



## Parents/Carers Policy Pack

## Contents List

- ✚ Safeguarding and Child Protection
  - ✚ General Data Protection Regulations (GDPR)
  - ✚ Privacy Notice
  - ✚ Children's Records
  - ✚ Managing children who are sick, infectious, or with allergies
  - ✚ Medication
  - ✚ The role of the Key Person and Settling-In
  - ✚ Sleep and Rest
  - ✚ Prevent Duty
  - ✚ Information Sharing
  - ✚ Adverse Weather
  - ✚ Uncollected child
  - ✚ Parental Involvement
- ✚ Parental Agreement is personal to each family and will be given separately with this document. Please can you read the document carefully and only return Part A signed and completed on both sides.



## Safeguarding and Child Protection Policy

TNB Garrison Early Years and Play fully recognises its responsibilities for safeguarding and child protection.

Policy agreed (date):	October 2020
Policy published (including on website) (date):	October 2020
Next review (date):	October 2021

Key Safeguarding Personnel			
Role	Name	Tel.	Email
Designated Safeguarding Lead (DSL)	Trudi Murphy	01980 632743	haig.manager@tnbearlyyears.org
Deputy DSL(s) (DDSL)	Jenni Pople	01980 632743	haig@tnbearlyyears.org
Executive Coordinator	Sarah Hawkins	01980 633962	ec@tnbearlyyears.org
Designated Trustee for Safeguarding	Sarah Hawkins (until a replacement has been made.)	safeguarding@tnbearlyyears.org	

<b>Children's Social Care referrals:</b> Multi-Agency Safeguarding Hub (MASH): Out of hours:	0300 456 0108 0845 6070 888
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If you believe a child is **at immediate risk** of significant harm or injury, you **must** call the police on 999.

## Introduction

### *Key commitment 1*

The Haig Day Nursery is committed to building a 'culture of safety' in which children, young people\*\* and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

Include SEN children statement

Revise the transportation of children

- If you need to refer a concern regarding staff practice, please either contact the DSL or Deputy DSL within the setting or the Executive Coordinator or a trustee from TNB Garrison Early Years and Play charity or the Designated Officer for Allegations (DOFA) to investigate.

**DOFA 01225 713945 or 0300 456 0108**

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### **Expectations**

- All staff understand their professional duty to ensure safeguarding and child protection concerns are reported to the DSL and local authority children's social care team.
- All staff understand thresholds of significant harm (please see appendix for details), understand how to access services for families and know how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard.
- All staff understand expectations of required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety, whistleblowing, and dignity at work.
- The DSL will inform the designated officer at the first opportunity of every significant safeguarding concern; however, this should not delay any referrals being made to children's social care, the DOFA, Ofsted or RIDDOR..

### **Staffing**

- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974 and DBS checks are carried out prior to a member of staff or volunteer working unsupervised. Information is recorded about staff qualifications; the vetting processes and the dates DBS checks were made. Staff that are EU Nationals are checked for their suitability to work and this is documented.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).

- We notify the Disclosure and Barring Service of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Staff from other settings/agencies who are regular visitors with unsupervised responsibility for children (Regulated Activity) are included on the Single Central Record (SCR).
- Procedures are in place to record the details of visitors and we ensure that no unauthorised person has unsupervised access to the children.

#### *Key commitment 2*

The Haig Day Nursery is committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'Working together to safeguard children' (2018).

#### **Responding to suspicions of abuse**

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture and the impact of other factors, such as, fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through a range of behaviours. Please see appendix.
- We are aware that children and young adults may need protecting from bullying including online bullying, racism, gender-based violence, child on child abuse and the impact of "sexting", "upskirting" or viewing of inappropriate / indecent material.

#### Drugs and Alcohol

- We are aware of the 'hidden harm' concerning parents with drug and alcohol problems. Should any person arrive at the setting to collect a child, showing the signs of being under the influence of alcohol or other substances, we are duty bound to inform the relevant authorities. This can be the police, the Multi Agency Safeguarding Hub (MASH) or Army Welfare Services (AWS) Safeguarding team.
- We also consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness or parent's learning disability.

#### Private Fostering

- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.

#### Unexplained Absence

- If a child does not arrive at a session when expected and there are concerns about the child's welfare, the DSL will contact the child's parent. If the DSL is unable to contact them or they have reason to believe that the child is at risk of harm, the relevant professionals will be contacted immediately, and Wiltshire Safeguarding Children's Board procedures followed. If the child has current involvement with social care, the social worker will be notified on the day of the unexplained absence.
- All child absences are recorded so that any emerging patterns can be seen and acted upon.

#### Prevent Duty and Female Genital Mutilation

- We follow the Prevent Duty guidance for England and Wales published by the Home Office and Wiltshire Safeguarding Board procedures on responding to radicalisation and extremism.
- We are aware of our mandatory duty to report cases of Female Genital Mutilation to the police.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking.

#### Reporting

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), or a member of staff observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:
  - listens to the child, offers reassurance and gives assurance that she or he will take action;
  - does not question the child, although it is ok to ask questions in order to clarify;
  - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
  - These records are signed and dated and kept within a separate, confidential file for the child which is held in a secure location within the manager's office.
- The DSL is informed of the issue at the earliest opportunity, and within one working day.
- We take account of the need to protect young people aged 16-19 which may include students on work placement, young employees or young parents. Where abuse is suspected, we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override their refusal to consent to share information if it feels it is necessary to prevent harm to a child or adult.

- We work with Operation Encompass, a partnership between police and educational settings. The setting will be notified if there has been a domestic abuse incident which the child may have witnessed. The DSL and the child's key person will monitor and support the child's emotional needs. We are aware not to do anything that will put the child/ren or the non abusing adult at risk.

### **Making a referral**

- The setting makes a telephone call referral to the MASH Team. Within 24 hours of the initial telephone referral, the setting will then complete the MASH online referral form. This is emailed directly to the MASH Team.
- A copy of 'What to do if you're worried a child is being abused' (2015) is available online and is used for guidance alongside Wiltshire Safeguarding Children Board flow chart 'What to do if you are worried a child is being abused or neglected'.
- Having referred concerns to the local authority children's social care team, we co-operate fully in any subsequent investigation. (In some cases this may mean the police, Army Welfare Service (AWS) safeguarding team if the child is from a military family or another agency identified by Wiltshire Safeguarding Children's Board.

