices are always followed ref: recruitment and suitable persons policies
- We will ensure that staff have appropriate training which will enable them to recognise the symptoms of possible physical abuse, neglect, emotional or sexual abuse ref: training policy
- There are four main categories of abuse: - physical/sexual/emotional /neglect. More in depth information is held in 'The Sussex Child Protection and Safeguarding Procedures Handbook' (volume one).
- Children who are in need of support can be categorised as either :- A child in need or a child at risk
- A child in need is defined as a child who is not in immediate danger of physical or emotional harm but the child or family may need support and guidance in order to avoid that child becoming a child at risk.

Signs and symptoms of a child in need are many and varied. This need may show itself in a change in the child's appearance and/or behaviour and may be linked to a significant event in the family's life or parental health issues. In this situation a "common assessment" may be appropriate.

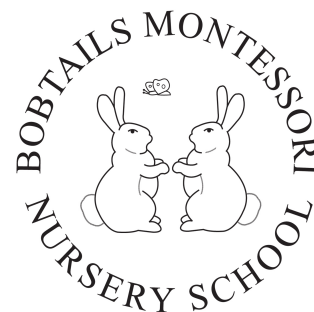
- A child at risk is in imminent danger of physical or emotional harm through social stresses and /or the personality of significant adults in the child's life or because of the exceptional vulnerability of the child.





- Signs and symptoms of a child at risk are also many and varied. Once again this may show itself in the child's appearance behaviour or attitudes and may be linked to physical, sexual and /or emotional abuse or to neglect of the child.
- Child abuse can be defined as physical, sexual, emotional or neglect of the child's needs. It will be characterised by actions or inactions which have resulted in or are likely to result in significant harm or injury to a child.
- Under the Children Act 1989, the responsibility of a child and their wellbeing lies with any person who cares for a child, their parents, carers, teachers and the local authorities to provide services and provisions for every child who needs to access services.
- We will ensure that all adults working in the group are aware that such work is exempt from the provisions of the Rehabilitation of Offenders Act 1974
- We will work closely with all associated agencies in the interests of the child.
- We will continue to work with and support the child's family
- Any suspicion of mistreatment from any source will be promptly and appropriately responded to, with reference to Social Services Legislation and the Child Protection Act.
- We will inform Social Services & Ofsted immediately of any allegation of abuse.
- We are aware that some children who have additional support needs or language delays may be more vulnerable to abuse than others, especially with regard to personal and intimate care. Wherever practical such children will not be alone with an adult.
- Any allegation made against a member of staff will be investigated according to the 'Procedure in the event of a complaint or allegation against a member of staff'.
- All injuries whether incurred at home or at school will be recorded in the accident file. For accidents at school the parent or carer will be asked to sign an accident record.
- Concerns regarding a child's behaviour and/or appearance will be discussed only with parents.
- Concerns regarding inappropriate behaviour displayed by members of staff, for example, sexual comments, excessive one to one attention or the sharing of inappropriate images will be discussed with the staff member and appropriate action will be taken.





- Confidential records of any extraordinary behaviour, appearance or comments by the child will be kept. This information will include dates and times of observations.
- Our primary duty is to the safety and well-being of the child. Wherever possible no action will be taken without the consent and involvement of the parent.
- Whereas confidentiality of information is maintained for all child records, in cases of suspected abuse action may be taken without the knowledge of the parent/suspected abuser. In child protection situations the degree of confidentiality will be governed by the need to protect the child. It must be accepted by anybody providing information that confidentiality may not be maintained if the withholding of information will prejudice the welfare of the child.
- We will follow the procedures set out by the Horsham Social Services and the Sussex Child Protection and Safeguarding Procedures Manual. Please see 'Procedure in the event of an allegation of child abuse' in the operational plan.
- Any support that staff need following a child welfare issue will be provided by the management.

Useful telephone numbers:

Police	0845 6070999
Social Services	01403 229900 (out of hours 01903 694422) - if the child does not have a designated social worker
	01243642555 - if the child has a designated social worker
Children's Information Service	01243 777807
Integrated Services Manager	01243 642962
Ofsted	0300 123 1231
Designated person for West Sussex	
Rosemary Terry	01243 642962

Additional references line management structure and whistle blowing policy.



USING PHOTOGRAPHIC IMAGES OF CHILDREN CONSENT FORMS



Name of Parent/Guardian: _____

Child's Name: _____

We often take photographs or videos of children when they are involved in the activities at Bobtails. We may use the pictures or video recordings for our own use and to promote the work of Bobtails in the media and on our website. To comply with Data Protection Act 2008 we need your permission to photograph or make any recordings of your child.

Occasionally Bobtails may take photographs of an event at school to appear in the local newspapers.

May we take photographs of your child and use them?

- In publications yes/no
- On our website and on our blog yes/no
- Displays and other advertising yes/no

Please circle your answer.

Do you consent to your child's name being published along with the picture? Yes/no

Please circle your answer.

I have read and understood Bobtails policy. My decision on whether to give consent will remain valid unless I notify Bobtails in writing.

Signed: _____

Date: _____

