

## **Child protection & Safeguarding Code of Conduct**

A clear Code of Professional Conduct plays a key part in establishing a safe environment for parents and their children. It is important that open and honest relationships are established with parents from the start to build trust and confidence.

*Staff should;*

- Be appropriate and friendly, while still being objective and professional and not blurring boundaries.
- Offer advice and support to parents in a respectful way, including initiating the possibly difficult discussions, directing parents to other relevant services and making appropriate referrals.
- Share the safeguarding children policy with parents and how the information will be shared with other professionals.
- Focus on individual children, do not make comparisons with other children or breach confidentiality.
- Recognise that practitioners have varying levels of influence and this power can be abused, particularly with socially vulnerable families.
- Intervene when they witness a child or a parent, being discriminated against or disempowered by another professional.
- Ensure all discussions regarding children or their parents are confidential and not discussed in their presence unless it is an open discussion and they have equal opportunity to express themselves.
- Ensure children are protected from disputes or conflicts with parents or work colleagues.
- Avoid giving special attention or having favourite children or parents.
- Set appropriate boundaries with families. Prior discussions and evaluation of possible outcomes should be discussed with senior members of staff before entering into social, sexual or emotional relationships with families. This could include private babysitting arrangements with parents, becoming a god parent to a child, allowing children or their parents to visit practitioner's homes or meeting parents or children socially.
- Staff should be discouraged from communicating and becoming friends with parents on any social networking sites such as face book and Twitter.

**‘Staff are friendly, but not friends, with parents.’**

# **Policy and Procedure for Safeguarding children & Child Protection**

We at Tamba are committed to protecting all the children in our care from harm.

We comply with the procedures approved by the Area Child Protection Committee.

In Tamba Day Nursery we intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

## **Exclude Known Abusers:**

It will be made clear to all applicants for posts within the nursery that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for work within the nursery, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. In the case of applicants with gaps in their employment history or who have moved rapidly from one job to another, explanations will be sought.

All appointments both paid and voluntary will be subject to a minimum three-month probationary period and will not be confirmed unless the nursery is confident that the applicant can be safely entrusted with children.

## **Seek and Supply Training**

We will seek out training opportunities for all adults involved in the nursery to ensure that they recognise the signs/symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

## **Prevent Abuse by means of good practice**

Adults will not be left alone for long periods with individual children or small groups. An adult, who needs to take a child to use the toilets, will stand by the bathroom door and the door will remain open.

Adults who have not been registered as "fit" persons will not take children unaccompanied to the toilet.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout of each playroom should permit constant supervision of all children.

If a child makes inappropriate physical contact with a member of staff, student or volunteer, this will be recorded fully in the Incident record book.

All staff and students are carefully recruited, have verified references and full up to date DBS checks.

## **Respond appropriately to suspicions of abuse:**

Parents/carers will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties, the matter will also be taken up with social services department.

## Tamba Day Nursery LTD

In exceptional circumstances, the social services department maybe the first point of reference.

All such suspicions and investigation will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/key person and Manager.

If a volunteer or member of staff is accused of any form of child abuse, she/he will be interviewed immediately by the manager. The person accused may choose to attend the interview accompanied by a colleague and to seek advice from a union representative. The interview will usually be with the nursery manager. However if the allegation is against the manager, the owner may conduct the interview.

### **Safeguarding children with SEND**

First and foremost a child with disability is a child. Every child has a right to be safe and protected from harm. Safeguarding practices should address the additional actions to be taken in order for disabled children to access this common human right.

Children with disabilities will find it easier to communicate given appropriate resources, support and the presence of someone who knows them well. Where a child is unable to tell someone of her/his abuse she/he may convey anxiety or distress in some way, e.g. behaviour changes or increase in symptoms. Staff will familiarise themselves with the child's method of communication.

When making a safeguarding referral we will:

State on referral if child is known to Pre-school Liaison Group (PSLG) and/or SEN and Disability Services and if so we will also send a copy to the relevant team.

Clarify when making or responding to a referral:

What is the disability, special need or impairment that affects this child?

