



Child Protection (Safeguarding Policy):

Our nursery wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life. Life Daycare recognises that safeguarding means protecting children from maltreatment, preventing impairment to a child's health or development and ensuring children are growing up in circumstances consistent with the provision of safe and effective care modelled through nursery practices. Child protection is a part of safeguarding and welfare promotion but is an activity undertaken to protect specific children who are suffering or likely to suffer harm.

Life Daycare recognises its moral and statutory responsibility to safeguard and promote the welfare of all children. It endeavours to provide a safe and welcoming environment where children are respected and valued. The nursery is committed to providing an environment which ensures children are safe from potential abuse and will respond to any suspicion of abuse in a way that protects the child's rights and reinforces the adult's responsibilities to the children.

Children learn best when they feel healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them. Here at Life Daycare we take all necessary steps to keep all children in our care safe and well. We make sure that all practitioners who have contact with the children in our care promote good health, manage behaviour, maintain records accurately and abide by all of our policies and procedures.

Safeguarding is a much wider subject than the elements covered within this single policy therefore this policy should be used in conjunction with the nurseries other policies and procedures contained within the document. Safeguarding and promoting the welfare of children is defined in 'Working Together to Safeguard Children 2018' 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.

Life Daycare will always be on alert to any issues that may be of concern in a child's life at home or elsewhere. We have policies and procedures that we implement to safeguard all children in our care. These are in line with the guidance and procedures of Bradford's Safeguarding Children Board. We have regard to the government's statutory guidance 'Working Together to Safeguard Children 2018'. If we have any concerns about children's safety or welfare, we will notify agencies that have statutory responsibilities without delay. These include: Bradford Safeguarding Children Board, children's social care services and in emergencies the police. We will inform Ofsted of any allegations of serious harm or abuse by any person working or looking after children at the nursery. We will also inform Ofsted of the action taken in respect of the allegations; these notifications will be made as soon as reasonably practicable but at the latest within 14 days of the allegations being made.

Important Contact Details

- Local authority children's social care team 01274 437500
- Local authority Designated Officer (LADO) Frank Hand 01274 437915
- Bradford Safeguarding Children Board (BSCB) 01274 434361
- Ofsted Telephone: 0300 123 1231

Aims

- To ensure that the welfare of children is given paramount consideration when developing and delivering all activities.
- To ensure that all children regardless of age, gender, disability, culture, race, language or religion have equal rights to protection.
- To encourage the children in our care to develop a positive self-image and a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them.
- To work with children, staff, parents/carers and the community to ensure the safety of children and to create a safe environment for all.
- To ensure staff are trained to understand safeguarding and child protection training 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 through bullying or discriminatory behaviour. Staff will be provided with a copy of this policy and will be given refresher training on this annually.

- To provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need.
- To make any referrals in a timely way sharing relevant information as necessary in line with procedures set out by the Local Safeguarding Arrangements Team.
- To 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.
- To ensure parents are fully aware and have access to a copy of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur.
- To regularly review policies especially where an incident or new legislation/guidance suggests the need for a review to be undertaken.

Good Practice Guidelines

- To meet and maintain our responsibilities towards children the setting's staff agree to adhere to the following standards of good practice:
- Treat all children with respect;
- Set a good example by conducting ourselves appropriately and being a positive role model;
- Involve children in decision-making which affects them and equips children with the skills they need to keep themselves safe (taking age and development of children into account);
- Encourage positive and safe behaviour among children;
- Always listen to children;
- Be alert to changes in a child's behaviour;
- Recognise that challenging behaviour may be an indicator of abuse;
- Ask the child's permission before doing anything for them which is of a physical nature such as assisting with dressing or administering first aid (where age appropriate);
- Maintain appropriate standards of conversation and interaction with and between children and do not use sexualised or derogatory language;
- Be aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of neglect and or abuse;
- Raise awareness of child protection issues in a timely manner.

Designated Safeguarding Coordinator

We have 2 named people within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues known as the Designated Safeguarding Coordinator (DSCO). The Designated Safeguarding Coordinators (DSCO) at the nursery are Erin Gardner and Sarah Unwin.

The nursery DSCOs liaise with the Local Safeguarding Arrangements Team and the local authority children's social care team; undertake child protection

training every 2 years and ensure their skills and knowledge are up to date at least annually, which shows them how to identify, understand and respond appropriately to signs of possible abuse and neglect; and receive regular updates to developments within this field. They also:

- Provide advice, support and guidance to other staff on an ongoing basis and on any specific safeguarding issue. They must be available for staff to discuss concerns at all times during operating hours or an appropriately trained deputy Safeguarding Co-ordinator available instead;
- Share information about child protection and good practice with parent/carers, staff and volunteers;
- Keep written records of all concerns when noted and reported by staff or when disclosed by a child ensuring that such records are stored securely and reported onward in accordance with this policy guidance but kept separately from the child's general file;
- Refer cases of suspected neglect and/or abuse to children's social care, the Local Safeguarding Arrangements Team or police in accordance with this guidance and local procedure.

Types of Abuse

To ensure that our children are protected from harm we need to understand what types of behaviour constitute abuse and neglect. We will ensure all staff understand their responsibilities in being alert to indicators of abuse and their responsibility for referring any concerns to the designated person responsible for child protection.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

1. Physical abuse

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child including deliberate poisoning where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader.

Female Genital Mutilation - This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. Symptoms may include bleeding, painful areas, and acute urinary retention, urinary infection, wound infection, septicaemia, and incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as physiological concerns. If you have concerns about a child in this area you should contact children's social care

team in the same way as other types of physical abuse. If you suspect a child is at risk of FGM then the police should be contacted immediately.

Fabricated/induced illness is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

2. Emotional abuse

Action should be taken under this heading if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

3. Sexual abuse

Action needs to be taken under this heading if the staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge, and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

Child sexual exploitation (CSE)

Working Together to Safeguard Children 2018 defines CSE as "...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."

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns, we will follow the same procedures as for other concerns and we will record and refer as appropriate.