### **Escalation process**

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed, we will follow the Wiltshire Safeguarding Children's Board escalation process.
- We ensure that staff are aware of how to escalate concerns.

### **Informing parents**

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their views of events, unless it is felt that this may put the child at risk or interfere with the course of a police investigations. Advice will be sought from social care if necessary.
- Parents are informed when we make a record of concerns and we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where it is believed that the child may be placed at risk. This will usually be the case where the parent is the likely abuser. The DSL will therefore contact Wiltshire Safeguarding Children Board, record and follow the advice given.

### **Liaison with other agencies**

- We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers.
- We notify the registration authority (Ofsted or DOFA) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegation being made.

- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

### **Supervised and unsupervised contact arrangements**

- We will endeavour to support all parents in being able to see their children, and work closely with them and other outside agency involvement.
- If supervised contact is to be arranged, it must be agreed with all parties (parents, the social worker and the setting). Sufficient notice (48 hours or more) must be given, and all aspects of the supervision order must be shared by outside agencies with the setting. For these visits, the social worker must be present to support the safeguarding of the child and setting.
- Any unsupervised visits arranged by the social worker and parents must take place outside of the setting's session times.
- If contact is a collection, notice is needed and full name and password must be agreed before the child can leave.
- Any short contact visits (collection and drop off during session times) must be arranged once the child has finished to ensure that the setting is not put in a vulnerable position.
- We will ensure all staff are aware and confident of the policy regarding the collection of children.
- Parents must make staff aware if anyone different that those listed on the registration form will be collecting the child. In such cases, those collecting will be required to provide the child's full name and a password before the child can leave. If a parent has not informed the setting that another will collect, the setting will make a telephone call to clarify this. This is to safeguard the staff and setting and protect the child.

### **Allegations against staff**

- We ensure that all parents, staff, and volunteers know how to complain about the behaviour or actions of staff or volunteers which may include an allegation of abuse. We provide information on how to escalate concerns if they are not satisfied.
- We respond to any inappropriate behaviour by members of staff or volunteer which includes inappropriate sexual comments; excessive 1-1 attention; inappropriate sharing of images; buying of gifts/favouritism; or adding a child or parent to social media sites. We advise against staff transporting children to and from the setting but acknowledge there may be occasions when this may happen. In such instance, the DSL is informed and responds accordingly.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Designated Officer for Allegations (DOFA) to investigate and/or offer advice. (Contact details are at the front of this policy.)



- We also report any such alleged incident to Ofsted (unless DOFA advise the incident does not meet the threshold and is therefore unnecessary), as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate, the Executive Coordinator may suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.
- Where a member of staff or volunteer has been dismissed due to their actions, we will notify the Disclosure and Barring Service, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

### *Key commitment 3*

The Haig Day Nursery is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

### **Training**

- Training is sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse, child sexual exploitation and neglect and aware of how of the procedures for reporting and recording.
- Designated persons receive appropriate training every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff receive updates on safeguarding via newsletters, online training, and discussion at staff meetings at least once a year.

### **Planning**

- The layout of the playrooms allows for constant supervision. Children are not left alone with staff, volunteers, or other children in a one-to-one situation without being visible or in earshot of others.
- Careful consideration is given to the positioning of changing tables and changing facilities to provide privacy for the children whilst also being mindful of keeping the children safe.
- Steps are taken to ensure children are not photographed or filmed for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
- A Special Educational Needs and Disability (SEND) policy is in place and outlines the identification, assessment and provision to aid a child with SEND and the role of the SENCO. Information is shared appropriately with other staff regarding a child's

statement/EHCP Plan, continual sharing takes place as the child moves to another setting and there is strong communication with parents. Measures are put in place to support the individual needs of a child and staff are fully aware of the appropriate care actions.

### **Curriculum**

- Children are taught about keeping safe to promote their personal, social and emotional development. This enables them to become strong, resilient and develop an understanding of why and how to keep safe. This includes how to stay safe when using the internet, (e-safety).
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that robust risk assessments are completed and that they are regularly reviewed and updated, in line with our Health and Safety policy.
- We allow and encourage children within the setting to set themselves challenges and take risks to aid development and encourage independence.

### **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know.
- Any personal information is held securely and in line with data protection and ICO guidelines.
- We keep a written record of all complaints and concerns including how they were dealt with.

### **Support to families**

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in supporting the child and their family, subsequent to any investigation.

### **Appendix**

#### **Some of the following signs may be indicators of neglect:**

- Children who are living in a home that is indisputably dirty or unsafe;
- Children who are left hungry or dirty;
- Children who are left without adequate clothing, e.g. not having a winter coat;
- Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence;
- Children who are often angry, aggressive or self harm;
- Children who fail to receive basic health care; and
- Parents who fail to seek medical treatment when their children are ill or are injured.

**Some of the following signs may be indicators of sexual exploitation:**

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or don't take part in education.

**Some of the following signs may be indicators of sexual abuse:**

- Children who display knowledge or interest in sexual acts inappropriate to their age;
- Children who use sexual language or have sexual knowledge that you wouldn't expect them to have;
- Children who ask others to behave sexually or play sexual games; and
- Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

**Some of the following signs may be indicators of emotional abuse:**

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder';
- Parents or carers blaming their problems on their child; and
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

**Some of the following signs may be indicators of physical abuse:**

- Children with frequent injuries;
- Children with unexplained or unusual fractures or broken bones; and
- Children with unexplained: bruises or cuts; burns or scalds; or bite marks.

**Legal framework**

*Primary legislation*

- Children Act (1989 s47)
- Protection of Children Act (1999)
- GDPR (2018)
- The Children Act (2004 s11)

- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)

*Secondary legislation*

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Equality Act (2010)
- Data Protection Act (1998)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

**Further guidance**

- Working Together to Safeguard Children (HMG, 2018)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)
- Prevent strategy (HMG 2011)
- Bruising and injuries to babies and non-mobile children (WSCB 2019)

This policy was adopted by:	The Haig Day Nursery
On:	<hr/> March 2020
Date to be reviewed:	<hr/> October 2021 ***
Signed on behalf of:	<hr/> TNB Garrison Early Years and Play
Name of signatory:	<hr/> Mrs T Murphy
Role of signatory:	<hr/> Manager

\*Each TNB Garrison Early Years and Play setting has a named Designated Safeguarding Lead (DSL) and Deputy DSL's. These roles are usually performed by the Manager or Deputy and Room Seniors and will be listed within each setting. If you are unsure of the DSL/Deputy DSL and have a safeguarding concern, please contact MASH or Sarah Hawkins or Amy Smith. (These contact details are listed on the front page of this policy.