Explain how the disability or impairment affects the child on a day-to-day basis?

How does the child communicate?

Has the disability or condition been medically assessed/ diagnosed?

*Safeguarding disabled children: practice guidance*

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/190544/00374-2009DOM-EN.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190544/00374-2009DOM-EN.pdf)

page 36 onwards

## **Child protection & Safeguarding Procedures**

The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured, and helped to understand that they themselves are valued and respected and have not been at fault.

### **Usual procedure for suspicions of abuse:**

- Children whose condition or behaviour has given cause for concern will be recorded. Refer to types of abuse for further assistance.  
Causes of concern can include;
  - *Any form of abuse*
  - *Change in behaviour*
  - *Attendance/ punctuality*
  - *Burns – all burns must be reported to MASH*
  - *FGM*
  - *Breast ironing*
  - *County lines*
  - *Radicalisation/extremism*
  - *Parenting concerns; substance misuse, change in behaviour, parenting capabilities*
  - *Domestic violence*
- Incidents including conversations and behavior will be observed and recorded accurately on an incident form/ or cause of concern form or where applicable.
- Speak with the safeguarding officer or person in charge who will inform you as what to do next. **This must be done within 24 hours or sooner if needed.** At this point, the Safeguarding officer may contact MASH for further support and advice before taking further action.
- Parent's are usually informed of the incident at the end of the child's day or sooner if necessary. At times parents will not be informed; if this is suggested by MASH or safeguarding officer.
- All records will be kept in child's file and the safeguarding officer will monitor the incidents, with regular meetings with parent/ carer.
- Where necessary further action may be taken. The parent will be informed and the safeguarding officer or Manager will contact or next person in charge will contact Mash

**Mash number:** 0203 373 4600

**Emergency Duty Team:** 0208 430 200 (Out of hours)

- Action thereafter will depend on the feedback from the MASH team

**It is important to remember all children and cases are individual and procedures can differ. All information must be recorded accurately and kept to a need to know basis only.**

## Tamba Day Nursery LTD

### Relevant Safeguarding/ Child Protection Telephone Numbers

<b>At Tamba</b>	<b>Designated Safeguarding Lead: Emily Simmons (DSL)</b>	
<b>Concerns Regarding a Child</b>	<b>Newham</b>	<b>Mash number:</b> 0203 373 4600 <b>Emergency Duty Team:</b> 0208 430 200 (Out of hours)  <b>Secure</b> <b>Email:</b> <a href="mailto:MASH@newham.gcsx.gob.uk/mash">MASH@newham.gcsx.gob.uk/mash</a> <b>MASH Portal:</b> <a href="http://www.newham.gov.uk/mash">www.newham.gov.uk/mash</a>
	<b>Redbridge</b>	<b>Mash number:</b> 0203 373 4600 <b>Emergency Duty Team:</b> 0208 430 200 (Out of hours)  <b>Secure</b> <b>Email:</b> <a href="mailto:MASH@newham.gcsx.gob.uk/mash">MASH@newham.gcsx.gob.uk/mash</a> <b>MASH Portal:</b> <a href="http://www.newham.gov.uk/mash">www.newham.gov.uk/mash</a>
<b>Concerns about an adult working with children</b>	<b>LADO:</b> Local Authority Designated Officer <b>Who:</b> Nick Pratt / Alex Mihu <b>Tel:</b> 0208 708 5350 / 0203 373 6706	
<b>Prevent institutes Officer</b>	<b>Who:</b> Ghaffer Hussain <b>Tel:</b> 0203 373 2634	

## Types of Child Abuse

### Signs and Symptoms of Child Abuse

#### Physical Abuse

##### Physical signs to look out for:

- Injuries which the child cannot explain or explains unconvincingly
- Injuries which have not been treated or treated inadequately
- Injuries on parts of the body where accidental injury is unlikely, such as cheeks, chest or thighs
- Bruising which reflects hand or finger marks
- Cigarette burns, human bite marks.
- Broken bones (especially in children under two)
- Scalds, especially those with upward splash marks (hot water could have been thrown deliberately), or rings on the child's names legs or body where a child has been made to sit or stand in very hot water.