4. Neglect

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. Action should be taken under this heading if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment when required on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

5. Peer Abuse

Practitioners should be alert for signs of children being abused (physically, emotionally or sexually) by other children. This may not necessarily be from a child attending the nursery, it may be by an older sibling for example. Where peer to peer abuse occurs it can also be an indication of abuse that the perpetrator has experienced previously and practitioners should be wary of this.

Should any behaviour occur between children at nursery that may indicate peer abuse, the behaviour management procedures and anti-bullying procedures should be followed initially. Where it is felt that there are greater concerns of a more serious nature the matter should be referred to the DSCO and the normal child protection (safeguarding) procedures followed. This may be the case for both the 'victim' and the 'perpetrator' as the perpetrator may well also be a victim of abuse.

Indicators of abuse and what you might see

Life Daycare trains all staff to understand their safeguarding policies and procedures, and make sure that all our staff has up to date knowledge of safeguarding issues. Training that we provide to our staff enables them to identify signs of possible abuse and neglect at the earliest opportunity, and how to respond in a timely and appropriate way. They are aware that it is their responsibility to report concerns. It is **not** an employees responsibility to **investigate or decide** whether a child has been abused. Signs may include:

- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who don't want to change clothes in front of others or participate in physical activities;
- Children who are having problems at nursery, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- Children who are reluctant to go home after nursery;
- Children with poor attendance and punctuality, or who are consistently late being picked up;
- Parents who are dismissive and non-responsive to practitioners' concerns;
- Parents who collect their children from school when drunk, or under the influence of drugs;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They will be viewed as part of a jigsaw, and each small piece of information will help the Designated Safeguarding Coordinator to decide how to proceed. It is very important that concerns are reported – 'absolute proof' that the child is at risk is not needed at this stage.

Children who may be particularly vulnerable

To ensure that all of children receive equal protection, we will give special consideration and attention to children who are:

- Disabled or have special educational needs (they may have difficulty in communicating what is happening, may have an impaired capacity to resist or avoid abuse, or may not understand what is unacceptable);
- Living in a known domestic abuse situation;
- Affected by known parental substance misuse;
- Asylum seekers;
- Living in temporary accommodation;
- Living transient lifestyles;
- Living in chaotic, neglectful and unsupportive home situations;
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality;
- Do not have English as a first language.

Support for those involved in a child protection issue

- Child neglect and abuse is devastating for the child and can also result in distress and anxiety for staff who become involved.
- We will support the children and their families and staff by:
- Taking all suspicions and disclosures seriously;
- Responding sympathetically to any request from a member of staff for time out to deal with distress or anxiety;
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies;
- Storing records securely;
- Offering details of helplines, counselling or other avenues of external support;
- Following the procedures laid down in our whistle blowing, complaints and disciplinary procedures;
- Cooperating fully with relevant statutory agencies.

Procedure to follow

If a member of staff notices something which indicates that a child may be suffering from abuse or neglect, they should report this to the Designated Safeguarding Coordinator. If they feel that a child is in immediate danger or is at risk of harm, they should refer to children's social care and/or the police. They should then complete a Cause for Concern Form, supported by the nursery manager or Designated Safeguarding Coordinator (DSCO). This record should include:

- Child's name;
- Child's address;
- Age of the child and date of birth;
- Date and time of the observation or the disclosure;
- Exact words spoken by the child. (If a child starts to talk to an adult about potential abuse it is important not to promise the child complete

confidentiality as this promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth);

- Exact position and type of any injuries or marks seen;
- Exact observation of any incident including any other witnesses;
- Name of the person to whom any concern was reported, with date and time;
- The names of any other person present at the time;
- Any discussion held with the parent(s) (where deemed appropriate);
- Any other action taken.

These records should be signed by the person reporting this and the Manager / Designated Safeguarding Coordinator, dated and kept in a separate confidential file.

It is important that confidentiality is maintained and that information is only shared with those that 'need to know'. Staff must not make any comments either publicly or in private about a parent's or staff's supposed or actual behaviour. The member of staff should only discuss this with the Designated Safeguarding Co-ordinator and/or nursery manager. From this point the information will continue to only be shared on a 'need to know' basis. This may include the Local Safeguarding Arrangements Team, Local Authority Children's Social Care Team, the police and the parents, if this is deemed appropriate.

Where the concern is about suspected harm or risk of harm to a child, the referral should be made to the local authority for the area where the child lives. Where the concern is an allegation about a member of staff in a setting, or another type of safeguarding issue affecting children and young people in a setting, the matter should be referred to the local authority in which the setting is located.

The Designated Safeguarding Person will follow the referral procedures set out by the Local Safeguarding Arrangements Team if it is believed that a child is suffering or is at risk of suffering significant harm. When seeking advice the Safeguarding Officer will note the name of the individual they speak to, record exactly what advice is given and the date and time.

The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

Liasing with parents/carers

We will involve parents and carers wherever possible and ensure they have an understanding of the responsibilities placed on the setting for safeguarding children by setting out its statutory duty in the nursery policy and procedures, prospectus and notice board.

Parents must notify the nursery regarding any concerns they may have about their child and any accidents, incidents or injuries affecting the child which will be recorded.

Where a safeguarding issue arises 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 Local Safeguarding Arrangements Team/local authority children's social care team/police do not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents. 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 on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate in line with guidance of the Local Safeguarding Arrangements Team with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

Allegations against Employees, students or volunteers of the nursery or any other person working on the nursery premises

The EYFS statutory framework states:

“Registered providers must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Registered providers must also notify Ofsted of the action taken in respect of the allegations.

These notifications must be made as soon as is reasonably practicable but at the latest within 14 days of the allegations being made. A registered provider who without reasonable excuse fails to comply with this requirement commits an offence.”