\*\*A 'young person' is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer, or parent.

\*\*\*This policy may be reviewed prior to July 2020 following direction from Wiltshire Council regarding the disbanding of the Local Safeguarding Boards.

## General Data Protection Regulations (GDPR) Policy

### Policy Statement:

The General Data Protection Regulation (GDPR) is a new EU law that came into effect on the 25<sup>th</sup> May 2018 replacing the current Data Protection Act 1998.

It will give individuals greater control over their own personal data. As a nursery it is necessary for us all to collect personal information about the children who attend as well as staff and parents/carers.

The Haig Day Nursery is registered with the Information Commissions Office, ICO, under registration reference ZA216270 the certificate can be viewed on the information board opposite the office.

### GDPR Principle:

GDPR condenses the Data Protection Principles into 8 areas, which are referred to as the Privacy Principles. They are:

1. You must have a lawful reason for collecting personal data and must do it in a fair and transparent way.
2. You must only use the data for the reason it is initially obtained.
3. You must not collect any more data than is necessary.
4. It must be accurate and there must be mechanisms in place to keep it up to date.
5. You cannot keep it any longer than needed.
6. You must protect the personal data.
7. You must have appropriate measures against unauthorised or unlawful destruction/damage to personal data.
8. Personal data shall not be transferred to any outside agency or country within the EU that does not comply with the new General Data Protection Regulations.

The GDPR provides the following rights for individuals:

- The right of access.
- The right to be informed.
- The right to rectification.
- The right to erase.
- The right to restrict processing.
- The right to data portability.
- The right to object.

- Rights in relation to automated decision – making and profiling.

There are two main roles under the GDPR; the data controller and the data processor.

Within TNB our Named Data Controller is Alison Mellor.

The individual managers of each setting will be the data processors. Data is our data that we have collected about the children and their families. The two roles have some differences but the principles of GDPR apply to both. We have a responsibility to ensure that other companies we work with are also GDPR compliant.

### **Lawful basis for processing personal data:**

We must have a lawful basis for processing all personal data within our organization.

The six reasons are as follows:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
- (d) Vital interests: the processing is necessary to protect someone's life.
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

For the majority of data, we collect, the lawful basis for doing so falls under the category of 'legal obligation' such as names, date of birth and addresses as we have a legal requirement to obtain this data as part of the Statutory Framework for the Early Years Foundation Stage.

Some data we collect, for example, photographs, requires parents to give consent for us to do so.

Where this is the case, parents will be required to sign a consent form to 'opt in' and are made aware that they have the right to withdraw their consent at any time.

We may also be required to collect data as part of parent's contract with the setting or local authority, for example, for us to claim government funding.

**Data Retention:**

We will hold information about individuals only for as long as the law says and no longer than necessary. After this, we will dispose of it securely. Please see a copy of the Retention periods for records.

**Security:**

We keep data about all individuals secure and aim to protect data against unauthorised change, damage, loss or theft. All data collected is only accessed by authorised individuals. All paper forms are kept locked away and all computers and all children's information on the tablets is password protected.

Any data protection breaches must be logged and reported to the ICO if deemed necessary by the Data Controller.

**Privacy notices:**

All parents and staff are provided with privacy notices which inform them of our procedures around how and why we collect data, information sharing, security, data retention, access to their records and our commitment to compliance with the GDPR act 2018.

**Legal Framework:**

- The General Data Protection Regulation (2018)
- Human Rights Act 1998

This policy was adopted at a meeting of	The Haig Day Nursery
Held on	May 2018
Date to be reviewed	January 2022
Signed on behalf of the provider	TNB Early Years and Play
Name of signatory	Trudi Murphy
Role of signatory	Nursery Manager





## Privacy notice

The Haig Day Nursery  
The Haig Centre  
Quebec Road  
Bulford  
SP4 9FD

### Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

### What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs and any outside professional agencies that may be involved with your family.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, emergency contact details, and family details

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

## **Why we collect this information and the legal basis for handling your data**

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at [my/our] setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

## **Who we share your data with**

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our nursery software management provider (Eylog)
- the school that your child will be attending

We will also share your data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety

We will never share your data with any other organisation to use for their own purposes

### **How do we protect your data?**

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

In a secure cupboard within the office. On password protected office computers and on the tablets that are used to carry out observations for the Eylog.

### **How long do we retain your data?**

We retain your child's personal data for up to 3 years after your child no longer uses our nursery, or until our next Ofsted inspection after your child leaves our nursery. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

### **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](http://ico.org.uk/)

### **Changes to this notice**

We keep this notice under regular review. You will be notified of any changes where appropriate.

Alison Mellor is in charge of data.

### Policy statement

We have record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the Data Protection Act (1998) and the Human Rights Act (1998).

Please also see the General Data Protection Regulation (GDPR) Policy

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records Policy and the Information Sharing Policy.

### Procedures

We keep two kinds of records on children attending our setting:

#### *Developmental records*

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- These are stored electronically on EYMan (online learning journal) all data is stored on secure Cloud-based server in in the UK. Staff access each child's individual learning journal by using a secure password allocated to them.

#### *Personal records*

- These include registration and admission forms, signed consent forms, correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.
- Parents have access, in accordance with our Client Access to Records Policy, to the files and records of their own children, but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

- We retain children’s records for three years after they have left the setting, except records that relate to an accident or child protection matter, which are kept until a child reaches the age of 21 years. These are kept in a secure place.

*Other records*

- We keep a daily record of the names of the children we are caring for, their hours of attendance and the names of their key person.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students and assessors training, and observing in the setting, are advised of our Confidentiality and Client Access to Records Policy and are required to respect it.

**Legal framework**

- Data Protection Act (1998)
- Human Rights Act (1998)
- GDPR Policy May 2018

This policy was adopted at a meeting of

The Haig Day Nursery

Held on

January 2020

Date to be reviewed

January 2022

Signed on behalf of the provider

TNB Early Years and Play

Name of signatory

Trudi Murphy

Role of signatory

Manager

## **Managing children who are sick, infectious, or with allergies.**

### **Policy statement**

We aim to provide care for healthy children through preventing cross infection of viruses and bacterial infections and promote health through identifying allergies and preventing contact with the allergenic trigger.