##### Behavioural signs to look for:

- Reluctance to have their parents contacted
- Aggressive behaviour or severe temper outburst
- Running away or showing fear of going home
- Flinching when approached or touched
- Reluctance to get undressed for sporting or other activities where changing into other clothes is normal.

## **Tamba Day Nursery LTD**

- Covering arms and legs even when hot
- Depression or moods which are out of character with the child's general behaviour
- Unnatural compliance with parents or carers

## **Sexual Abuse**

### **Physical signs to look out for:**

- Plain, itching, bruising or bleeding in genital or anal areas

### **Behavioural signs to look for:**

- Sudden or unexplained changes in behaviour
- An apparent fear of someone
- Running away from home
- Nightmares or bedwetting
- Self-harm, self-mutilation or attempts at suicide
- Abuse of drugs or other substances
- Eating problems such as anorexia or bulimia
- Sexualised behaviour or knowledge in young children
- Sexual drawings or language
- Possession of unexplained amounts of money
- Taking a parental role at home and functioning beyond their age level
- Not being allowed to have friends (particularly in adolescence)
- Alluding to secrets they cannot reveal
- Telling other children or adults about the abuse
- Reluctance to get undressed for sporting or other activities where changing into other clothes is normal

## **Emotional Abuse**

### **Physical signs to look out for:**

- A failure to grow or to thrive (particularly if the child thrives when away from home)
- Sudden speech disorders
- Delayed development, either physical or emotional

### **Behavioural signs to look for:**

- Compulsive nervous behaviour such as hair twisting or rocking
- An unwillingness or inability to play
- An excessive fear or making mistakes
- Self-harm or mutilation
- Reluctance to have parents contacted
- An excessive deference towards others, especially adults
- An excessive lack of confidence
- An excessive need for approval, attention and affection
- An inability to cope with praise

## **Neglect**

### **Physical signs to look out for:**

- Being in an unkempt state; frequently dirty or smelly
- Loss of weight or being constantly underweight
- Being dressed inappropriately for the weather conditions
- Untreated medical conditions- not being taken for medical treatment for illnesses or injuries
- Poor dental hygiene and or/ failing to seek dental advice/ attention

## **Tamba Day Nursery LTD**

- Poor or no routine such as late bed times
- Lack of supervision- causing risk. Including the use of technology and online software etc.

### **Behavioural signs to look for:**

- Being tired all the time
- Frequently missing school or being late
- Failing to keep hospital or medical appointments
- Having few friends
- Being left alone or unsupervised on a regular basis
- Compulsive stealing or scavenging especially of food

## **Bullying**

### **Physical signs to look out for:**

- Unexplained bruises, cuts and scratches
- Have their possessions go missing

### **Behavioural signs to look for:**

- Unwilling to go to the school
- Feel ill in the mornings
- Become withdrawn, start stammering, lack confidence
- Become distressed and anxious
- Stop eating or eat more
- Cry themselves to sleep, have nightmares
- Refuse to talk about what's wrong
- Begin to bully other children or siblings
- Become aggressive and unreasonable

## **Female Genital Mutilation (FGM) statement for Safeguarding Policy**

At Tamba Day Nursery we are aware that Early Years managers and staff are key to the identification of girls who may be at risk of FGM and are aware of the risk factors for FGM and know how to report concerns. As part of an effective key person approach, managers and staff are able to develop ongoing relationships with the female children and their families in their care, which make them well placed to identify changes in the girls' behaviour or physical wellbeing. They might also be the only professionals who are aware that a girl from a practicing community is travelling to a country where FGM is practiced and that she may be at risk on this trip.

As part of the key person approach, staff members are responsible for their key children's intimate care needs i.e. changing girls' nappies or clothes or assisting girls to use the toilet. Staff members at Tamba Day Nursery have undergone Safeguarding training which enables them to be alert to physical indicators that a girl/girl baby has had FGM and know how to report these concerns, which as with all

### **Tamba Day Nursery works with parents and carers to support and ensure they are:**

- Aware that FGM is illegal in the UK.
- Aware of the harm associated with FGM.
- Support parents who do not wish their girls to have FGM.