When to refer:

- When an employee has harmed a child through their actions or inactions (relevant conduct) or
- If the employee has received a caution, conviction or police warning for criminal offence against or related to a child
- Represent a risk of harm to a child (satisfied the harm test)

Harm Test

The harm test is when someone has not actually harmed but poses a risk of harm or they **may**;

- Harm a child
- Cause a child to be harmed
- Put a child at risk of harm
- Attempt to harm or a child
- Incite another to harm a child

If a concern is raised or an allegation made it must be reported immediately to the Designated Safeguarding Co-ordinator and the nursery manager. Staff

are reminded that this is to be kept confidential and only shared with those who need to know. Staff must not make any comments either publicly or in private about a parent's or staff's supposed or actual behaviour.

The nursery manager or the most senior member of staff available will determine whether it is necessary for the person whom the allegation is against needs to be suspended and removed from the premises while the matter is investigated. The nursery will support and treat with respect the member of staff who is suspended. Suspension is not an indication of guilt. No disciplinary action will be taken until the outcome of the investigation is concluded.

The DSCO/manager will promptly contact Ofsted, Local Authority Designated Officer (LADO) (within 24 hours) and the Local Safeguarding Arrangements Team (for the area where the setting is situated) providing details of the allegation, any further information and any action taken at that point. They will also record the name of the person and the advice obtained.

The parents/carers of the child/children concerned will be informed initially and informed as to the outcome of any investigation.

The external agencies (LADO, Ofsted, Local Safeguarding Arrangements Team) will investigate and the nursery will co-operate and provide assistance where necessary. The nursery will carry out thorough investigations which will be well documented and stored securely maintaining confidentiality.

The nursery will cooperate fully with the process of any Local Children's Social Care and/or Police investigations. However if the Police, Social Services or Local Authority indicate that they do not feel that there is any need to investigate further but the setting feels there is a strong case against the individual based on witness statements or CCTV evidence we will thank the authorities for their advice and continue with our in-house investigation. If the allegations are unfounded the individual will be reinstated into the nursery setting.

If the concerns or allegations against the individual are found to be true on the balance of probabilities disciplinary action will be taken against that individual which may result in dismissal. If the individual is dismissed the Designated Safeguarding Co-ordinator will complete a Disclosure and Barring Referral form; a copy may be found in the appendix.

Once referred the individual will be subject to the DBS 5 Stage barring process; details may be found in the appendix.

Whistle Blowing

Please refer to our "Whistle Blowing Policy" and consider it within the context of the safeguarding children policy.

Safeguarding covers broader issues than those covered in this policy. The policies contained throughout this document should be read in line with safeguarding and promoting the welfare of the children of the nursery. Specifically regard should be had in relation to the mobile phone and camera policy, intimate care and nappy changing policy, preventing extremism and radicalisation policy.

Social Contact Outside of the Workplace Policy:

Here at Life Daycare, we understand that staff may have genuine friendships with parents of pupils outside of the workplace and could be involved in social contact with them independent from a professional relationship. However, it is important that staff are aware that professionals who seek to sexually harm or 'groom' a child may aim to create contact outside of the setting with the child or with the parents of the child in order to create opportunities. Grooming can also be associated with purposes such as exploitation of a sexual nature but also for radicalisation. Staff must recognise that social contact outside of the workplace with children or their parents can be perceived as harmful and may bring the setting into disrepute. In the interest of complete openness, the following steps should be used by staff to minimise any perception of intending harmful behaviour:

Inform senior management of a relationship with a parent which extends beyond a standard professional relationship;

- Always approve social contact outside of the workplace with senior management;
- Advise senior management of regular social contact outside of the workplace;
- Agree with senior management prior to sending personal communication outside of the workplace; and
- Advise senior management if you are concerned that a child may be becoming infatuated with you.

If a child or parent tries to establish contact further than that of a professional nature, or if this happens coincidentally, staff should exercise their own professional judgement cautiously. This can apply to contact made through external interests or even through the staff member's own family. As part of their role, some staff may be required to support a parent/carer. If that person comes to depend upon the staff member or asks for further help outside of the workplace, senior management should be informed of this and where necessary, referrals made to the appropriate support agency.

Preventing Extremism and Radicalisation Policy:

Introduction

This Preventing Extremism and Radicalisation Policy is just one element of our overall arrangements to Safeguard and Promote the Welfare of all children in line with our statutory duties.

From July 1st 2015 all schools registered early years childcare providers and registered later years childcare providers are subject to duty under section 26 of the Counter- Terrorism and Security Act 2015, in the exercise of their functions, to have 'due regard to the need to prevent people from being drawn into terrorism'.

Our Promises:

Here at Life Daycare we take safeguarding very seriously therefore to ensure that we adhere to the Prevent Duty we will:

- Provide appropriate training for staff. Part of this training will enable staff to identify children who may be at risk of radicalisation.
- Build the children's resilience to radicalisation by promoting Fundamental British Values and by enabling them to challenge extremist views.
- Assess the risk by doing a formal risk assessment of children being drawn into terrorism including support for extremist ideas that are part of terrorist ideology.
- Ensure that all our staff fully understand the risks so that they can respond in an appropriate and proportionate way.
- Manage our other safeguarding risks by making sure all our staff are alert to changes in children's behaviour which could indicate that they may be in need of help or protection. The key person approach we use means that we already know our key children well which makes it easier to notice any changes in behaviour, demeanour or personality quickly. Also by keeping in mind that children at risk of radicalisation may display different signs or seek to hide their views.
- Not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. The key person approach means that we already have a rapport with our families so we will notice any changes in their behaviour, demeanour and personality.
- Work in partnership with our Local Safeguarding Arrangements Team for guidance and support.
- Build up an effective engagement with parents/carers and families.
- Assist and advise families who raise concerns with us to get them the right support mechanisms.
- Ensure that our designed safeguarding officers will undertake prevent awareness training so that they can offer advice and support to other staff members.
- Ensure resources in the nursery are age appropriate for the children in our care and that the staff have the confidence and knowledge to use the resources effectively.

Staff Responsibilities

All of our staff members must be able to identify children who may be vulnerable to radicalisation. There is no single way of identifying an individual

who is likely to be susceptible to a terrorist ideology but staff should be alert to changes in children's behaviour including even very young children which could indicate they may be in need of help or protection.

These behaviours may be evident during circle time, role-play activities and quiet times. The best time for children to make disclosures is a time when they are closest to their key person.