If the child has been sent home from the setting because of ill health, he/she will not be re-admitted for at least 48 hours. If the child is prescribed a type of antibiotic for the first time, he/she will not be allowed to return to the setting for 48 hours in case there are any adverse reactions. If the illness is a communicable illness, the child will be unable to attend the setting until such time as the infection has cleared. (As stated in the Parental Agreement).

### **Procedures for children who are sick or infectious.**

- If children appear unwell during the day – for example, if they have a temperature, sickness, diarrhoea, or pains, particularly in the head or stomach – a Senior member of staff will call the parents and ask them to collect the child, or to send a known carer to collect the child on their behalf.
- If a child has a temperature, they are kept cool, by removing top clothing and sponging their heads with cool water but kept away from draughts.
- The child's temperature is taken using a digital ear/forehead thermometer.
- In extreme cases of emergency, an ambulance is called, and the parent informed.
- Parents are asked to take their child to the doctor before returning them to the nursery; we can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- Where children have been prescribed antibiotics for an infectious illness or complaint, we ask parents to keep them at home for 48 hours before returning to the nursery.
- After diarrhoea or sickness, we ask parents to keep children home for 48 hours following the last episode.
- Some activities, such as sand and water play, and self-serve snacks where there is a risk of cross-contamination may be suspended for the duration of any outbreak.
- We have a list of excludable diseases and current exclusion times. The full list is attached to this policy.

### *Reporting of 'notifiable diseases'*

- If a child or adult is diagnosed as suffering from a notifiable disease under the Health Protection (Notification) Regulations 2010, the GP will report this to Public Health England.
- When we become aware, or are formally informed of the notifiable disease, [our manager informs Ofsted and contacts Public Health England, and act[s] on any advice given.

### *HIV/AIDS/Hepatitis procedure*

HIV virus, like other viruses such as Hepatitis A, B and C, are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults. We:

- Wear single-use vinyl gloves and aprons/reusable aprons (cleaned after each use) a when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces, or vomit.
- Use protective rubber gloves for cleaning/sluicing clothing after changing.
- Rinse soiled clothing and bag it for parents or dispose of.
- Clear spills of blood, urine, faeces, or vomit using mild disinfectant solution and mops; any cloths used are disposed of with the clinical waste.
- Clean any tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit using a disinfectant.

### *Nits and head lice*

- Nits and head lice are not an excludable condition; although in exceptional cases we may ask a parent to keep the child away until the infestation has cleared.
- On identifying cases of head lice, we inform all parents ask them to treat their child and all the family if they are found to have head lice.

### *Procedures for children with allergies*

- When children start at the nursery, we ask their parents if their child suffers from any known allergies. This is recorded on the Registration Form and allergy form.
- We complete an allergy form to detail the following:
  - The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc.).
  - The nature of the allergic reactions (e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.).
  - What to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen).

- Control measures - such as how the child can be prevented from contact with the allergen.
- Review measures.
- This risk assessment form is kept in the child's personal file and a copy is displayed where our staff can see it.
- Generally, no nuts or nut products are used within the nursery.
- Parents are made aware so that no nut or nut products are accidentally brought in, for example parents providing birthday cakes to be shared with the children.

#### *Insurance requirements for children with allergies and disabilities*

- If necessary, our insurance will include children with any disability or allergy, but certain procedures must be strictly adhered to as set out below. For children suffering life threatening conditions or requiring invasive treatments; written confirmation from our insurance provider must be obtained to extend the insurance.
- At all times we ensure that the administration of medication is compliant with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage.
- Oral medication:
  - Asthma inhalers are now regarded as 'oral medication' by insurers and so documents do not need to be forwarded to our insurance provider. Oral medications must be prescribed by a GP or have manufacturer's instructions clearly written on them.
  - We must be provided with clear written instructions on how to administer such medication.
  - We adhere to all risk assessment procedures for the correct storage and administration of the medication.
  - We must have the parents or guardians' prior written consent. This consent must be kept on file. It is not necessary to forward copy documents to our insurance provider.
- Life-saving medication and invasive treatments:
 

These include adrenaline injections (EpiPen's) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc.) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

  - We must have:
    - a letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered.
    - written consent from the parent or guardian allowing our staff to administer medication; and
    - proof of training in the administration of such medication by the child's GP, a district nurse, children's nurse specialist or a community paediatric nurse.
  - Copies of all three documents relating to these children must first be sent to Covea Insurance Department for approval. Written confirmation that the insurance has been extended will be



issued by return.

- Key person for special needs children requiring assistance with tubes to help them with everyday living e.g. breathing apparatus, to take nourishment, colostomy bags etc.:
  - Prior written consent must be obtained from the child's parent or guardian to give treatment and/or medication prescribed by the child's GP.
  - The key person must have the relevant medical training/experience, which may include receiving appropriate instructions from parents or guardians.
  - Copies of all letters relating to these children must first be sent to Covea Insurance Department for appraisal. Written confirmation that the insurance has been extended will be issued by return.

This policy was adopted by

The Haig Day Nursery

On

09.01.17

Date to be reviewed

January 2022

Signed on behalf of the provider

TNB Early Years and Play

Name of signatory

Trudi Murphy

Role of signatory

Manager

#### Other useful publications

- Good Practice in Early Years Infection Control (2009)
- Medication Administration Record (2013)

## Policy statement

At the Haig Day Nursery we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see Managing children who are sick, infectious, or with allergies). If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

### **Medication prescribed by a doctor, dentist, nurse, or pharmacist.**

*(Medicines containing aspirin will only be given if prescribed by a doctor)*

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated.
- Medicines must be in their original containers with their instructions printed in English.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details.
- Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
  1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
  2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed.
  3. Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist.
- The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times.
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication, then a note will be made on the form.
- Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

### **Non-prescription medication (*these will not usually be administered*)**

- If a child has been administered Calpol/Ibuprofen before attending nursery then they are not well enough to attend and the staff have the right to send the child home, this is to safeguard the other children and staff minimising the spread of illness.

- An emergency nursery supply of fever relief (e.g. Calpol) and anti-histamines (e.g. Piriton) will be stored on site. This will be checked at regular intervals by the designated trained first aider to make sure that it complies with any instructions for storage and is still in date.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the nursery will make every attempt to contact the child's parents. Where parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form.
- Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms (where appropriate). The child will be closely monitored until the parents collect the child.
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given. Only in the case of emergency.
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.