By definition of parents this includes male members of the family where it is likely that they will be involved in any decisions as to whether a girl will have FGM or not.

## **Breast ironing**

## Tamba Day Nursery LTD

**Breast Ironing**, also known as “**breast flattening**” is the process whereby young pubescent girl's breasts are **ironed**, massaged and/or pounded down through use of hard or heated objects. This is done in order for the breasts to disappear or delay the development of the breasts entirely.

Breast flattening is traditional practice in parts of West Africa. It is typically arranged or performed by the girl's mother, to make the girl less attractive to males by delaying the signs that the girl is maturing into a young woman. Reasons for this include, protecting the girl from sexual harassment and rape. It also carried out to discourage pre-marital sex, unwanted pregnancy and prevent early marriage. Often one of the drivers is that the mother will want her daughter to avoid pregnancy so that they receive an education.

For both FGM and Breast ironing, it is important staff follow the following policies and procedures:

- *Record all authorities and unauthorised absences including holidays. This will include obtaining dates, location, purpose and length of absence.*
- *Report any concerns, change of behaviour as you would any other concern but being aware of signs and symptoms of FGM and breast ironing.*
- *Follow the key person symptoms when completing intimate care routines such as changing, toileting and nappy changes. This is because the key person should know the child best including typical behaviour and physically.*

## County Lines

County lines is the name given to drug dealing where organised criminal groups (OCGs) use phone lines to move and supply drugs, usually from cities into smaller towns and rural areas.

They exploit vulnerable people, including children and those with mental health or addiction issues, by recruiting them to distribute the drugs, often referred to as ‘drug running’.

OCGs often use high levels of violence and intimidation to protect the ‘county line’ and control them.

One of these forms of control exploits vulnerable people by using their home as a base for dealing drugs, a process known as cuckooing.

There are several signs to look out for that may indicate someone is involved in county lines:

- repeatedly going missing from school or home and being found in other areas
- having money, new clothes or electronic devices and they can't explain how they paid for them
- getting high numbers of texts or phone calls, being secretive about who they're speaking to
- decline in school or work performance
- significant changes in emotional or physical well-being

## If you have a safeguarding concern, what to do?

### Record:

- What you have observed or have been told by the child – these must be accurate and factual
- Dates where possible and details of the child's emotional state at the time
- Report your concerns to your safeguarding officer and/ or manager with 24 hours or sooner if needed.
- If you feel a child is in immediately danger or you are not sure call the manager or safeguarding officer immediately.
- In some incidents, you may ask the parent to wait while you get support.



## **Tamba Day Nursery LTD**

- The safeguarding officer will contact the following for support and advice and may complete a MARF- Multi-agency referral form.

## **Child protection & Safeguarding Children with SEN**

Types of child Abuse

### **Signs and symptoms of child abuse with SEN**

#### **Physical Abuse**

**Some of the indicators of Physical abuse with children with SEN could be as follows:**

- Constant belittling, shaming, and humiliating a child.
- Calling names and making negative comparisons to others.
- Telling a child he or she is "no good," "worthless," "bad," or "a mistake."
- Frequent yelling, threatening, or bullying.
- Ignoring or rejecting a child as punishment, giving him or her the silent treatment.
- Limited physical contact with the child—no hugs, kisses, or other signs of affection.
- Strapping a child into their wheel chair leaving a whiplash and or Unjustified and/or excessive use of restraint
- Physically restraining the child rather than comforting the child
- Rough handling, extreme behaviour modification e.g. deprivation of liquid, medication, food or clothing
- Ill-fitting equipment e.g. calipers, sleep boards, inappropriate splinting; misappropriation of a child's finances
- A bruise in a site that might not be of concern on an ambulant child, such as the shin, might be of concern on a non-mobile child.

Exposing the child to violence or the abuse of others, whether it is the abuse of a parent, a sibling.

