

# Bright Sparks Private Day Nursery

## Safeguarding Children Policy

### Statement of Intent

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

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

*(Definition taken from the HM Government document 'Working Together to Safeguard Children 2015')*

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the other Nursery policies and procedures.

Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of Laura Gapski or Frankie Wood at the earliest opportunity.

### Aims

Practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff will often be the first people to sense that there may be a problem. They may well be the first people in whom children confide about abuse or to spot changes in a child's behaviour which may indicate abuse. The Nursery has a duty to be aware that abuse does occur in our society.

This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to welfare issues including physical, sexual, emotional abuse, radicalisation or neglect.

Our prime responsibility is the welfare and well-being of all children in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work as part of a multi-agency team, where needed, in the best interests of the child.

Our aims are to:

- Create an environment in our Nursery, which encourages children to develop a positive self-image, regardless of race, age, gender, language, religion, culture or home background
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Always listen to children
- Help children to establish and sustain satisfying relationships within their families, with peers, and with other adults

- Encourage children to develop a sense of autonomy and independence in a way that is appropriate to their age and stage of development and help them to understand how they can influence and participate in decision making
- Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches
- Promote Fundamental British Values and Keep Children Safe from Radicalisation
- Work with parents to build their understanding of and commitment to the welfare of all our children
- Help children to establish an awareness of safety for themselves including road safety
- Ensure that all staff are familiar with and updated regularly about child protection issues and procedures
- Ensure parents are fully aware of child protection policies and procedures when they register with the Nursery and are kept informed of all updates when they occur
- Inform parents and/or carers of the name of their child's key person, and explain their role when a child starts attending the setting. The key person must help to ensure that every child's learning and care is tailored to meet their individual needs. The key person must seek to engage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate.
- Monitor children's attendance patterns to ensure that they are consistent and do not give cause for concern
- Ensure that children are never placed at risk while in the charge of nursery staff
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Ensure that all staff feel confident and supported to share information and seek the help that the child may need including raising concerns about the professional conduct of others
- Ensure staff are trained to understand the safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children, i.e. bullying, discriminatory behaviour and through radicalisation. Safeguarding knowledge and understanding is reinforced and updated at every staff meeting.
- Make any referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Nottinghamshire Safeguarding Children Board (NSCB)
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the NSCB
- Be aware of the increased vulnerability of children with SEND and other vulnerable or isolated children and families
- Seek permission from parents/carers to share information with other agencies to ensure timely referrals for children in need

**The legal framework that underpins this policy is based on:**

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
- Working Together to Safeguard Children 2015
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015

## **Liaison with other bodies**

Staff work with other agencies in the best interest of each child. This may include the Local Authority, Services for Children's Social Care, health professionals or the police.

## **Useful Contact Details:**

- MASH: 0300 500 890 8.30am - 4.30pm Monday to Friday
- MASH Emergency Duty Team: 0300 456 4546
- MASH Emergency Duty Team for Professionals: 0300 500 80 90
- Police Prevent Duty Team: 101 Ext 801 5060 [prevent@nottinghamshire.pnn.police.uk](mailto:prevent@nottinghamshire.pnn.police.uk) re:- radicalisation concerns regarding adults
- Department for Education: [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk) re:-radicalisation concerns regarding children
- Government helpline for extremism concerns: 020 7340 7264
- OFSTED: 0300 123 1231/e mail [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)
- Early Help Unit: 01623 433500
- LADO: 0115 8041272
- We work within the guidelines of our local MASH (multi-agency safeguarding hub) and our Early Help Unit and make regular reference to updates on the MASH website [www.nottinghamshire.gov.uk/MASH](http://www.nottinghamshire.gov.uk/MASH) and that of NSCB <http://www.nottinghamshire.gov.uk/nscb>
- We have a copy of the NSCB's advice regarding suspicions of child abuse and how to direct concerns which we display around the Nursery and issue upon staff inductions
- We have due regard for the need to prevent people from being drawn into terrorism through the Prevent Duty and are trained to report concerns about extremism to the police or Department for Education in a timely way
- We notify Ofsted of any changes in our arrangements, which affect the well-being of children
- Bright Sparks Day Nursery staff are acquainted with the Early Help Assessment Framework (EHAF) and the Pathway to Provision determining the severity of concerns over children. The EHAF is a tool for early intervention concerned with agencies working together, sharing information and getting the right kind of help for children in need. As a Nursery, we understand that the EHAF is a pre-child protection tool that constitutes part of safeguarding practice. Our contact should we feel an EHAF is necessary is the Early Help Unit. Where a referral needs to be made to the MASH or the LADO and an EHAF exists for the child in question, the EHAF would be used to support the referral.
- We make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate

## **Staff**

- The designated person who co-ordinates child protection issues in the setting is Laura Gapski. Laura is also our Designated Safeguarding Co-ordinator and it is to her that any concerns about the well-being of children at Bright Sparks should be reported by both staff and parents. In her absence, or if your concerns relate to Laura's conduct, you should inform one of the Deputy Designated Safeguarding Co-ordinators who are Frankie Wood and Laura Hammond.