### **Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

### **Staff medication**

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. The nursery manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/separate locked container in the staff room or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

### **Storage**

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

This policy was adopted at a meeting of

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory

The Haig Day Nursery

27.01.2021

January 2022

TNB Early Years and Play

Trudi Murphy

Manager

## The role of the Key Person and Settling-In

### Policy statement

We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. We are committed to the key person approach which benefits the child, the parents, the staff and the nursery. It encourages secure relationships which support children to thrive, give parents confidence and make the nursery a happy place to attend or work in.

We want children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with our staff. We also want parents to have confidence in both their children's well-being and their role as active partners with our nursery. We aim to make our nursery a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The key person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each child must have a key person. These procedures set out a model for developing a key person approach that promotes effective and positive relationships for children.

### Procedures

- We allocate a key person before the child starts; this will be changed if not bonding.
- **The Room Senior is responsible for:**
  - **Providing an induction for the family and for settling the child into our nursery.**
  - **Completing relevant forms with parents, including consent forms.**
  - **Explaining our policies and procedures to parents with particular focus on policies such as safeguarding and our responsibilities under the Prevent Duty.**
  - Offering unconditional regard for the child and being non-judgemental.
  - Working with the parents to plan and deliver a personalised plan for the child's well-being, care and learning.
  - Acting as the key contact for the parents.
  - Developmental records and for sharing information on a regular basis with the child's parents to keep those records up to date, reflecting the full picture of the child in our nursery and at home.
  - Having links with other carers involved with the child and co-ordinating the sharing of appropriate information about the child's development with those carers.

- Encouraging positive relationships between children in her/his key group, spending time with them as a group each day.
- We promote the role of the key person as the child's primary carer in our nursery, and as the basis for establishing relationships with other adults and children.

### *Settling-in*

- Before a child starts to attend our nursery, we use a variety of ways to provide his/her parents with information. These include written information including our prospectus, All About Me forms and other relevant paperwork. This is completed on the first settling in session.
- The Room Senior welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- We use pre-start visits and the first session at which a child attends to explain and complete, with his/her parents, the child's registration records.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the nursery.
- We have an expectation that the parent, carer or close relative, will stay for most of the session during the first week, gradually taking time away from their child; increasing this time as and when the child is able to cope. During the current pandemic and following the current government guidelines parents will be only allowed to stay for 1 hour.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with their key person; for example, the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We recognise that some children will settle more readily than others, but that some children who appear to settle rapidly are not ready to be left. We expect that the parent will honour the commitment to stay for at least the first week, or possibly longer, until their child can stay happily without them.
- **We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the nursery.**
- We reserve the right not to accept a child into the nursery without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.

*The progress check at age two*

- The key person carries out the progress check at age two in accordance with any local procedures that are in place and referring to the guidance *A Know How Guide: The EYFS progress check at age two*.
- The progress check aims to review the child's development and ensures that parents have a clear picture of their child's development.
- Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.
- The progress check will describe the actions that will be taken by us to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parent(s).
- The key person will plan activities to meet the child's needs within the nursery and will support parents to understand the child's needs in order to enhance their development at home.

This policy was adopted by

The Haig Day Nursery

On

13.12.17

Date to be reviewed

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Signed on behalf of the provider

TNB Early Years and Play

Name of signatory

Trudi Murphy

Role of signatory

Manager

## Sleep and Rest Policy

### Policy statement

To ensure all children have enough sleep for them to develop and to promote best practice for all children in a safe environment.

The safety of babies sleeping is paramount in the nursery and we promote good practice and ensure that we work in partnership with the parents.

Babies should sleep:

- On their backs unless agreed with Parents/Carers
- At the bottom of the cot
- In a well-ventilated room
- With NO duvets or bumpers to the sides of the cots
- With sheets or blankets that cannot become tangled
- Without any large soft toys that have the potential to smother a baby
- With a comforter if they normally have one

### Procedures

Child individual routine sheets and All about me forms are filled out with the parent and key person when they are settling into the nursery. If a baby has an unusual sleeping routine staff should be aware of individual needs of the babies and children at the centre. Sleep routines are a very intimate part of a baby's day. Babies should not be left to cry themselves to sleep or be left for long periods of time to "drop" off to sleep. If a baby has a routine where they settle themselves to sleep, they must be checked every 5 minutes until they are asleep.

**When getting a baby ready to sleep the staff need to ensure several things happen:**

- A clean nappy
- Outer clothes removed
- Fed or had a drink
- All children should have own bedding allocated each week that is kept for their sole use. And ideally placed in an allocated cot
- All bibs removed
- A comforter if needed
- Not too warm

### Daytime Rest Policy and Procedure

Staff should prepare the baby for bedtime by moving to a quieter part of the nursery, having a story or having a cuddle. Some babies like to be patted to go to sleep. The staff need to ensure own safety and not to strain their back when getting children to sleep.

If the baby has not gone to sleep after 15 minutes the staff member should consider getting them up and maybe trying them later for another sleep. The key person will discuss this with the parents.

If a baby falls asleep in the arms of a staff member, they should be placed in the cot so they can continue to sleep. If they have fallen asleep unexpectedly and it has not been possible to remove their outer clothes or have their nappy changed, the baby's clothes should be loosened. Staff within the area should be made aware that the baby needs their nappy changing when they wake up. Some parents may ask for



their baby to go to sleep in a bouncy chair. When settling the baby into the nursery the key person should explain the difficulties of this to the parent.

"Once a baby can sit up or move forward they are too big for the bouncy chair" They may have difficulties transferring to a cot later."

The cots should be cleaned and maintained. Weekly checks to ensure that the cot is safe and secure. Once a week the cots should be sprayed with suitable solution.

## Older Children

Children need sleep and rest periods to help development. Children all develop at different rates and we must meet **their** needs throughout the day at the nursery. As they grow, they will usually develop a routine in which reducing the length or the frequency of their daytime sleeps.

Children can rest or sleep if they need or want to throughout the day. The staff need to create an environment for the children to rest or sleep i.e. a quiet area to cuddle up with a book, cots for younger babies or sleep mats for older children.

Parental wishes should be taken into consideration, although staff cannot force a child to sleep, wake or keep a child awake against his or her will.