Any people from any walk of life can be drawn into radicalisation it is not necessarily connected to their religion or ethnicity. Terrorism is not promoted by any religion or ethnicity.

Staff must have regard for the 'Prevent Duty Guidance for England and Wales 2015'.

This policy does not require childcare providers to carry out unnecessary intrusions into family life but we are required to take action when we observe behaviour which causes concern.

Risk Assessments

All of the nursery staff particularly the staff that work directly with the children are expected to assess the risk of children being drawn into terrorism including support for extremist ideas that are part of terrorist ideology.

This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and how to support them.

Staff should use their professional judgement in identifying children who may be at risk of radicalisation and act proportionately which may include making a referral to the Channel Program.

Fundamental British Values

The best way of helping children resist extremist views or challenge such views is to teach them to think critically and become independent learners which is fundamental to the Characteristics of Effective Learning and Teaching embedded in the EYFS.

We will support our children through the EYFS by providing playful learning opportunities to help them develop positive, diverse and communal identities as well as developing their well-being, empathy and emotional literacy all the while continuing to take action to eradicate inequalities, bullying, discrimination, exclusion, aggression and violence; all of which fosters and secures children's pro-social behaviours, responsible citizenship and real sense of belonging.

The Fundamental British Values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are already implicitly embedded in the 2014 Early Years Foundation Stage.

Here are some examples based on the statutory guidance to demonstrate these values in practice that will hopefully be useful to you:

Democracy: making decisions together

As part of the focus on self-confidence and self-awareness as cited in Personal, Social and Emotional Development;

- Staff can support the decisions that children make and provide activities that involve turn-taking, sharing and collaboration. Children should be given opportunities to develop enquiring minds in an atmosphere where questions are valued.
- Managers and staff can encourage children to see their role in the bigger picture, encouraging children to know that their views count, value each other's views and opinions and talk about their feelings. For example, children sharing views on what the theme of their role-play area could be.

Rule of Law: understanding rules matter as cited in Personal, Social and Emotional development

As part of the focus on managing feelings and behaviour:

- Staff can ensure children understand their own and others' behaviour and its consequences and learn to distinguish between right and wrong.
- Staff can collaborate with children to create the rules and the codes of behaviour for example to agree the rules about tidying up and ensure that all children understand that rules apply to everyone.

Individual Liberty: freedom for all

As part of the focus on self-confidence & self-awareness and people & communities as cited in Personal, Social and Emotional Development and Understanding the World:

- Children should develop a positive sense of themselves. Staff can provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities for example through allowing children to take risks on an obstacle course, mixing colours, talking about their experiences and learning.
- Staff should encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand that we are free to have different opinions; for example in a small group discuss what they feel about transferring into reception class.

Mutual Respect and Tolerance: treat others as you want to be treated

As part of the focus on people & communities, managing feelings & behaviour and making relationships as cited in Personal, Social and Emotional development and Understanding the World:

- Managers and leaders should create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued and children are engaged with the wider community.
- Children should acquire a tolerance and appreciation of and respect for their own and other cultures; know about similarities and differences between themselves and others and among families, faiths, communities, cultures and traditions and share and discuss practices, celebrations and experiences.
- Staff should encourage and explain the importance of tolerant behaviours such as sharing and respecting other's opinions.

- Staff should promote diverse attitudes and challenge stereotypes; for example sharing stories that reflect and value the diversity of children's experiences and providing resources and activities that challenge gender, cultural and racial stereotyping.

A minimal approach for example having notices on the walls or multi-faith books on the shelf will fall short 'actively promoting'.

What is not acceptable is:

- Actively promoting intolerance of other faiths, cultures and races
- Failing to challenge gender stereotypes and routinely segregating girls and boys
- Isolating children from their wider community
- Failing to challenge behaviours (whether staff, children or parents) that are not in line with the Fundamental British Values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.

What to do if you suspect that children are at risk of radicalisation?

Follow the normal Safeguarding Procedures including discussing with the nursery Designated Safeguarding Co-ordinator and where deemed necessary with children's social care. In Prevent Priority Areas the local authority will have a prevent lead who can also provide support.

The Designated Safeguarding Co-ordinator can also contact the local police force or call 101 (the non emergency number); they will then talk in confidence about the concerns and help them access support and advice.

The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk.

Please note that the helpline is not meant for use in emergency situations such as a child being at immediate risk of harm or a security incident in which case the normal emergency procedures should be followed.

Radicalism

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism.

Protecting children from the risk of radicalisation is seen as part of Life Daycares' wider safeguarding duties and similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

Extremism

Extremism is vocal or active opposition to Fundamental British Values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces whether in this country or overseas.

Channel

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages.

Local authorities have a duty to ensure Channel panels are in place. The panel must be chaired by the local authority and include the police for the relevant local authority area. Following a referral the panel will assess the extent to which identified individuals are vulnerable to being drawn into terrorism and where considered appropriate and necessary consent is obtained and arrangements are made for support to be provided to those individuals. Channel is available at:

<https://www.gov.uk/government/publications/channel-guidance>

Alcohol & Drugs:

Alcohol

The bringing of alcohol onto the premises is strictly forbidden. We would ask that if you have purchased alcohol you leave it in your car or give it to someone for safe keeping prior to entering the premises. If it is not possible please inform the Life Daycare manager or deputy on arrival that you have alcohol and they will make arrangements for its safe keeping until you depart. The consumption of alcohol is not permitted in the nursery premises or on the area surrounding the nursery building. The management has the right to offer alcohol at certain social functions providing that an appropriate license is sought beforehand.

Anyone found to be under the influence of alcohol within the nursery will be asked to leave the nursery immediately. This will only be done if deemed safe to do so. If it unsafe to do so the police will be contacted for assistance.

If they are a member of staff the nursery will investigate the matter and will initiate the disciplinary process as a result of which action may be taken including dismissal.