#### **Sexual Abuse**

**Some of the indicators of sexual abuse with children with SEN could be as follows:**

- Sudden change in behavior
- Sudden onset of confusion
- Overtly sexual behavior/language by the vulnerable adult
- Torn, stained underwear
- Pain or itching, bruising or bleeding in the genital area
- Sexually transmitted disease/urinary tract/vaginal infection
- Bruising to upper thighs and arms
- Frequent infection
- Severe upset or agitation when being bathed etc.
- Changing child in front of others or in public and not caring about children's rights

#### **Emotional Abuse**

**Some of the indicators of emotional abuse with children with SEN could be as follows:**

- Ambivalence about Carer
- Fearfulness, avoiding eye contact, flinching on approach
- Insomnia or the need for excessive sleep
- Change in appetite

## **Tamba Day Nursery LTD**

- Tearfulness
- Blaming child for everything wrong
- Not attending or helping child when in distress and blaming disability
- Unexplained paranoia
- Low self-esteem
- Confusion, agitation
- Possible violation of human and/or civil rights
- Distress caused by being locked in a home or car
- Isolation – no visitors or phone calls allowed
- Inappropriate clothing
- Sensory deprivation
- Restricted access to hygiene facilities
- Lack of personal respect
- Lack of recognition of individual rights
- Carer does not offer personal hygiene, medical care or regular food or drinks and/or use of furniture to restrict movement.

## **Neglect**

**Neglect is a serious problem that affects the children who are especially vulnerable and may be unable to help themselves. Some of the indicators of neglect with children with SEN could be as follows:**

- Constant hunger, being constantly dirty or “smelly”,
- Loss of weight or being constantly underweight, and
- Inappropriate clothing for the conditions.
- The child may complain of being tired all the time, have few friends, talk about being left alone or unsupervised or the parent/carer may fail to seek medical assistance/appointments
- Being blamed for everything and being withdrawn
- Blaming everything to the child’s disability and not trying to understand the child.
- Not supporting the child when upset and saying ‘its normal’; due to disability.
- Poor social skills and lack of confidence
- Not respecting the child’s needs and wants

## **Anti Bullying Policy and Procedures**

This policy is linked to our Behaviour Management Policy. We do not tolerate bullying within our setting either by children or adults.

### **Adults:**

- Adults should work together as part of a team and any problems should be quickly diffused.
- If a member of staff feels that they are being bullied they must report it to the manager.
- The person who the allegation is made against must be interviewed by the manager and deputy manager (if they are not involved) with a colleague present with a view to sorting out the complaint before it escalates.
- If the matter cannot be solved then the director or area manager will become involved to act as arbitrators. Hopefully the situation can be settled before this stage.
- If an allegation is made against the manager then the deputy manager and the Area Manager/ Director will investigate.

### **Children:**

- If practitioners become aware that bullying is occurring within the setting the following will be put into action:
- Staff will be deployed in trigger areas and areas of high risk. Distraction techniques will be used.
- Children will be given one to one adult support in seeing how their behaviour was unacceptable. Where appropriate this might be accomplished by a period of "reflection time" with an adult. The adult will talk to the child to try and ascertain what happened and why.
- The manager will liaise with the parents and ask them to read and sign the incident form
- Parents will be asked if any circumstances have altered at home to account for the change in behaviour. Discussions with the parent will take place to ensure there is a consistent approach at home and at the setting.
- Recurring problems will be tackled by the whole nursery to ensure continuity in partnership with the child's parents, using objective observation records to establish an understanding of the cause.
- Practitioners will continue to monitor the situation and work closely with the parents until the situation is resolved.

## **Child protection/Safeguarding Co-ordinator**

The lead person for safeguarding children is **Emily Jane Turpin**. The co-ordinator has an important role to play to ensure the whole team has a secure understanding of safeguarding on a day to day basis. The lead officer should be very well informed, confident of how to address concerns and in a position where they are able to influence change.

