

## Puddle Ducks

### Child Protection and Safeguarding Policy

#### Introduction

As a nursery we monitor our children daily within observations, which are discussed weekly in meetings recorded in their individual splash books. We also communicate daily with each parent/carer to form a good relationship and to develop a picture of family life. Persistent absences are recorded daily in the base room register, changes in personality or changes in family circumstances are noted in the child's individual records and discussed at management/staff meetings. Staff are trained in Child Protection.

#### Policy for suspected child abuse:

- If a member of staff is concerned about a child they must discuss it with their base room supervisor.
- Then the supervisor must delicately raise the issue with the parent/carer.
- The issue should then be recorded in our child protection/safeguarding diary and discussed with the nursery child protection Officer or deputy.
- The child will be closely monitored and all the nursery staff will be informed of the issue in the nearest staff meeting.
- If we feel the child is at all at risk, Social Services would be contacted.

#### Staff Suspected of child abuse

If a member of staff is suspected/ or accused of neglect, verbal or physical abuse they will immediately sees employment. All allegations will be investigated and the staff member will be unable to return to work until the situation is resolved.

#### Nursery Security

- Throughout the nursery, we have a high standard of security. All the nursery staff are interviewed and references are checked.
- All staff have CRB checks carried out.
- The main nursery door has a security key - pad, the number is only known by the supervisory nursery staff and is changed every six months.
- Any visitors to the nursery must show proof of identification.
- All visitors are escorted around the nursery.
- The children DO NOT have access to the internet.
- All parent's/carers are introduced to all nursery staff, so the staff are fully aware of the main collector.

- A password system is set up between parents and the base room supervisor or a photograph can be provided, if the collector is unknown to the staff.
- Parent's/Carer should inform the nursery staff if the collector is different, so staff are aware of the change. If the nursery are not aware of the change of collector, the parent/carer will be contacted before the child can be released.

### **Child Details**

Details of children attending nursery is confidential and cannot be given to another parent. All displayed work is labelled with the child's first name only.

Should Social Services or the Police require any child's information they must have the parent's permission for us to release the information. Should a request from Social Services or the Police for information on a child be made whilst the child is considered at risk, the information may be given without the permission of the parent's.

These guidelines are by no means exhaustive. Should a member of staff have any concerns however minor over any of the children they should bring them to the attention of the nursery child protection officer and/or deputy .

**Named person for Child Protection Officer: Sarah Richards  
Deputy: Julia Rennie**