Laura Gapski: 01623 652220

email: [nurseryprincipal@aol.com](mailto:nurseryprincipal@aol.com)

Frankie Wood: 01623 652220

email: [oicbsn@aol.com](mailto:oicbsn@aol.com)

Laura Hammond: 01623 652220

e mail: [oicbsn@aol.com](mailto:oicbsn@aol.com)

- We monitor well-being within the setting to ensure that levels of stress are kept to a minimum. For example, with regards to staffing levels and hours of work. We provide adequate and appropriate staffing to meet the needs of children.
- We ensure that to the best of our ability, staff are motivated and satisfied in their jobs through appraising, staff supervisions, observations and day to day monitoring conducted by Frankie Wood and Laura Gapski. Any changes in staff behaviour are noted and addressed in accordance with our Staff Behaviour/Whistleblowing Policy and we encourage open communication with all staff on a daily basis. We provide support, advice and guidance to any staff on an on-going basis and on any specific safeguarding issue as required.
- We ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- The Nursery ensures safe recruitment by adhering to our Recruitment Policy and referring to the guidelines for safe recruitment set out by the Disclosure and Barring Service and NSCB. Applicants for posts within the nursery are clearly informed that the positions are subject to satisfactory checks from the Disclosure and Barring Service (DBS), references of a high standard which are validated and exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks and validate references before posts can be confirmed. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought. Where applicants are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information. Suitability for most posts within the Nursery will be determined by the Management Team. Suitability for Managerial Posts is decided upon by the owners.
- We give staff members/volunteers and students' regular opportunities to declare changes that may affect their suitability to care for the children. This includes updating information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children. Staff members are contractually bound to divulge this information.
- All staff receive regular supervisions and appraisals which provide the opportunity to discuss any issues relating to individual children, colleagues or child protection in general
- We abide by the requirements of the EYFS and Ofsted in respect to obtaining references and DBS checks for staff and volunteers before their post commences, to minimise the chance that a disqualified person or unfit person may be offered a post at the nursery or have access to the children. Adults who have not been screened by the Disclosure and Barring Service will be strictly supervised at all times if they visit the Nursery before commencement of their post.
- Bright Sparks Private Day Nursery does not rely on DBS checks alone to determine a person's suitability. Our rigorous recruitment process, using interviewing, checked references and supervised trial working periods to ensure the suitability of workers, will enhance this process.
- All appointments, both paid and voluntary, will be subject to a probationary period which may be extended until the setting is confident that the applicant can be safely entrusted with children
- Where possible, personal care takes place in areas occupied by other staff members
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal over child protection concerns. We take advice about this from the LADO or the local MASH

## **Training**

All adults involved in the Nursery are trained right from induction to ensure that they are able to recognise the signs and symptoms of possible physical, emotional and sexual abuse, neglect and radicalisation, and the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording any concerns in the nursery and this is updated through regular in house training delivered by the DSCO and the Deputy. The DSCO will update her knowledge of legislation and best practice in Safeguarding, through the MASH website, formal training and networking at least annually. She will update her formal Safeguarding qualification at least every two years.

- When working directly with children, practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. We have a no-smoking policy in and around the Nursery and will not tolerate the smell of smoke on the breath, skin or clothing of a staff member.
- Staff are not permitted to use their personal mobile phones or cameras within the nursery. For safety reasons, they are expected to take the Nursery's designated mobile phone with them when taking the children on nature walks which does not have a viable recording facility.
- Our Safeguarding Children policy is read and understood by all staff upon induction and staff are given the details for LADO, MASH, NSCB and OFSTED in case the need for independent reporting arises.