**In absence of safeguarding coordinator or deputy, Senior staff or next person in charge has the duty to contact LADO, MASH and/or Ofsted.**

### **Roles & Responsibilities:**

- Guiding and developing safeguarding practices in the setting, assessing both individual and team knowledge and how this is implemented in practice, including ensuring all members of staff are confident of their knowledge and how to act on their concerns.
- Assisting staff to talk to parents about any safeguarding concerns.
- Establishing and maintaining effective working relationships with a wide network of children's services professionals to ensure all families services suitable and appropriate support and assistance.
- Being objective when observing professional practices within the setting and externally. For example, ensuring staff or other professionals do not become over familiar or blur professional boundaries with children and their parents.
- To develop and review clear safeguarding children policies, including;
  - *Safeguarding*
  - *Prevent duty*
  - *Whistle blowing*
  - *Code of conduct*
  - *Confidentiality*
  - *Recruitment*
- Ensure all staff understand policies and procedures, but also understand how to implement them through questionnaires, training etc.
- To ensure staff are clear in the procedure of recording the incidents that occur inside and outside the setting.
- To have lead responsibility in carrying out any action regarding safeguarding incidents and Investigate any issues confidentially.
- To work collaboratively with parents to ensure they understand child protection and safeguarding policies and procedures.
- To dedicate a place and time where parents and practitioner's can discuss confidential information.

## Statement for the Prevent Duty

The provider, management and staff at Tamba Day Nursery understand and comply with the Counter-Terrorism and Security Act 2015, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the prevent duty.

We are aware of the increased risk of online radicalisation, to radicalise young people, children and their families through the use of social media and the internet. As with managing other safeguarding risks, staff are alert to changes in behaviour which could indicate that colleagues, children and their families are in need of help or protection. Children and adults at risk of radicalisation may display different signs or seek to hide their views. Staff will use their professional judgement in identifying children and adults who might be at risk of radicalisation and act proportionately. Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour.

At Tamba it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified.

Protecting children from the risk of radicalisation should be seen as part of our wider safeguarding duties, and is similar in nature to protecting children from other harms whether these come from within their family or are the product of outside influences.

We can also build children’s’ resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. All staff are instructed to challenge extremist and radical views. In the setting we emphasise this in daily work such as assisting the children’s personal, social and emotional development and understanding of the world.

General safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the relevant statutory guidance, Working together to safeguard children. Online training is available for staff through Channel programme.

If you are concerned that a member of staff, family or child in your setting is at risk of radicalisation, please contact the Redbridge Prevent Institutions Officer (details as follows):

- Ghaffer Hussain
- Office Tel: 0203 373 2634

The 101 contact may still be used but please be aware that this is a national police number and your first point of call should be the Prevent Institutions Officer detailed above. The Department for Education has a direct helpline where staff can raise concerns relating to extremism directly on 02073407264 or by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

The designated safeguarding and prevent duty officer at Tamba is **Emily Turpin (Nursery Manager)**

## **Extreme Incident Procedure**

**In the event of an extreme incident, such as a terrorist attack, close to the setting, we will take every step to ensure the safety of staff and the children in our care**

- All the children and staff to stay in their respective rooms. Those in the garden to move quickly to the nearest room.
- Close the doors and lie low, encourage children to lay under the tables, away from windows
- The manager will call police for further advice, which should be followed (Explain that you are calling from a nursery or pre-school, how many children and adults are present)
- In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.

### **In the event of an armed or dangerous intruder entering the building**

- Call police immediately. Manager to have responsibility for informing the police. Explain that you are calling from a nursery how many children and adults are present.
- Is there a safe route out? Can you get there without exposing yourself to greater danger? If the location of the intruder is known, and there is safe passage available out of the building, the children should be led, in silence, out of the building away from the intruder. Be aware if there is more than one intruder in the building.
- Insist everyone leaves together
- Leave belongings behind
- Do not assemble close to the building – identify a safe place to gather. Take advice from the police, if possible, when outside the building

### **If you cannot leave the building safely**

- If there is no safe route - all the children and staff to stay in their respective rooms. Those in the garden to move quickly to the nearest room or exit the premises without entering the building, whichever is assessed as safest route.
- Close the doors and lie low encourage children to lay under the tables, away from windows and doors.
- Lock / barricade yourself in.
- In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.

