



2-4 Brook Street  
Luton, Bedfordshire  
Tel: 01582 730510  
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## **Safeguarding Policy**

### **Definition of safeguarding**

At Training Depot Day Nursery we are fully committed to 'Working together to safeguard children' by:

- protecting children from maltreatment
- preventing impairment of children's health and/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.

We are aware that Safeguarding action may be needed to protect children and adults from:

- neglect
- physical abuse
- sexual abuse
- emotional abuse
- bullying, including online bullying and prejudice-based bullying
- racist, disability and homophobic or transphobic abuse
- gender-based violence
- radicalisation and/or extremist behaviour
- Child sexual exploitation and trafficking (Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology)
- the impact of new technologies on sexual behaviour, for example sexting
- substance misuse
- issues that are specific to Luton, for example gang activity and youth violence
- domestic violence

Policy reviewed 10-08-17 by Sandhya Godhania



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- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children
- Cuckooing (A type of crime which involves a drug dealer befriending a vulnerable individual who lives on their own. Like a cuckoo, the dealer moves in, takes over the property, and turns it into a drugs' den).
- Peer on Peer abuse

We understand that Safeguarding is not just about protecting children and adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

1. Children's and adults' health and safety and well-being
  2. The use of reasonable force
  3. Meeting the needs of children and adults with medical conditions
  4. Providing first aid
  5. Educational visits
  6. Intimate care and emotional well-being
  7. Online safety and associated issues
- The Nursery follows the guidance in the revised EYFS 2017. The Nursery is a member of Luton Safeguarding Children Board and follows the guidelines and protocols given by the Luton Safeguarding Children's Board, (LSCB). All staff follow the procedures and guidance given in the 'Working Together 2015 guidance', 'Keeping Safe In Education July 2015' and 'What to do if you're worried a child is being abused' documents. Prevent Duty Guidance 2015.

### **Policies in place to support safeguarding**

Safeguarding Policy, Collection of Children Policy, Whistle Blowing Policy, Data Protection, Confidentiality & Information Sharing, Staff Recruitment Policy, Complaints and Allegations against staff, Uncollected children, Drug & Alcohol Policy for parents and staff, Cyber Safety Policy, Attendance Policy, Accident Policy, Behaviour Management Policy, Emergency Contingency Plan, Employee Agreement and Acceptable Use Internet Policy, Equal Opportunities Policy, E Safety Policy, First Aider, Health and Safety Policy, Internet Acceptable Use Policy, Lone Worker Policy,

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Lost Child Policy, Mobile Phone Policy, Nappy Changing / Toileting Policy, Outings Procedure Policy, Risk Assessment Policy, Safeguarding Supervision Policy, Staff Recruitment Policy, Student Confidentiality Policy and Student and Volunteer Code of Conduct Policy.

## **Safeguarding officers**

1<sup>st</sup> Safeguarding officer and Supervisor: Miss Grace Reavell

2<sup>nd</sup> Safeguarding officer and supervisor: Miss Salma Bibi

3<sup>rd</sup> Safeguarding officer and supervisor: Miss Shanique Gonsalves

4<sup>th</sup> Safeguarding officer and supervisor: Miss Nafisa Aziz

5<sup>th</sup> Safeguarding officer and supervisor: Miss Nargis Aziz

## **Prevent Leaders**

Mr David Reavell

## **Safe environment**

We aim to provide a safe and secure environment for all children where their individual needs are met and where children feel safe and protected. This enables everyone in the Nursery to understand, respond to and calculate risk effectively, for example risks associated with child sexual exploitation, domestic violence, female genital mutilation, forced marriage, substance misuse, gang activity, radicalisation and extremism. As well as being aware of the support available to them.

Daily risk assessments and trip risk assessments are carried out. Children are encouraged to assess risk by Nursery Staff throughout the day. Under close supervision children are confident to take reasonable age-appropriate risks as part of their growth and development

The setting's premises provide a safe learning environment with secure access. The side gate is locked. The front door is only opened by staff who ask all visitors for identification. Visitors then must sign in and wear a yellow badge to demonstrate who they are. Visitors are accompanied on the premises. Staff know that they can challenge anyone on the premises who is unknown to them and are not wearing a yellow badge.