## **Students and Volunteers**

- The work of volunteers is always supervised
- All students will be subject to enhanced DBS checks before their placement starts
- All nursery staff will be informed about any staff/volunteers/students awaiting enhanced DBS clearance
- Volunteers, including students, do not work unsupervised

Any adults (staff, student or volunteers) awaiting these checks will never:

- Be left unsupervised whilst caring for children
- Take children for toilet visits
- Change nappies
- Be left alone in a room or outside with children
- Administer medication
- Administer first aid
- Take photographs of any children
- Look at a child's learning and development log, unsupervised

However, we still recognise that it is vital that anyone awaiting an enhanced disclosure is made to feel part of the team and participate fully in every other aspect of the nursery day.

## **Responding to suspicions of abuse (advice for staff)**

- Abuse and Neglect are forms of maltreatment of a child. We acknowledge that abuse of children can take different forms – physical (including female genital mutilation), emotional, sexual and neglect (see Doc. 2). Someone may abuse or neglect a child by harming them or failing to act to prevent harm. Children may be abused within a family, in a situation or community setting by those known to them or a stranger. This could be adults or another child/ren

- Parents will normally be the first point of contact; however, allegations of abuse will also be referred as appropriate to the relevant agencies
- Where an allegation of abuse has been directed at a member of staff/volunteer, a specific, comprehensive and confidential enquiry will be conducted. A confidential objective record of events will be made. It will describe objectively and in detail the events, without comment or interpretation. Where possible, the exact words spoken will be recorded in writing. This record will be signed and dated by the person recording.
- Such reports will be kept in a separate file and will not be accessible to people in the nursery other than the DSCO and Deputy.
- All staff have access to a Whistleblowing Policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner.

Staff are able to respond appropriately to:

- Significant changes in children's behaviour;
- Deterioration in their general well-being;
- Unexplained bruising, injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Neglect, failure to thrive and meet developmental milestones
- Unexplained absences
- Fearful or withdrawn behaviour
- Unaddressed illness or injuries
- Any comments children make which give cause for concern
- Observing children acting out inappropriate behaviour
- Any reason to suspect neglect or abuse outside the setting, for example in the home environment or at a child minders
- 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.
- Any signs that children or their family members may be showing signs of extremism e.g. aggression, inappropriate reference to other faiths, beliefs or cultures or reference to fighting for 'the cause'

These concerns may relate to the child's life at home or elsewhere.

The Nursery expects all members of staff to co-operate with the MASH, LADO and OFSTED in any way necessary to ensure the safety of children. Staff must not make any comments in public or private about a parent's or staff members supposed/actual behaviour.

### **Disclosures**

Where a child makes a disclosure to a member of staff, that member of staff:

- Offers reassurance to the child
- Listens to the child
- Gives reassurance that she or he will take action
- The member of staff may gently question without interrogating and does not assure the child that they will keep secrets or make other promises

### **Recording suspicions of abuse and disclosures (see Docs. 3a, 3b and 4)**

Staff should make an objective record (supported by the Nursery Manager or Named Senior Officer) of any observations or disclosures and include:

- The child's name
- The child's address
- The age of the child and their date of birth
- The date and time of the observation or the disclosure
- The exact words spoken by the child
- Exact position and type of injuries/marks seen
- Exact observation of an incident and any witnesses
- The name of the person to whom the concern was reported, with date and time within the setting
- The names of any other person present at the time
- Any further action taken
- Any discussion held with the parents (where deemed appropriate) and whether or not their permission to share information with other agencies has been sought
- To whom/where/when the report to the MASH or Children's Centre was made if relevant

These records are signed and dated by the person reporting this and the DSCO/Deputy and kept in a separate confidential file.

### **Raising Concerns (Advice for Parents) see Doc 5 (enc.)**

- We ensure that all parents know how to raise concerns about staff or volunteer action within the nursery, which may include an allegation of abuse by directing them to this policy
- We follow the guidance of the MASH or LADO when investigating any complaints that a member of staff or volunteer has abused a child
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person
- The LADO supports us through investigations of this nature. Initial concerns should be raised with the DSCO (Laura Gapski). If unavailable, or if the concern relates to Laura, the deputy's (Frankie Wood) advice should be sought. (See previous contacts).
- OFSTED will be informed of any allegations of professional abuse
- Further advice and support may be sought from: The Early Help Unit (see contacts)

### **Immediate Action to be taken by the nursery staff regarding abuse on behalf of a parent/home carer**

- Take any necessary immediate action to protect the child
- Ensure immediate medical attention if necessary
- Discuss your concerns with the DSCO or in their absence the Deputy and if you still have concerns refer to MASH or Early Help Unit where the threshold of concern in accordance with The Pathway to Provision is under Level 4 (see <http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/pathway-to-provision>). The Early Help Unit can initiate an EHAF form (a multi-agency tool for early intervention). Professionals who contact MASH should do so whilst the child in question is still at the setting.
- If you are not satisfied with the action taken by the organisation you have an individual duty to report your concerns to the MASH yourself
- Make a written record (see recording suspicion of abuse and disclosures above)