If they are a parent the nursery will judge if the parent is suitable to care for the child. The nursery may call the second contact on the child's registration form to collect them. If a child is thought to be at risk the nursery will follow the safeguarding children/child protection procedure and the police/children's social services may be called. If anyone arrives at the nursery in a car under the influence of alcohol the police will be contacted. All incidents of this

manner will be recorded and monitored and dealt with on an individual family basis.

Drugs

Providing that medication is prescribed or has been obtained over the counter from the pharmacy or similar establishment in a sealed package or container and the medication is retained on your person or in a handbag or similar whilst you are visiting Life Daycare purely to pick up or drop off a child then we would all accept that the risks involved are low and acceptable.

However on all other occasions where you are staying on the premises for any period of time then you must inform the Life Daycare manager or deputy of the drugs you are carrying. You can then jointly agree any precautionary measures that need to be taken to ensure the safety of the children. Should you be taking medication which you are aware could have an adverse effect then you must inform the manager on arrival.

It is strictly forbidden to bring non-prescription drugs onto the premises. The use of illicit drugs and solvents is not permitted on the premises or in the area surrounding the building.

Any drugs found in the nursery will be stored in the office and the police will be informed. Any drug taking paraphernalia will be collected using a dust pan and brush which is swept away from the body and transferred into a metal or thick plastic container. The person doing the removal must wear heavy duty gloves and keep at arms length at all times. The local council will then be contacted where a collection time will be arranged.

Every parent/carer who arrives at the nursery is visually vetted by staff members to check they are suitable to collect the child. If a member of staff has concerns about the parent/carers ability to care for the child i.e. if they are heavily under the influence of alcohol, drugs or both; their concerns will be raised with the duty manager before the child leaves the building. Where safe to do so this issue will be raised with the parent/carer and an alternative adult will be sought from the child's registration form to come and collect the child. In the event of a parent/carer becoming aggressive we will follow our zero tolerance policy and contact the police for support.

All incidents of this manner will be recorded and monitored and dealt with on an individual family basis.

In the event of a staff member arriving at the nursery under the influence of illegal drugs they will be sent home immediately and we will follow the procedures set out in the disciplinary policy outlined in the Employee Handbook which may result in dismissal. If they are prescribed medication that may affect their ability to care for the children or to carry out their role effectively then they are expected to inform the manager to discuss this and be risk assessed.

CCTV Policy

Life Daycare is monitored by a CCTV surveillance system. The building managers are responsible for the operation of the system for ensuring compliance with this policy.

Purpose of CCTV:

CCTV has been installed to assist in ensuring a safe and secure environment for the benefit of children in our care, staff, parents/carers and visitors. These purposes will be achieved by monitoring the system to:

- Ensure high standards of care are maintained
- Assist in the overall security of individuals, premises and equipment
- Act as an effective deterrent against criminal activity, such as vandalism
- Facilitate the identification of any incident which may necessitate disciplinary action being taken against a staff member and assist in providing evidence to the nursery manager

CCTV System

Cameras are located externally at strategic points, essentially main exits to the building and the entrance gate.

These do not cover nappy changing areas or bathrooms.

The planning and placement of CCTV cameras has sought to ensure that the system will give maximum effectiveness and efficiency for its registered purposes but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Digital recordings will be kept for a maximum of 45 days unless specific incidents have been recorded subject to further investigation. Signage stating the use of CCTV as required by the Code of Practice of the Information Commissioner has been placed at all access points.

The nursery will comply with the terms of the General Data Protection Requirements (GDPR) (EU 2016/679) and any subsequent legislation to ensure that the data is treated in a manner that is fair and lawful.

The system operates on digital recording technology and consists of fixed mount cameras.

Images may only be viewed by members of the leadership team or those with permission from the managers and Data Officer.

Images may be disclosed to law enforcement agencies where a crime needs to be investigated. Details of such disclosure will be noted by the Data Officer allowing the disclosure. Once an image has been disclosed to the law enforcement agency they become the data controller for their copy of that image and it is their responsibility to comply with the GDPR in relation to any further disclosures.

Images will not be disclosed to the media or for Internet purposes.

Images will not be disclosed to individuals.

The equipment will be maintained and monitored regularly.

Mobile Phones, Cameras, Computers & Social Media Policy:

Mobile Phones

We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. This is why mobile phones and smart devices such as Smartwatches and FitBits are not to be used during work hours.

To protect and safeguard the children and all staff in their professional role mobile phones and other similar equipment are to be locked in the staff cupboard on arrival to nursery. Mobile phones can be collected at lunch time and then returned after. They must only be used in areas away from the children on designated breaks and lunch breaks.

It is the responsibility of the staff member to safeguard themselves by ensuring their mobile phone(s) is locked away in the office throughout the day (excluding lunch breaks). Management will not accept any liability if a safeguarding issue is raised regarding any use of a mobile phone. Random checks on mobile phones will be carried out to ensure this policy is being adhered to. Any staff member known or seen to be using a mobile phone will be disciplined.

Parents and visitors are asked to either to turn their mobile phones off or not use them while in the nursery collecting or dropping off children.

During outings staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any phones.

If staff need to contact a child's parent or emergency contact whilst on an outing they will phone the nursery who will make the necessary arrangements.

Cameras

The vast majority of people who take or view photographs or videos of children do so for entirely innocent understandable and acceptable reasons. Sadly some people abuse children through taking or using images so we must ensure that we have some safeguards in place. To protect children we will: Only take photos for use within Life Daycare for displays and children's learning journals and we have prior written consent from parents to do this. We will not use the photographs for any other reason such as newspaper articles, website or other advertising materials without seeking further consent. Consent is obtained when each child is registered and we update it on a regular basis to ensure that this permission still stands. If a parent is not happy about one or more of these uses we will respect their wishes and find alternative ways of recording their child's play or learning.

- Use only the child's first name with an image when on display or in written notes in observations.