Although NHS guidance for recommended sleep is:

- Babies - 4 to 12 months old is 12 – 16hrs including naps.
- Toddlers 1 to 2 years old is 11 – 14 hours including naps.
- Children 3 to 5 years old is 10 – 13 hours including naps.

Sleep mats should be cleaned weekly with suitable solution.

## Sleep monitoring

All sleeping children must be checked at 10-minute intervals.

Staff who are working in the rooms are all responsible for checking the children,

Checking a child while sleeping should involve:

- Placing a hand on their chest to check they are breathing or putting the back of their hand near to the child's mouth to feel for breath
- Ensuring that each child is well
- Ensuring that each child is not too hot or too cold
- Ensuring that all sheets or blankets are not wrapped around the child
- The sleep monitoring chart is used to record the checks and is signed by the member of staff carrying out the check.
- A record of each child's daily sleep pattern is recorded too.

This policy was adopted at a meeting of

The Haig Day Nursery

Held on

27.04.17

Date to be reviewed

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Signed on behalf of the provider

TNB Early Years and Play

Name of signatory

Trudi Murphy

Role of signatory

Manager

## Prevent Duty

From July 2015 all schools, registered early years' childcare providers and registered later years childcare providers are subject to comply under section 26 of the Counter Terrorism and Security Act 2015. This is known as the Prevent Duty.

In order for us to fulfil the prevent duty, it is essential that our staff are able to identify children who may be vulnerable of radicalization and know what to do when they are identified.

Protecting children from risk of radicalization should be seen as part of our safeguarding duty and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

We will always aim to build our children's resilience to radicalization by promoting Fundamental British Values and enabling our children to challenge extremist views. As an Early Years provider, the Statutory Framework for the Early Years Foundation Stage sets standards for learning, development and care for children from 0 to 5 which facilitates personal, social and emotional development as well as understanding the world.

The statutory guidance on the prevent Duty summarizes the requirements on us as childcare providers in terms of our four themes.

- Risk assessment
- Working in partnership
- Staff training
- IT policies

### **Risk Assessment:**

The statutory guidance makes it clear that we 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 radicalization and what to do to support them. We understand that we are in an important

position to identify risks and will respond in an appropriate way. We will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. As with any safeguarding risk we must take action when we observe behaviour of concern but at the same time we will be respectful of intrusion to family life.

General safeguarding principles apply to keeping children safe from the risk of radicalization as set out in the relevant statutory guidance, Working Together to Safeguard Children and Keeping Children Safe in Education.

If we are concerned about radicalization, we will make a referral to the Channel Programme. 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. Detailed guidance on Channel is available and an online general awareness training module on channel is available. All our staff will complete this training module providing them with an introduction to the topics covered by this advice, including how to identify factors that can make people vulnerable to radicalization, and case studies illustrating the types of intervention that may be appropriate, in addition to channel.

[www.elearning.prevent.homeoffice.gov.uk](http://www.elearning.prevent.homeoffice.gov.uk)

#### **Working in partnership:**

The Prevent Duty builds on existing local partnership arrangements. Local Safeguarding Children Boards (LSCB) is responsible for coordinating what is done by local agencies for the purpose of safeguarding and promoting the welfare of children in their local area.

#### **Staff training:**

As a childcare provider we have decided that as a minimum all our staff will undertake prevent awareness training which as I have previously mentioned provides us with advice and support to other members of staff on protecting children from the risk of radicalization.

#### **IT policies:**

Please see our E-Safety policy within this pack.

#### **Building Children's resilience to radicalization:**

Building resilience is an important part of our role within early years. 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.

**Democracy:**

Making decisions together. As part of the focus on self-confidence and self-awareness in Personal Social and Emotional Development.

Managers and staff will encourage our children to see their role in the bigger picture, encouraging children to know their views count value each other's views and values and talk about their feelings, for example when they do or do not need help. When appropriate demonstrate democracy in action, for example, children sharing views on what the theme of their role play area could be with a show of hands.

- 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.

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

**Individual Liberty:** Freedom for all.

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

- We 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 behaviour such as sharing and respecting other 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.

What is not acceptable?

- Actively promoting intolerance of other faiths, cultures and races.
- Failure to challenge gender stereotypes and routinely segregate girls from boys.
- Isolating children from their wider community.
- Failure to challenge behaviors (whether to 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 have a concern**

If we have a concern about a child, we would follow the usual safeguarding procedure, including discussing with the settings designated safeguarding lead, and where deemed necessary, with children's social care.

We could also contact our local police force or dial 101 (the non-emergency number). They will talk to us in confidence about our concerns and help us to gain access to support and advice.

The department for Education has a dedicated telephone helpline (020 7340 7264) to enable staff to raise concerns in relation to extremism directly. Concerns can also be raised by email to;

[Counter.extremism@education.gsi.gov.uk](mailto:Counter.extremism@education.gsi.gov.uk)

[www.gov.uk/government/publications/prevent-dutyguidance](http://www.gov.uk/government/publications/prevent-dutyguidance)

[www.elearning.prevent.homeoffice.gov.uk](http://www.elearning.prevent.homeoffice.gov.uk)

Local Safeguarding Children's Board. (*Wiltshire Safeguarding Vulnerable People Partnership*)

This policy was adopted at a meeting of	The Haig Day Nursery
Held on	January 2020
Date to be reviewed	January 2022
Signed on behalf of the provider	TNB Early Years and Play
Name of signatory	Trudi Murphy
Role of signatory	Manager

## Information Sharing

*'Sharing information is an intrinsic part of any frontline practitioners' job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives. It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet. At the other end of the spectrum it could be the difference between life and death.'*

*Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)*

### Policy statement

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.

We record and share information about children and their families (data subjects) in line with the six principles of the General Data Protection Regulations (GDPR) (2018) which are further explained in our Privacy Notice that is given to parents at the point of registration. The six principles state that personal data must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- it is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or
- not sharing it could be worse than the outcome of having shared it.

The responsibility for decision-making should not rely solely on an individual but should have the back-up of the management team. The management team provide clear guidance, policy and procedures to ensure all staff and volunteers understand their information sharing responsibilities and are able to respond in a timely, appropriate way to any safeguarding concerns.

The three critical criteria are:

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.
- To prevent significant harm arising to children and young people or adults, including the prevention, detection and prosecution of serious crime.