### **As a routine precaution:**

- All visitors to be asked for the purpose of their visit prior to entering the building
- We have a code word to alert staff if there are any concerns about a visitor – this would alert a member of staff to notify police – provide description of individual and any vehicles if possible
- Room leaders would oversee practitioners that are responsible for children, manager would inform police/ hospital authorities and room leader would be responsible for informing the parents/ carers

## **Tamba Day Nursery LTD**

### **Communication with the Parents:**

It is very likely that the news of such an incident will break out very fast and parents would rush to the setting in panic. In order to ensure that parents do not create obstructions in operations they need to be informed to come to a pre-identified central place as close to the school as possible for the handing over of children. A message can be drafted explaining the situation giving the necessary facts, place of their assembly etc. and the message sent to all via Blossom.

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat#stay-safe--terrorist-firearms-and-weapons-attacks>

## Camera, iPad and Laptop Policy

We at Tamba are committed to ensure that we meet our responsibilities when caring for the children. Camera, laptops and iPads must only ever be used for nursery purposes and are monitored to ensure children's safety and well-being is paramount.

iPads are the only form of photography used at the nursery on a day to day basis, besides a specialist photographer.

The management team must also be aware of where the iPads are at all times. At the end of the day, the IPAD must be returned to the office and checked regularly.

- Only staff with an appropriate and updated DBS will use the iPad/ camera.
- Students will not be able to take photos of children.
- Camera devices will also be kept in the office when not being used.
- Staff members must inform the manager when removing the device from the office.
- When members of staff are finished using the camera/ device they must return it to the office and inform the manager.
- Staff must take care when passing the camera/iPad to other rooms as the staff member who removed the iPad from the office will take full responsibility.
- iPads must never been taken out of the building unless they have been authorised to do e.g. for outing purposes. iPads will not be removed for the setting otherwise.
- Photos must be appropriate and only be used to observe children, capture significant events and to be used for displays around the building.
- iPads / cameras cannot be taken into the toilets e.g. to document potty training.
- Room leaders will have the responsibility to monitor the use of iPads.
- Printed photos may only leave the building for parental use only. The parents must also alert a senior member of staff if they wish to do so.
- The senior member of staff who is locking up, must ensure the cameras/ iPads are in the office at the end of the day.
- iPads must strictly be used for the purpose of the nursery. If staff are found using the iPad/ laptop for any other purpose they will be subject to disciplinary.
- Photos must only be sent using the Tamba email and this must be sent securely by egress.
- Staff must never use their own personal emails to send photos

## No Mobile/ Device Phone Policy

**Fit Bit's, Apple Watches, Tablets or any other devices which can be used for communication, recording or photography are also prohibited and follow the same procedure's as Mobile Phone's.**

1. Tamba operates a **NO MOBILE PHONE POLICY** for parents, visitors and any adult who works or visits the nursery.
2. Parents are informed about our policy during their settling in period. This is for safeguarding reasons but also so the nursery and child can have parents full attention during collection and drop offs.
3. The Nursery allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the nursery allow a member of staff to contact a current pupil or parent/carer using their personal device.
4. Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.
5. All staff/ adults working with children must ensure that their mobile telephones/devices are brought to the office, where they are locked away. Staff can only collect their phones during breaks or at the end of their shift.



## **Tamba Day Nursery LTD**

6. Mobile phone calls may only be taken at staff breaks or in staff members' own time and in the designated staff areas which includes the office and staff room. Therefore, phones must not be seen in corridors.
7. If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the designated staff area of the setting.
8. During group outings a nominated staff (Management or senior) will be given permission to take their personal phone. However during working hours the staff member is not still permitted to use their phone for personal use.
9. It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager or Leader.
10. If there are any concerns regarding personal telephones, then the Manager or Deputy Manager should be informed and appropriate action will take place.
11. The Manager or Leader in her absence reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.