- Ensure that children are appropriately dressed. Under no circumstances will the cameras be allowed into the bathroom areas.
- We ensure that parents understand that where their child is also on another child's photograph but not as the primary person that may be used in another child's learning journey.
- Only take photos of children on the Life Daycare camera or tablets which are stored in the rooms and overnight locked in the office. Cameras and tablets will be checked routinely to ensure they are being used appropriately.
- Ensure that when photographs or videos of children are taken in the setting the setting own equipment is used. Under NO circumstances does anyone have the right to take photos of children on their personal mobile phones or cameras.
- Ensure parents and carers are not permitted to take photographs of the children in the setting.
- We ask that photos of events such as Christmas parties are not posted on any social media websites/areas by parents.
- Not email images taken on the setting's camera, as it may not be secure.
- Only save images of the children onto an encrypted cloud using the app on each tablet.
- Download all photos/videos on to the Life Daycare camera and delete them after they are no longer required so it complies with General Data Protection Regulation 2018 guidelines. Anyone wishing to view these will again have to seek permission. These photos are then stored on an encrypted storage device.

Computers & Social Media Policy

The expansion of social media on the internet has transformed the ways in which we interact with each other and represent ourselves in fundamental ways.

However it is important that employees are aware of the association with Life Daycare in online social networks. Employees should ensure that their entire online content is consistent with nursery policies and procedures and how you would wish to be perceived in your work environment. It is important that employees do not discuss their place of work, work colleagues, managers, children or the children's parents/ carers.

If employees are asked to write, comment on, or respond to any content on the behalf of Life Daycare the employee should obtain written permission from their manager clearly stating the business justification for this approach.

Any form of personalised social media that is found to reveal confidential business information, attacks or abuses colleagues, constitutes a conflict of interest, or brings the nursery into disrepute will be investigated and the responsible employee may be subject to disciplinary action up to and including dismissal.

Acceptable Internet Policy

Use of the internet and email by identified employees of Life Daycare is permitted and encouraged for business purposes and supporting the goals and objectives of the company.

The purpose of this policy is to outline the responsibilities of team members when using the internet or email. They must ensure that they:

- Comply with current legislation;
- Use the internet and email in an acceptable way;
- Do not create unnecessary risk to the company by their misuse of the internet.

The company does not allow personal access to social networking sites from its computers at any time. LIFE Daycare respects a team member's right to a private life. However the nursery must also ensure that confidentiality and its reputation are protected as well as ensuring other team members are not exposed to any form of discrimination or bullying; it therefore requires team members using social networking sites (outside of working hours) to:

Ensure that they do not conduct themselves in a way that is detrimental to the company and take care not to allow their interaction of these websites to damage working relationships between team members or parents/carers; Be aware that they could be subject to disciplinary action if it is felt by the nursery that behaviour displayed on social networking websites could form claims of discrimination or bullying or bring the company into disrepute.

The following is considered unacceptable use or behaviour by employees:

- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material;
- Distributing or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal;
- Using the internet to send offensive or harassing material to other users;
- Broadcasting unsolicited personal views on social, political, religious or other non-business related matters;
- Downloading commercial software or any copyrighted materials belonging to third parties unless this download is covered or permitted under a commercial agreement or other such license;
- Using a computer to commit any form of fraud or software, file or music piracy;
- Publishing defamatory and/or knowingly false material about Life Daycare, your colleagues and/or our customers on social networking sites, 'blogs' and any online publishing format;
- Undertaking deliberate activities that waste staff effort or resources;
- Use of company communications systems to set up personal businesses or send chain letters;
- Inviting parents/carers or students to contact them via social media at anytime.

Life Daycare accepts that the use of the internet and email is a valuable business tool. However misuse of this facility can have a negative impact on employee productivity and the reputation of the business.

All of the company's internet related resources are provided for business purposes. The company maintains the right to monitor the volume of internet and network use together with the internet sites visited. The specific content of any internet sites visited will not be monitored unless there is a suspicion of improper use.

Any unacceptable use of the internet or email could result in disciplinary action.

Safety procedures

- Team leader to act as administrator on all computers within the setting;
- One laptop used by team members for internal use only
- Clerical support access to Daycare email account and personal email
- All tablets and computers will be checked each term (history check applied) to ensure the team is following the required policies and procedures.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post publicly or privately information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures.

E-Safety for Children Policy:

Life Daycare is committed to keeping children safe at nursery. This includes during internet based activities. The internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment.

It is important for children to learn from an early age to be safe when using the internet and the nursery can play a vital part in starting this process. In line with other nursery policies that protect children from other dangers there is also a requirement to provide children with as safe an internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks.

The following steps will be taken to ensure that children remain safe when using the internet at nursery:

- Activities will be carefully planned and targeted to suit the children's age and understanding and will only be for educational purposes.
- When planning the internet activities the planned websites content will be thoroughly checked and its suitability assessed.
- Staff will supervise children's internet usage to ensure that they are only using the websites that are part of the planned activity.

- Appropriate filters and pop-up blockers will be in place to reduce the risk of children accessing websites that contain inappropriate information or materials.
- Children are taught to know to ask for help if they do come across any material that they are uncomfortable with or that is not part of their planned activity.
- If any unsuitable sites have been accessed by children this must be reported to management responsible for applying filters so that they can review the filters that are in place.
- Children will not have access to emails or social media.
- We make parents/carers aware of our policy in relation to E-safety and ask that they share with us their own rules in relation to their child's internet usage at home and how they monitor this. If they have any concerns regarding internet usage in the nursery they should follow the complaints procedure.

Lost Child Procedure:

Losing a child from the nursery should never happen. Preventative measures within the nursery will include:

- Key workers of new children always take extra care to be aware of their whereabouts. Parents/carers are advised of our security procedures and will be given every opportunity to discuss any concerns particularly if their child has an adventurous nature or a tendency to 'wander'. All staff would then be made aware of this.
- Staff are required to register the child's arrival and departure. Every member of staff has a responsibility to be aware of how many children are present and head counts take place regularly during the sessions. Children are always counted before going out to play and again when they come back indoors, going to the toilet to wash hands etc. At least one member of staff will always double check that no child has been left behind outdoors or in the toilets.
- Door Handles in the preschool and 2 year old room are above the average child's height.
- All visitors to the nursery must sign in and wear identification. Delivery people should carry Parents/carers should close all the doors and gates behind them and should not hold doors open within the nursery that could allow children to leave an area without the knowledge of the staff. When parents/carers are collecting children they should discourage their friends "tailing" you out of the area they are in.
- Should a child go missing there are procedures in place detailing actions to be undertaken and all staff are fully aware of these procedures.