## **Procedures**

Our procedure is based on the GDPR principles as listed above and the seven golden rules for sharing information in the Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers. We also follow the guidance on information sharing from the Safeguarding Vulnerable People's Partnership (SVPP)

1. *Remember that the General Data Protection Regulations 2018 and human rights law are not barriers to justified information sharing as per the Children Act 1989 but provide a framework to ensure that personal information about living individuals is shared appropriately.*
  - Our policy and procedures on Information Sharing provide guidance to appropriate sharing of information [both within the nursery, as well as] with external agencies.
2. *Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their consent, unless it is unsafe or if I have a legal obligation to do so. A Privacy Notice is given to parents at the point of registration to explain this further.*

In our nursery we ensure parents:

- Receive a copy of our Privacy Notice and information about our Information Sharing Policy when starting their child in the nursery and that they sign [our/my] Registration Form to say that they understand the circumstances in which information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult;
- have information about our Safeguarding Children and Child Protection Policy; and
- have information about the other circumstances when information will be shared with external agencies, for example, about any special needs the child may have or transition to school.

3. *Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.*
  - Our staff discuss concerns about a child routinely in supervision and any actions are recorded in the child's file.
  - Our manager routinely seeks advice and support from their Executive Coordinator about possible significant harm.]
  - Our Safeguarding Children and Child Protection Policy sets out the duty of all members of our staff to refer concerns to our manager or deputy, as designated person, who will contact children's social care for advice where they have doubts or are unsure.
  - Our managers seek advice if they need to share information without consent to disclose.
  
4. *Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.*
  - We base decisions to share information without consent on judgements about the facts of the case and whether there is a legal obligation.
  - Our guidelines for consent are part of this procedure.
  - Our manager is conversant with this and she is able to advise staff accordingly.
  
5. *Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.*

In our nursery we:

- record concerns and discuss these with our designated for child protection matters;
  - record decisions made and the reasons why information will be shared and to whom; and
  - follow the procedures for reporting concerns and record keeping as set out in our Safeguarding Children and Child Protection Policy.
6. *Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.*



- Our Safeguarding Children and Child Protection Policy and Children's Records Policy set out how and where information should be recorded and what information should be shared with another agency when making a referral.

7. *Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.*

- Where information is shared, we record the reasons for doing so in the child's file; where it is decided that information is not to be shared that is recorded too.

### *Consent*

When parents choose our nursery for their child, they will share information about themselves and their families. This information is regarded as confidential. Parents have a right to be informed that we will seek their consent to share information in most cases, as well as the kinds of circumstances when we may not seek their consent or may override their refusal to give consent. We] inform them as follows:

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- We may cover this verbally when the child starts or include this in our prospectus.
- Parents sign our Registration Form at registration to confirm that they understand this.
- We ask parents to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider/school.
- We give parents copies of the forms they sign.
- We consider the following questions when we assess the need to share:
  - Is there a legitimate purpose to us sharing the information?
  - Does the information enable the person to be identified?
  - Is the information confidential?
  - If the information is confidential, do we have consent to share?
  - Is there a statutory duty or court order requiring us to share the information?
  - If consent is refused, or there are good reasons for us not to seek consent, is there sufficient public interest for us to share information?
  - If the decision is to share, are we sharing the right information in the right way?
  - Have we properly recorded our decision?
- Consent must be freely given and *informed* - that is the person giving consent needs to understand why information will be shared, what will be shared, who will see information, the purpose of sharing it and the implications for them of sharing that information as detailed in the Privacy Notice.
- Consent may be *explicit*, verbally but preferably in writing, or *implicit*, implied if the context is such that sharing information is an intrinsic part of our service or it has been explained and agreed at the outset.
- Consent can be withdrawn at any time.

- We explain our Information Sharing Policy to parents.

#### *Separated parents*

- Consent to share need only be sought from one parent. Where parents are separated, this would normally be the parent with whom the child resides. Where there is a dispute, we will consider this carefully.
- Where the child is looked after, we may also need to consult the Local Authority, as 'corporate parent' before information is shared.

All the undertakings above are subject to our paramount commitment, which is to the safety and well-being of the child. Please also see our Safeguarding Children and Child Protection Policy.

#### **Legal framework**

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act (1998)

#### **Further guidance**

- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)
- What to do if you're worried a child is being abused: Advice for practitioners (HM Government 2015)
- Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children (HM Government 2015)

This policy was adopted by

The Haig Day Nursery

On

11.04.18

Date to be reviewed

January 2022

Signed on behalf of the provider

TNB Early Years and Play

Name of signatory

Trudi Murphy

Role of signatory

Manager

## Adverse Weather Policy

### Policy statement

There are certain circumstances which could result in The Haig Day Nursery having to be closed. The safety of our children, staff and the families who use our nursery is of the utmost importance to us. We will therefore endeavour to always remain open where possible. In certain circumstances, if we feel the safety, health or welfare of the children is compromised, it may be necessary to close the nursery for everyone's safety.

### Aim

We aim to rectify the closure as soon as possible and keep all parents/carers and staff informed of the situation.

In order to achieve this aim, we operate the following Emergency Closure policy.

### Procedures

#### Adverse Weather

##### Snow

- Should we have heavy snowfall, which would make it hazardous for both staff and parents to travel, the nursery may be closed.
- Should the setting be closed or there be a delayed opening time, we will send a message out via EY Log.
- Should severe weather occur during a session the Manager and Executive Coordinator will decide on whether it is safe for the session to continue.
- In the event of the nursery closing early, a message will be sent via EY Log, then the Manager and Deputy will contact parents, advise what time the nursery is closing and ask that children are collected by that time.
- While the weather may be ok in our particular area, should staff have to collect their own children from schools due to them closing, we would need to evaluate whether we have sufficient staff to be able to remain open. As an early year's provider, we have to adhere to regulations set out in the Early Years Foundation Stage (EYFS) with regards to the number of adults required to staff a setting dependent upon how many children are in attendance and their ages.
- Should we have insufficient staff then parents will be contacted and asked to collect their children. It is VITAL we have up to date contact numbers.

##### Flooding, Strong Winds

- In the event of flooding or strong winds which leave the nursery inaccessible or unsafe, decisions will be made by the Manager and Executive Coordinator to enable all children and staff to be safe and continuity of care be planned for. Parents will be kept informed via EY Log should changes to the opening hours of the nursery need to be brought into place.