- Explanations, however puzzling, should be accepted and accusations should not be made
- The recording of full and clear information is essential. It is needed to make an appropriate referral to the MASH and to keep as evidence.
- Obtain a witness whenever possible and ask them to record their observations as above
- Retain your original notes in case they are needed in court and for tracking
- Listen to what the child says. Be comforting, sympathetic. Ensure that the child feels as little responsibility as possible.
- It is particularly important not to make any suggestions to the child regarding how the incident may have happened or ask the child to repeat their information unnecessarily, therefore only question the child sensitively to clarify what they are saying without interrogation
- Do not make assumptions about whom the allegations might concern. If a member of staff may be involved, appropriate steps must be taken to ensure the safety of the child and other children.
- Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the MASH/LADO does not allow this. This will usually be the case where the parent is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents. At this point, permission must be sought to share information with other agencies.
- If you suspect that the child has been harmed by assault or failure to protect the child, you must contact without delay the MASH office on the number above
- If the child is in immediate danger as a result of extremism call the police
- You should inform OFSTED that you have made a child protection referral by contacting OFSTED within a maximum of 48 days of the date of the incident
- In an emergency safeguarding situation, or if a child is in immediate danger as a result of extremism it may be necessary to contact the police
- Staff must be aware that all conversations with MASH will be recorded

### **Reporting professional abuse by a member of staff**

The Local Authority has a designated officer who is responsible for leading on work in relation to allegations about people that work with children. If you require any advice and guidance in relation to this matter, or wish to discuss a concern, you should contact: **Local Authority Designated Officer** (see contacts above).

It is important that staff/volunteers avoid putting themselves in situations that may lead to allegations being made against them. However, if an allegation is made against a member of staff or volunteer, we will follow the HM Government guidance in ‘Working Together to Safeguard Children’.

The allegation should be reported to Laura Gapski. If she is the subject of the allegation then this should be reported to Frankie Wood. The person may have:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved in a way which indicates they may not be suitable to work with children
- Concerns may relate to a person’s work or volunteering role and may relate to behaviour inside or out of the setting



## **Procedure**

- LADO will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals (LADO, OFSTED, MASH) to determine how this will be handled
- The Nursery will follow all instructions from the LADO, OFSTED, MASH and asks all staff members to do the same and co-operate where required
- If the allegation could possibly interfere with the normal working of the nursery, the member of staff or volunteer may be deployed in another area, after due consultation with all parties and professionals, including the LADO
- Support will be provided to all those involved in an allegation during investigation in line with LADO's support and advice
- The Nursery reserves the right to suspend any member of staff on full pay during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a secure file
- Unfounded allegations will result in all rights being re-instated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated.
- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoid any unnecessary re-investigation.
- The Nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry. This applies to any allegation of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere).
- Counselling will be available for any member of the Nursery who is affected by an allegation, their colleagues in the nursery and the parents
- If an allegation is substantiated, then the Nursery will review its policies and procedures in full

## **Extremism – the Prevent Duty**

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police. This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care. Bright Sparks Private Day Nursery is not located in a Local Authority priority area with respect to extremism.

## **Procedure**

- If the child is not in immediate danger call 101 (the non-emergency police phone number)
- If the child is in immediate danger call 999
- You can also call the Department for Education dedicated telephone helpline (020 7340 7264) and ask for advice
- Or you can email [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk) and seek further advice

## **Visitors and Collection**

- We have procedures for recording the details of visitors and contractors to the nursery by means of two signing in books which are kept in the reception area and at the kitchen entrance. These books are periodically checked to ensure correct usage.
- Visitors are asked to wear a visitor's badge in order that they easily identifiable and are supervised at all times especially whilst in the areas used by the children
- Wherever feasibly possible, a senior member of the management team will be responsible for answering the door. Expected visitors will have been announced. They must sign in and provide details about their identity. The visitor is accompanied whilst waiting in reception for the Officer-In-Charge or the Nursery Principal.
- If an unexpected visitor arrives, they are asked to share the purpose of their visit and to remain outside for the Officer-In-Charge or Principal. If the setting is expecting an inspector from OFSTED and the visitor can confirm their identity by means of a pass card, they will be asked to wait in Reception accompanied by a member of staff.
- Children are only released to those with parental responsibility or adults who have been named by the persons with parental responsibility and that are known to the nursery for collecting that particular child that day. If a person who is known to us but has not been assigned the responsibility for collection by those with parental responsibility for the day in question, parental consent will be sought before release and security questions may be asked.
- No adult will be left alone with children for long periods of time. Any adult who needs to take a child aside – for example, for time out due to a child displaying challenging behaviour will stay in the setting and utilise available space for a time out period.
- We encourage the involvement of parents and wider family wherever possible

## **Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who must know. Any information is shared under guidance of the MASH or LADO.