Our missing child procedure is as follows:

- The manager or most senior member of staff present arranges for the other children to be suitably supervised. They will also take an immediate roll call of all children.
- The manager will direct team members to search specific room and play areas then the rest of the nursery. Once searched and checked they will report back to the coordinating manager. The search would be thorough and entail looking in places like cupboards including areas which the children do not have normal access such as the staff room.
- Enquiries are made of any other adults in the vicinity of the setting and they will also be asked to assist in the search.
- Should the child be found hiding then they are spoken to in a calm manner and have it explained that what has happened is not acceptable. The parents of the child must be informed of the incident at the end of the day and a note made in the incident book.
- Should a child not be found in the search then the manager will:
- Prepare a full description of the child including details of the day's events and what action has already been taken.
- Call the police. They have resources to conduct a swift search of the area as speed is now important. The Local Safeguarding Arrangements Team including Ofsted will be informed also and will investigate.
- Inform the parents/carers explaining that the child may be attempting to go home.
- Staff will not make any comments to the media.
- Once resolved an internal investigation will take place and immediate measures put in place to ensure it doesn't happen again.
- In the unlikely event that the child is not found the nursery will follow local authority and police procedures.
- Should a child go missing while on an outing the same procedure will be followed but varied in the following ways:
- The organiser and all staff present will be informed. Some staff will start an immediate thorough search of the area ensuring that all other children remain supervised, calm and supported throughout. If appropriate on-site security will be informed and a description given.
- The designated person in charge will immediately inform the nursery who will contact the child's parents. If the whole nursery is on an outing all contact details will be taken on the trip by the person in charge. The police will also be informed.
- The designated person in charge or the manager's will ensure that there are adequate staff to care for the other children and get them back safe a member of staff to meet the police and someone to continue the search.

Suffocation Policy and Procedure:

At Life Daycare we carry out assessments in order to minimise the risk of suffocation. Daily checks are carried out to ensure there is nothing for babies/children to suffocate on such as:

- Mattresses are safe;
- There are no plastic bags accessible to children;
- There are no pillows, teddies or other toys in cots;
- Children are checked regularly when sleeping;
- Smoke detectors are checked regularly to reduce the risk of smoke suffocation.

In the event of a baby/child suffocating whilst at the nursery staff would remove the obstruction. If the child is conscious and breathing we will contact the parent immediately to come and collect the child. However if the child is unconscious but breathing normally we would put in the recovery position and telephone for an ambulance then contact the parents and ask them to meet nursery staff at the hospital. If breathing has stopped or is difficult resuscitation would be given until the child begins to breathe normally or the ambulance arrives.

Most staff are trained in first aid and health and safety and are urged to be vigilant in recognising the risks of suffocation.

Cover Staff/Student/Volunteer Policy:

This nursery recognises that qualifications and training make an important contribution to the quality of the care and education provided by nursery settings. As part of our commitment to quality we offer placements to students undertaking early years' qualifications and training for example those studying for the CACHE level 2 /3 Certificate in Pre-school Practice, CACHE level 3 Diploma in Pre-school Practice, and Play work Level 1 & 2, or any other relevant school, college or university course.

- We also recognise the importance of encouraging individuals to gain experience in a children's nursery in a volunteer role. This can help to encourage individuals back into work and/or training and provide the nursery with a wealth of experience from different cultures and professions.
- We require students to meet the 'suitable person' requirements of Ofsted.
- We require schools placing students under the age of 17 years to vouch for their good character.
- We require written evidence from schools, colleges and universities to confirm that the student has a valid DBS check and any other checks that have been undertaken before the placement begins. We expect them to be open and share any information that is appropriate and relevant in assessing the students' suitability to work with children.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.

- Students who are placed in our nursery on a short-term basis are not counted in our staffing ratios. Students who are placed for longer periods - for example six months to a year - may be counted in our staffing ratios and be allowed unsupervised access to children provided we consider them to be competent, are 18 years of age or over and have a valid DBS check which was obtained by us.
- We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- We require students to keep strictly to our confidentiality policy.
- Before commencing a placement students and volunteers are required to complete a written agreement outlining working hours, length of placement and contact details.
- We provide a student handbook which outlines the dress code, expected behaviour etc.
- Students and volunteers are encouraged to discuss their needs, what they intend to gain from the placement and what support they will require to achieve what is expected.
- A thorough induction process is completed before the placement begins which will include information regarding our policies and procedures, emergency evacuation procedures etc. This is signed by both the student/volunteer and the member of staff conducting the induction.
- Regular supervisions will be organised depending on the level of qualification being undertaken and the level of supervision needed. It is expected that students take responsibility of their own learning and ask for help if necessary.
- Attendance and conduct is monitored on a weekly basis and where there is a problem contact will be made with the training provider if necessary.
- Room supervisors will assess when a student/volunteer is ready to undertake specific duties i.e. leading an activity. This will be dependent on the level of experience and once the student/volunteer has fully settled into the nursery routine and knows the children and their capabilities well.

Where possible we will endeavour to assist with any of the students' studies. However before they begin any studies involving children they should seek permission from management and all correspondence intended for parents should be authorised before being distributed. Any work by the students may be viewed at any time by management and should they deem necessary copies may be retained. No photographs are to be taken without prior consent. Details regarding nursery routine must not be quoted without discussion with management or senior staff.

Any problems or difficulties arising regarding a student placement must be brought to the attention of nursery management immediately.

Visitors Policy:

All visitors must sign the visitor's book on arrival to acknowledge they accept the rules for visitors posted in the book. A copy of rules for visitors can be found in the appendix. All visitors must also sign the book on their departure. On arrival at the nursery the person meeting the visitor will point out that in case of fire the visitor must leave the building by the nearest exit and proceed to the fire assembly point and remain there until staff have recorded that they are out of the building.

