

2. Safeguarding Children

2.1 Safeguarding Children

Sunshine Daisy Nursery is committed to protecting all children in our care from harm. Our staff are able to respond appropriately to any:

- significant changes in children's behaviour;
- deterioration in their general wellbeing;
- unexplained bruising, marks or signs of possible abuse;
- signs of neglect;
- comments children make which give cause for concern

by either raising the issue with their manager or seeking advice from the nursery's appointed Child Protection Liaison Officer (CPLO) who has undergone advanced professional training in child protection.

The manager or CPLO will complete an Incident Report Form based on evidence and witness accounts which is filed privately in the office. All allegations are treated seriously and sensitively. The manager or CPLO will use their professional judgement to decide if the incident should be escalated to the Local Safeguarding Children Board (01256 313394).

Any allegation of serious harm or abuse made against a member of staff will result in their immediate suspension and removal from the premises until a full investigation has been completed by the registered person and the CPLO.

The registered person will inform Ofsted of any allegations of serious harm or abuse by any person working or looking after children at the premises or any other abuse which is alleged to have taken place on the premises.

The manager and the CPLO work in conjunction with the local advisory team for North Hampshire and any incidents reported to Ofsted will also be reported to them.

All staff employed by the Company have current, enhanced Criminal Records Bureau checks conducted in the Sunshine Daisy Nursery name.

2.2 Site Security and Missing Children

Sunshine Daisy Nursery commits to making the premises, both indoors and outdoors, safe and secure. The staff will only release children into the care of individuals named by the parent/carer on their child's application form, or if in exceptional circumstances and with prior notification from the parent/carer, children may be released to an adult who is able to produce identification and give the pre-arranged password found on the application form. Children will not be permitted to leave the premises unsupervised.

All visitors to the nursery must sign in on arrival and give the reason for their visit, stating both their arrival time and departure time. Visitors to the setting will not be left unsupervised with children at any time.

Staff have a duty to approach any visitor on the premises who has not signed in the visitors book. They must introduce themselves and establish immediately who the visitor is and the reason for being on the premises. If the visitor has no suitable reason to be on the premises, they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be phoned immediately.

Even when all site security precautions are properly observed, emergencies can still happen. Therefore our members of staff undertake periodic headcounts throughout the day. If for any reason a member of staff cannot account for a child's whereabouts during a session the following procedure will apply:

- The management of the nursery will be informed and will organise a thorough search of the entire premises.
- The management will nominate two members of staff to search the area surrounding the premises.
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the premises.
- If, after 15 minutes of thorough searching the child is still missing, the manager will contact the police and then the child's parent/carer.
- Whilst waiting for the police and the parent/carer to arrive, searches for the child will continue.
- The manager will co-ordinate any actions instructed by the police.
- Once the incident has been resolved the manager and staff will review relevant policies and procedures and implement any necessary changes.
- Any instance of a child going missing from the premises will be recorded on an Incident Report Form.
- In cases where the police have been informed, Ofsted will also be informed as soon as is practicable.
- During any period in which a child is missing members of staff will try to maintain as normal a routine as possible for the rest of the children.

2.3 Photography

Sunshine Daisy Nursery has two cameras on the premises that allow staff to photograph and record particular activities the children are engaged in for evidence to build into their trackers and reference to their developmental stage.

The photographs are printed in the nursery using the nursery computer and printer and selected photographs are uploaded to a secure password protected site which is linked to our website gallery. This password changes monthly.

No photographs will be stored on the computer and all staff mobile phones with cameras are to be stored in staff lockers in accordance with the policies set out in the Employee Handbook.

All parents/carers are required to complete an Application Form before their child starts at Sunshine Daisy Nursery. There is a place on this form to "opt out" of your child being photographed should you prefer us not to use this method of recording.

2.4 Equality of Opportunities and SEN Code of Practice

Sunshine Daisy Nursery is committed to taking positive and proactive steps to ensure that we are equally accessible to all. Sunshine Daisy Nursery endeavours to promote understanding, respect and awareness of diversity when planning and implementing the nursery's programme of events. Sunshine Daisy Nursery encourages children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities. Sunshine Daisy Nursery welcomes children and their parents/carers from all aspects of the wider community, and commits to working closely with both the parents/carers and any relevant agencies to ensure that every child's individual needs are met.

The staff at Sunshine Daisy Nursery are encouraged and supported to display and promote tolerant and respectful behaviour, language and attitudes and challenge any discriminatory practices.

Appropriate action will be taken wherever discriminatory behaviour, language or attitudes become apparent. Our staff are subject to disciplinary procedures as outlined in our Employee Handbook, whereas this behaviour from any child requires the manager to follow the *Behavioural Management* policy.

Sunshine Daisy Nursery is aware that some children have special education needs (SEN) and/or physical disabilities, which require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome, and that our activities promote their welfare and development. We are committed to the integration of all children in our care. Wherever possible, children with special educational needs and/or physical disabilities will have access to the same facilities, activities and play opportunities as their peers.

The *Equality of Opportunities and SEN Code of Practice* policy is consistent with current legislation and guidance. This includes the Special Educational Needs and Disability and Discrimination Act 2005.

The manager has the responsibility to appoint a member of staff as the Special Educational Needs Co-ordinator (SENCo). This information is displayed on the parent's notice board in reception. The SENCo is responsible for co-ordinating with parents/carers, relevant support agencies and the team at nursery to ensure that the special educational needs for each child are fully met.

Inclusive practice is a vital part of our nursery life and is routinely reviewed and assessed by all the staff in their every day activities, when new children join the setting and with the help of ongoing training. The SENCO attends a quarterly meeting in the local early year's community to share best practices and bring back ideas to our setting. Sunshine Daisy Nursery uses the Ofsted self evaluation form to assist in reflecting, monitoring and improving the effectiveness of inclusive practices.