Positive behaviour is consistently promoted. Staff use effective de-escalation techniques and creative alternative strategies that are specific to the individual needs of children, by reminding children of the nursery rules. Reasonable force, including restraint, is only used in strict accordance with the legislative framework to Policy reviewed 10-08-17 by Sandhya Godhania



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protect the child, learner and those around them. All incidents are reviewed, recorded and monitored and the views of the child or learner are sought and understood. Miss Sandhya our Behaviour Officer, monitors that behaviour management is effective. We have in place a behaviour book to ensure any patterns of behaviour can be tracked and addressed.

We also have 3 Room Leaders and a Deputy Manager who support our team of practitioners and have a clear understanding of the where they are concerned about the safety of a child or learner.

We have in place a key worker system which helps children to build strong attachments and relationship based on trust. Children demonstrate their emotional security through the attachments they form with key workers. This is achieved through pre-starts which are agreed depending on the needs of the child and their families. A baseline is completed with the parent to ensure a sound understanding of the child's needs. Having a strong attachment allows practitioners to notice triggers for behaviour. Children can identify a trusted member of staff with whom they can communicate about any concerns. Children feel listened to and know their concerns are taken seriously. SG is discussed each week to ensure an effective response is achieved and reflected upon to assess the impact, taking into account the views and experiences of the child, through our weekly meetings.

A close relationship with our local children's centre also plays a major part in safeguarding our families, by accessing Stronger Families, Freedom program, Foodbank, translators, Women's aid, Multi Agency Safeguarding Hub (MASH) and the Early Help Assessment team. Having a strong multiagency approach helps us to deliver sound support to the families.

Staff are aware of how to prevent peer on peer abuse e.g. ensuring all areas of the nursery are supervised and children are monitored when using the bathroom.

Transition meetings are held for any child in need, to ensure all information is shared openly and actions are put into place to support the child and their family.

### **PSED development**

Children are encouraged to share any concerns and worries with our highly trained practitioners. This is achieved through carpet time, group activities, where feelings, worries and emotions are discussed using persona dolls along with signing for talkers.

British values are a part of our ethos, and promoted through the EYFS curriculum.

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## **Attendance**

Children's attendance is monitored (see Attendance policy), and parents are contacted to offer support to improve the child's attendance. Registers are taken daily and reviewed by the manager to ensure early intervention. The requirements of the 'Statutory framework for the Early Years Foundation Stage' is followed when children go missing while in the care of the provider (See lost child policy). If and when a child leaves the setting, the local authority is informed.

### Home Accidents:-

All home accidents are logged onto our Safeguarding forms and parents will be asked to sign it. Any unexplained injuries which cause concerns will be discussed with the MASH team to seek advice. Any burns will be reported to MASH straight away and advice will be sort and advice will be followed.

## **Safeguarding training**

Miss Grace Dallas and Miss Salma Bibi regularly attend the Designated Safeguarding Officer training.

Staff receive appropriate training on safeguarding that is updated regularly, through in-house as well as the local authority. We have in place a training schedule to ensure all staff are provided with Level 1 Safeguarding, Whistleblowing and Wrap training. Miss Sandhya, who is trained in Adult Learning, delivers Safeguarding training through our policy training, to ensure the staff have a sound understanding of our procedures, this is reviewed yearly.

Staff receive 2 monthly supervision meeting with Miss Sandhya to discuss any safeguarding concerns. Staff who are working directly with SG / EHA cases will also receive supervision more frequently if needed (See our supervision policy).

Staff are also supported by random inspections where Miss Grace will question staff on the signs of abuse. SG is also discussed at our weekly and monthly meetings to ensure actions and progress is discussed.

Our induction process ensures that staff have a mentor in place to support them through the transition to becoming a confident practitioner to safeguard children. All other volunteers have a student mentor in place along with an induction process in which policies are discussed with them and the safeguarding procedure is highlighted. Staff are supported to have a good awareness of the signs that a child or learner is being neglected or abused, as described in 'What to do if you're worried a child is being abused'

## **Safer recruitment**

Policy reviewed 10-08-17 by Sandhya Godhania



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We follow our recruitment policy for Staff and volunteers carefully vetting according to statutory requirements. Mentors are in place to support any new staff or volunteers. New recruits are supervised at all time until a clear DBS is received (see our recruitment policy). Volunteers are only allowed to change a nappy for qualification purposes under the supervision of QUALIFIED STAFF. There is an induction in place to ensure sound knowledge of Safeguarding, Equal Opportunities, and Health Safety policies and procedures. All student or volunteers starting in September are given in-house training in Safeguarding.