A member of staff must accompany visitors in the nursery at all times whilst in the building. The manager must ensure that all contractors accessing the nursery whilst children are present are not left alone in any area that children may use. Contractors do not have to be DBS checked therefore it is our policy that work is carried out when children are not on the premises where possible.

Security

Staff will check the identity of any visitors they do not recognise before allowing them into the nursery. Visitors to the nursery must be recorded in the visitor's book and accompanied by a member of staff at all times whilst in the building.

All external doors and gates must be kept locked at all times. All internal doors and gates must be kept closed to ensure children are not able to wander.

Staff Allocation Policy:

Life Daycare employs a high adult to child ratio which complies with EYFS Welfare Requirements ratios which is essential to the provision of good quality care.

There is always a minimum of:

- One member of staff to every three children under the age of two.
- One member of staff to every four children aged two.
- One member of staff to every eight children aged 3 and over.

We have a number of staff who take on extra responsibilities within the nursery to ensure that we continue to deliver high quality services to the families using the nursery.

Staff holding EYE qualifications must also hold a level 2 qualification in English and Maths to be counted in level 3 ratios.

Monthly staff meetings provide opportunities for staff to undertake curriculum and other planning discussions. Meetings in each room are held at regular intervals to produce short and medium play plans for that particular period. Themes and topics covering the early learning goals will be utilised

within the play plans produced. Long-term goals will be covered within all the activities undertaken by the children attending the setting.

Babysitting Policy:

This policy has been implemented to provide clarification of some points regarding private babysitting arrangements between staff at Life Daycare and parents/carers.

The nursery has a duty to safeguard all children whilst on our premises and in the care of the nursery staff but this does not extend to private arrangements between staff and parents/carers outside of nursery hours.

Life Daycare will not be responsible for any private babysitting arrangements or agreements made between staff and parents/carers.

Out of hours babysitting arrangements must not interfere with staff member's employment at the nursery.

Confidentiality of employment at the nursery must be adhered to and respected at all times.

Life Daycare will not be held responsible for any health and safety or other issues that may arise from these private arrangements.

Parents/carers should be made aware that other adults that may accompany the babysitter may not have the relevant Disclosure and Barring clearance (DBS), and may not be suitable to care for the child/ren.

No member of staff will take a child away from the nursery unless they are a named person on the child's records or we have been given written consent of the parent/carer.

Slips, Trips and Falls Prevention Policy

Slips and trips resulting in falls are one of the most common causes of major injuries in the workplace. They are not inevitable and their likelihood can be reduced with associated risks mitigated through effective housekeeping, suitable footwear and correct selection of flooring.

The purpose of this policy is to enable Life Daycare to ensure that it provides a safe working environment free from slip and trip hazards as far as reasonably practicable by ensuring where necessary that the appropriate risk assessments and risk reduction methods are in place.

The aim of this policy is to ensure that workplaces are kept free from obstructions and where spills occur they are managed to minimise the risks to all those in the vicinity.

Manager

The manager is responsible for ensuring that all employees within their area of control are aware of the potential hazards and the safe systems of work in place to prevent slips and trips. The manager is to make sure all staff have read all of the nursery policy and procedures.

They will also undertake investigations on accidents and near miss incidents; implementing and monitoring the effectiveness of measures put in place to

prevent reoccurrence. The manager should ensure that all employees are familiar with the nursery's housekeeping procedures and their duties and responsibilities in relation to slips and trips. The manager should also monitor standards, ensure adherence and provide support to ensure that slip/trip hazards are effectively dealt with in areas such as internal corridors/stairs etc.

Employees

All employees are accountable to their manager to assist with making the nursery a safe and healthy place in which to work by ensuring:

Adherence to measures set out in Life Daycares' policies and procedures which describe measures put in place to prevent accidents and ill health to themselves and others;

Any slip and trip hazards that they are aware of are reported to their manager as a minimum requirement;

- They appropriately clear up any spillages that they are witnesses to, or come across or ensure that the area is made as safe as possible;
- They do not carry drinks around work areas if they are likely to create a hazard;
- They report incidents appropriately;
- They wear suitable footwear for the task they are carrying out;
- Nursery external pathways are suitably treated during adverse weather conditions (e.g. snow and ice) in order to reduce the risk of slips and trips.

Nursery Directors

Ensure:

- Assessments of all internal 'non-designated/public' floor surfaces are undertaken with respect to their condition and potential for slip/trip incidents;
- There is an effective, planned, preventative maintenance programme for the nursery outdoor pathways to reduce slips and trips;
- There is a suitable provision of appropriate lighting in general areas to reduce the risk of individuals misjudging floorings or not seeing contaminants;
- Appropriate handrails are fitted particularly on slopes and stairs.

Risk Assessments

It is the responsibility of the manager to ensure that all slips and trips hazards are risk assessed, documented with identified controls implemented in the required time frame to mitigate or reduce the risk to an 'acceptable level'. Risk assessments should be reviewed annually or after an incident to identify if further controls can be implemented to eliminate or mitigate the risk.

Cleaning Advice

Use the right amount of the right cleaning products. When mopping use a well wrung mop so the floor is not left overly wet. Wet floor signs must be used for communal areas such as reception and the corridor should be cleaned after opening hours with no parents or children in the building to reduce the risk of

slips and trips. If there has been a spillage at dinner time for example, remove the spillage, clean the area and you must block that area off until safe. Wet floor signs should still be used.

Obstacles

Ensure there is a suitable walk way through the workplace. Keep it clear with no trailing wires and no obstructions for example shoes and coats on the floor. In the children's rooms make sure they are kept tidy and toys are suitably stored.

Footwear

Footwear must be practical, safe and sensible with a rubber non-slip heel and rubber non-slip sole. They must be closed over the foot and must be in a clean condition. As an exception baby room staff can wear a soft shoe (only in the baby room) which must be removed when exiting this room and replaced with non-slip shoes before proceeding elsewhere in the building. We request that all staff members check their own footwear to make sure they are non-slip and have reasonable grip, on a weekly basis to make sure they are adequate. It is not permissible to wear flip flops, high heels etc when working in the rooms with the children.