## **Support to families**

The Nursery is committed to its Partnership with Parents/Carers and will take every step in its power to build up trusting and supportive relationships between families and staff /volunteers in the group.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interests of the child.

Confidential records kept about a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the MASH/LADO.

## **Staff Deployment**

The layout of the rooms allows for constant supervision. We adhere to the staffing requirements of the Early Years Foundation Stage and the recommended staff ratios of:-

- 1:3 for children under two
- 1:4 for the under three

- 1:8 for the over three

We use observations to determine the well-being of the children who attend and know children in their unique capacity through close liaisons with them and their parents. We ensure effective daily communication with parents at drop off and collection times and have an open-door policy inviting them to share and raise concerns if necessary. The DSCO and Deputy always work in addition to staff ratios and are available to cover any temporary staff absence (e.g. paperwork and display tasks) or longer full days whereby a member of staff may be absent through illness. Where children need 1:1 support, help is sought from other agencies and Inclusion Support (Tel: 0115 9816875 or Email [inclusion@psla-notts.org.uk](mailto:inclusion@psla-notts.org.uk))

### **Curriculum - Developing Resilience in Children and Promoting British Values**

- We introduce key elements of safeguarding and developing resilience into our curriculum, so that children can develop understanding of why and how to keep safe. Resilience is constantly being developed and encouraged in our children as they strengthen emotionally and physically. Older children are subtly made aware of ‘stranger danger’ through stories such as Goldilocks and the Three Bears and Little Red Riding Hood in everyday life and on-line. We help children to understand the difference between surprises and secrets and encourage open communication without the need for secrets.
- Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names of their own for feelings and acceptable ways to express them
- We encourage children to know who to turn to if someone has hurt or upset them including a member of their family or a friend.
- We create within the Nursery a culture of value and respect for the individual
- We promote Fundamental British Values with our children which includes an understanding of:-
  - Democracy – making decisions together – our focus is self-confidence and self-awareness
  - Rule of Law – our focus is understanding and adhering to Nursery Promises
  - Individual Liberty – freedom for all – we celebrate diversity and different cultures
  - Mutual respect and tolerance: treat others as you want to be treated – we promote turn taking, respect for others and our equipment, kindness and sharing
- We ensure that this is carried out in a way that is appropriate for the age and stage of our children and in a sensitive supportive environment

### **Recording of accidents and incidents**

Staff should include the following information in the accident or incident books to ensure clarity with respect to injuries:

- Description and location of injury and size. Use of body maps is encouraged and useful especially for non-English speaking families
- Date and time of injury, child’s full name and date of birth
- Explanations from parents/carers/child where relevant about how the injury happened
- A description of any treatment necessary
- Any further action taken e.g. who/when/where if supporting authorities are contacted

We regularly review our record keeping systems in order to ascertain their effectiveness. The Officer-In-Charge checks the accident, incident and any home incident forms for any patterns in injuries every three months as part of our Risk Assessment and Safeguarding procedure. She will sign and date the book to acknowledge that

she has done so. Any concerns about patterns of injuries are shared sensitively with parents or staff unit members. Accidents are subject to risk assessment if deemed necessary by the witnessing staff member.

### **Disqualified Persons**

In the event of the disqualification of a registered provider, a person living in the same household as the registered provider, or a person employed in that household, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision. If Laura Gapski becomes aware of relevant information which may lead to disqualification of an employee, she will take appropriate action to ensure the safety of children. In the event of disqualification of a person employed in the Nursery, their employment will be terminated. Staff must make the Registered Person aware if they are residing with any persons who are barred from working with children.

We will provide Ofsted with 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 grounds for disqualification arose
- The body or court which made the order, determination or conviction, and the sentence (if any) imposed
- 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 us becoming aware of the information.

**See also policies for Whistleblowing, Intimate Care, Safe Recruitment, Mobile Phone and Social Network Use, Photography, Staff Behaviour**