All new recruits have in-house safeguarding training and then are booked onto the LA SG level 1 course. SG is also on the agenda of our weekly leaders and room meetings as well as the room leader's meetings, which take place every month. Staff code of conduct is updated yearly and shared with our team of practitioners, clearly stating behaviour that is not acceptable. All staff, students and volunteers sign the Confidentiality Agreement and Code of Conduct and this is kept in their personal record and Internal Discloser form.

### **Internet and technologies**

Staff are not allowed the use of their own personal mobile phones in the Nursery Rooms or when they are working with the children. Staff are not permitted to take any photographs of the Nursery children on their mobile phones at any time. A random tabard check is undertaken by Miss Grace every month to ensure staff are complying with the mobile phone policy. Staff understand that Mobile phones can be used only in the staff room.

Photographs are taken of the children on a regular basis. These photographs are used in the children's own personal records to provide evidence of progress made in areas of learning. All parents sign an agreement that consent has been given to use their child's photographs for advertising purposes.

### **Allegation against staff**

If an allegation is made against a member of staff, then Miss Grace Dallas and Miss Sandhya Godhania are notified. All procedures in relation to complaints and the right to appeal etc. are in the Allegations against Staff Policy.

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- If the Nursery receives an allegation or concern raised relating to a member of staff, volunteer or student, then LADO, (Local Authority Designated Officer) will be contacted during working hours and given all the details of the allegation. LADO procedures will be followed.
- Ofsted will be informed if an allegation is raised regarding a member of staff, volunteer or student. The Police will also be contacted and informed with details of the allegation.

The Whistleblowing Policy, is on our website and is highlighted through our Parents Newsletter, to help carers understand the written procedures for managing allegations of harm to a child. They know how to make a complaint and understand policies on whistleblowing and how to manage other concerns about the practice of adults in respect of the safety and protection of children.

## **Procedures**

The A – Z folder has a written plan in place that has clear and agreed procedures to protect a child. For children who are the subject of a 'child in need' plan or 'child protection' plan or who are looked after, the plan identifies the help that the child should receive and the action to be taken if a professional working with the child has further concerns or information to report.

Our A-Z SG folder is also reflected every other month to ensure all actions are followed through and all cases are discussed by Miss Grace. This information is then fed back through our meetings. Indicators that may suggest that a child, young person or vulnerable adult is suffering or is at risk of suffering abuse, neglect or harm. These are discussed with leaders to ensure that any uncertainties are addressed and actions are put onto place to support or protect the child, young person or vulnerable adult. The setting identifies children or learners who may be at risk, through close observations.

If any concerns are raised then the Luton Safeguarding Policy and Procedures will be followed and a referral will be made. We would follow the 'What to do if you're worried a child is being abused' flow chart for referral. And the Threshold framework.

Training Depot Day Nursery works closely with parents. In most incidents a concern raised will be discussed with the parents, informing them of the decision to refer

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their child to the MASH and the reasons why. The only reason a concern raised is not discussed with the parents is if it would put the child at further risk of harm, if it would prejudice the detection, the prevention or prosecution of a serious crime which causes or is likely to cause significant harm to a child or serious harm to an adult. After a referral has taken place, the Nursery will follow the new guidelines of the A-Z Case Recording Protocol to record all information regarding the case and any meetings that may take place.

### **Flow chart of Safeguarding Procedures**

1. Safeguarding Concern raised.
2. Share with Safeguarding officer on duty immediately
3. Safeguarding officer to decide on next steps.
4. Document on LBC safeguarding form.
5. Safeguarding officer to follow LBC AZ protocol.
6. Safeguarding Officer to give feedback to the practitioner that raised the concern and with their supervisor.
7. Case to be discussed at Room meetings and Room leaders meeting.
8. Supervision Meetings are offered to all practitioners dealing with upsetting cases of safeguarding.



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## **Contact details**

The Multi Agency Safeguarding Hub (MASH)	01582 547653
Local Authority Designated Officer (LADO) Referral of allegations made against staff/volunteers (See overleaf for more information)	01582 548069
Emergency Duty Team For calls made between 5.15pm and 9am weekdays or during weekend periods For professionals only - For members of the public -	01525 405109  0300 3008123
EHA Team	01582 548231
Ofsted National Business Unit	0300 123 1231
The Police (Luton) The Police (Emergency)	01582 401212 999
Early Years MARAC Rep (Kathy Sears)	01582 548984
Childcare Advice and	01582 548995/ Support Team 548997