

SAFEGUARDING AND WELFARE POLICY

These policies are written in accordance with the guidance and procedures of the Local Safeguarding Children's Board and EYFS principles. The designated person responsible for child protection & safeguarding is Yvonne Bradley (2014). She will provide support, advice and guidance to other members of staff on any specific safeguarding issue.

She has attended child protection training courses, which enables her to identify, understand and respond appropriately to signs of possible abuse and neglect. All staff are trained to understand our safeguarding policy. The staff are responsible for ensuring they have up to date knowledge of safeguarding issues. Bobtails Montessori will provide appropriate training wherever necessary. These policies link to:

- Adults in the Setting
- Staffing Policy

and include temporary staff, regular staff, students, work experience students and volunteers.

Bobtails is led by the two owner/principals (Pat West and Yvonne Bradley). We welcome volunteers and students who are undertaking childcare courses at colleges, and students on work experience from secondary schools, to work within the nursery, whenever possible.

Suitable People and Staffing

Ofsted will be notified of any change in provider or person with direct responsibility for Early Years Provision, any change to the premises, address of premises or name of the business. All staff must be DBS checked and staff are required to disclose any convictions, cautions, court orders, reprimands or warnings which may affect their suitability to work with children (before or during their employment at Bobtails) ref: staffing policy.

Annual health and suitability declarations will be required from all members of staff, including managers and owners of the business. A record of DBS reference numbers, the date of disclosure and detail of who obtained it will be kept for all persons working at Bobtails. Where information which may lead to the disqualification of an employee becomes apparent, action will be taken to ensure the safety of children and Ofsted will be notified of any action.

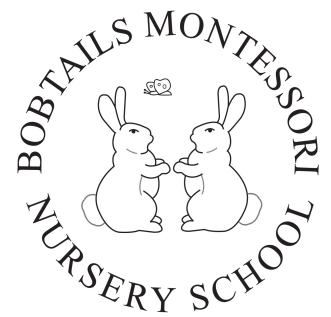
- All staff are expected to maintain a watchful presence and work on their own initiative.
- All staff working at Bobtails will have undergone an enhanced Disclosure and Barring check (DBS check).
- All staff will have provided application forms, references, employment history, qualifications, identity checks and a medical questionnaire. Staff must complete an annual suitability and health declaration





- Every six to eight weeks there will be an opportunity for staff to discuss any concerns that they or we have about their performance, their personal lives and any concerns regarding the children. Meetings will be logged. Bobtails management has an open door policy where staff can talk openly and freely about any personal or health issues, concerns about training, a child, a child's education or issues in the work place.
- On the advice of our child care development officer, three yearly DBS checks are not necessary as long as we are comfortable with the continuing suitability of our staff.
- Members of staff are expected to declare all convictions, cautions or court orders which may disqualify them from working with children.
- Work experience students, volunteers & any other member of staff who has not had a DBS check will not be allowed to work unsupervised.
- All staff are required to disclose any new criminal offences which might have occurred after their employment commenced. This information will be passed on to Ofsted.
- Information gained by staff about the children, their families and other adults in the group must remain confidential
- Staff are not permitted to smoke or consume alcohol or illegal substances on the premises.
- Staff are not allowed to use mobile phones in the nursery. These must be switched off and kept in the lockable cupboard in the nursery. 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. 01403 786176
- Regular staff meetings will be held, but not necessarily documented. Staff opinions & suggestions will be favourably received & acted on.
- Staff will be encouraged to improve their qualification level, and will be supported in this by the Principals to ensure that they offer a quality learning experience for children that is continually improving
- All staff must have undertaken induction training and read a copy of the policies and procedures of the setting.
- Any staff working with children must not be under the influence of drink or any other substance which may affect their ability to work with children or other adults. This includes prescribed medication.





Staff taking medication must store it securely out of the reach of children. They must only work with children if medical advice confirms that the medication is unlikely to impair the staff member's ability to look after children properly.

- No member of staff may threaten or give corporal punishment to a child. Failure to comply will lead to instant suspension, investigation and the likelihood of dismissal.
- Contracts stipulating sessions to be worked will be confirmed on a termly basis. Employment is dependent on sufficient child registrations.
- Holidays are calculated on a prorated basis using an agreed formula. Holidays must be taken during school closures except in exceptional circumstances and with special permission from the managing partners.
- Sickness absence is only paid in accordance with Statutory Sick Pay rules.
- In the event of extreme weather conditions or power failures at the hall when it is not possible for Bobtails to continue operating, staff will be paid 50% of their normal hourly rate unless they undertake administration duties at home in which case they will be paid their full hourly rate for the hours worked. Where staff are unable to get to work or leave early for any other reason or because of adverse weather conditions they will not be paid.

Procedure for the Suitability of Applicants for Employment

It is the overall responsibility of the Nursery Principals to ensure that all staff are adequately checked and are suitable to work with children. Staff should have a sufficient knowledge of English to interact successfully with the children.

Every prospective member of staff will have to provide proof of identity, complete an application form giving details of previous experience, qualifications, references, medical questionnaire and explanation for any gaps in employment history. This information will be verified by the Supervisor.

Bobtails DBS checks are administered on-line through Eurocomci Ltd.

- The Principal must see evidence of the employee's identity as detailed.
- The Principal attests to the evidence of identity and checks that the form is completed correctly.
- Certificates of disclosure are issued directly to the individual.



- A record of the disclosure form registration number is made.
- If everything is in order the appointment of the member of staff can be confirmed.