##### Heat wave

- Parents/carers must bring children to nursery with a water bottle, sun hats and appropriate clothing, for example, long sleeved cotton tops. They must also provide sun cream for reapplication. These all need to be clearly named.
- Sun cream must be applied before children arrive at nursery. It will then be reapplied every 1.5-2 hours when outside and 10-15 minutes before they go outside.
- If children are to wear sandals, they must enclose their toes and have straps. Flip flops must not be worn.
- Children will be kept indoors during the hottest part of the day.
- The nursery will provide shade in the play areas used.
- Fans will be used in play rooms. The lights will be turned off, blinds or curtains closed, and windows opened.
- The nursery will ensure drinking water continues to be available throughout the day.

### Heating breakdown/power cut

- Should the heating system breakdown the Nursery Management will make a decision whether it is warm enough and safe to continue without it. Should it be deemed to be too (below 18°C for more than 1 hour and no sign of it being repaired), parents/carers will be contacted to collect their children. Parents will be advised once the heating is fixed or the inside temperatures return above 18°C.

If the nursery has to close due to adverse weather, parents will not be refunded for sessions. Should the nursery need to close for more than three consecutive days, the Manager and Executive Coordinator will review and advise parents accordingly.

#### Disclaimer:

The Charity's Trustees and Executive Co-ordinator, reserves the right to change any of the terms stated within this policy in response to changes in legislation or any unforeseen environmental event or freak weather related incident. TNB will aim to give you as much notice as is reasonably possible.

### Legal framework

The Management of Health and Safety at Work Regulations (1999)

This policy was adopted by

The Haig Day Nursery

On

15.03.18

Date to be reviewed

January 2022

Signed on behalf of the provider

TNB Early Years and Play

Name of signatory

Mrs Sarah Hawkins

Role of signatory

Executive Coordinator

### Policy statement

If a child is not collected by an authorised adult by their expected collection time, we put into practice agreed procedures. The child will receive a high standard of care to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### Procedures

- Parents of children starting at the nursery are asked to provide the following specific information, which is recorded on our Registration Form:
  - Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
  - Place of work, address and telephone number (if applicable).
  - Mobile telephone number (if applicable).
  - Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the nursery, for example a childminder or grandparent.
  - Who has parental responsibility for the child.
  - Information about any person who does not have legal access to the child.
  - On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.
- If a child is not collected at the end of the session/day, we follow the procedures below:
  - The child's file is checked for any information about changes to the normal collection routines.
  - If no information is available, parents/carers are contacted at home or at work.
  - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the nursery - and whose telephone numbers are recorded on the Registration Form - are contacted.

- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
- If no-one collects the child after within 30 minutes of their expected collection time and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local authority children's social care team:
- If the children's social care team is unavailable we will contact the police.

Multi-Agency Safeguarding Hub (MASH) 0300 456 0108

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For full day care, this will be the out of hours' duty officer:

Emergency Duty Team 0300 456 0100

- After an additional 15 minutes if the child has not been collected, we will contact the above statutory agencies again.
- The child stays at the nursery in the care of two fully vetted workers, one of whom will be the Manager/Deputy Manager or Senior, until the child is safely collected either by the parents or by a social care worker.
- Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances will staff go to look for the parent, nor leave the nursery with the child.
- We ensure that the child is not anxious, and we do not discuss our concerns in front of them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed:  
0300 123 1231

This policy was adopted at a meeting of

The Haig Day Nursery

Held on

02.03.18

Date to be reviewed

January 2022

Signed on behalf of the provider

TNB Early Years and Play

Name of signatory

Mrs T Murphy

Role of signatory

Manager

#### Other useful publications

- Safeguarding Children (2013)

## Parental Involvement

### Policy statement

We believe that children benefit most from early year's education and care when parents and settings work together in partnership.

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the setting. We also aim to support parents in their own continuing education and personal development.

We would very much like to encourage all parents to support the setting as much as they can with fundraising events for both other charities and for our own charity; The Haig Day Nursery. If any of our parents/carers were able to spare some time during these events that would be appreciated.

Some parents are less well represented in early year's settings; these include fathers, parents who live apart from their children, but who still play a part in their lives, as well as working parents. In carrying out the following procedures, we will ensure that all parents are included.

When we refer to 'parents' we mean both mothers and fathers; these include both natural or birth parents, as well as step-parents and parents who do not live with their children but have contact with them and play a part in their lives. 'Parents' also includes same sex parents, as well as foster parents.

The Children Act (1989) defines *parental responsibility* as 'all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property'. (For a full explanation of who has parental responsibility, refer to the Pre-school Learning Alliance publication *Safeguarding Children*.)

### Procedures

- We have a means to ensure all parents are included - that may mean we have different strategies for involving fathers, or parents who work or live apart from their children.
- We consult with all parents to find out what works best for them.
- We ensure ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- We inform all parents about how the setting is run and its policies, through access to written information and through regular informal communication. We check to ensure parents understand the information that is given to them.

- We encourage and support parents to play an active part in the governance and management of the setting.
- We inform all parents on a regular basis about their children's progress.
- We involve parents in the shared record keeping about their children - either formally or informally – and ensure parents have access to their children's written developmental records.
- We encourage all parents to access their child's online learning journal, to share observations, achievements and to make comments on any progress reports shared with them by the setting.
- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting.
- Parents are invited into the setting to share their hobbies skills and interests, at The Haig Day Nursery we have a diverse clientele and would love to celebrate this with as many children and other parents as possible.
- We inform parents about relevant conferences, workshops and training.
- We consult with parents about the times of meetings to avoid excluding anyone.
- Individual meetings are always available to those parents who need to book outside of working hours.
- We provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language.
- We hold meetings in venues that are accessible and appropriate for all.
- We welcome the contributions of parents, in whatever form these may take.
- We inform all parents of the systems for registering queries, complaints or suggestions and we check to ensure these are understood. All parents have access to our written complaints procedure.
- We provide opportunities for parents to learn about the curriculum offered in the setting and about young children's learning, in the setting and at home.
- In compliance with the Safeguarding and Welfare Requirements, the following documentation is in place:
  - Admissions Policy.
  - Complaints procedure.
  - Record of complaints.
  - Developmental records of children.



This policy was adopted at a meeting of

The Haig Day Nursery

Held on

10.04.18

Date to be reviewed

January 2022

Signed on behalf of the provider

TNB Early Years and Play

Name of signatory

Trudi Murphy

Role of signatory

Manager