### **Outings**

Senior practitioners are permitted to use their personal phones for emergency purposes or to make contact regarding nursery matters only. Use of social media or any other such thing will result in a disciplinary. Staff who are on full day visits/ trips must keep their phones switched off and must only use them during their allocated break time, away from the children. Again, they may use their phone in the event of an emergency or to make contact regarding nursery matters if necessary.

## **Social Networking Policy**

We at Tamba are committed to protecting all the children in our care from harm.

We comply with the procedures approved by the Area Child Protection Committee.

In Tamba Day Nursery we intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Technology and Internet is one of the most popular forms of communication in society today.

Therefore social network site must be considered when safeguarding our children at Tamba.

### **Staff must follow the following:**

- Staff must not have a relationship with parents in any other way but a professional manor at the nursery.
- Staff must not breach confidentiality by sharing information regarding Tamba on any social Network sites.
- Staff must inform Parents/ Carers of our Policy to ensure they do not display any information regarding other children on Social Network sites, such as names.
- Staff can befriend each other on social network sites, on a personal level but must not display any information regarding Tamba.
- Staff must not use social network sites during working hours. If they wish to use them during their lunch breaks, this must be done using their own equipment and NOT Tamba's.

*Social network sites include;*

*Facebook, twitter, emails, my space, bebo, Instagram etc.*

We are to keep a professional and respectful relationship with all of our parents at all times therefore will not tolerate any staff members communicating with parents over networks such as Facebook, twitter, my space, bebo etc. Actions such as these will result in a warning or dismissal.

### **Policy and procedure for Online Safety**

At Tamba, children's safety and wellbeing is our main priority. We recognise that the use of technology, in particular online/handheld devices have increased significantly with young children.

This policy will outline the responsibilities we at Tamba have in reducing the risks this poses to children as well as educating parents in the same use of devices and the internet.

### **Why does this matter?**

Although at Tamba we work with very young children, we have to consider the wider family such as older siblings and parents, as well as the child themselves. For example, a younger child may witness older family members playing or watching non-age-appropriate games/videos.

Ofcom has reported;

- 1% of 3-4-year olds have their own smartphone and 19% have their own tablet
- 52% of 3-4-year olds go online for an average of nearly 9 hours a week
- 45% of 3-4-year olds use YouTube

These figures are continuously increasing and therefore subsequently the risk to children will also rise. For this reason, it is vital that the nursery works with parents to implement several strategies to avoid and reduce any harm. It is important that the nursery understands its duties in managing any concern if it does arise.

### **What online risks might children face?**

Although this policy mainly focuses on the dangers online safety poses in regards to the safeguarding of children. We also want to highlight the impact technology and the devices has on the learning and development of children, especially within Early Years.

### **Developmental Impacts**

The more time spent on devices, the less time spent engaging and interacting with others. The lack of human interaction has a significant impact on children's social development. Although technology does offer some benefits, it can have a negative effect on the following:

- Eye Contact & interaction skills (*Social Skills*)
- Ability to share & turn take (*Behavioural skills*)
- Expressive language (Children often learn repetitive language/phrases from social media)
- Lack of Emotional intelligence
- Physical development. This includes lack of movement and physical activity resulting in child obesity and further health issues.

## Tamba Day Nursery LTD

### Safety Impacts

- The risk of grooming
- Radicalisation
- Access to inappropriate content including; violence, pornography etc.
- Cyber bullying
- Access to online communication platforms
- Financial vulnerability e.g. purchasing unauthorised items such as downloading games/coins
- The use of gaming consoles e.g. Xbox, PlayStation and the language that can arise from this e.g. swearing, inappropriate comments

### Managing screen time

It is recommended that children aged between 2 – 5 years have a maximum of 1 hour of screen time a day, with breaks in between.

### How to minimise the risk?

Parents must monitor and supervise the use of all devices, particularly when they have access to internet.

- Use children's YouTube and not the general YouTube server as this is not monitored and children can easily access inappropriate content.
- Ensure video games accessed are **age appropriate**
- Switch off all communication systems within games, apps etc
- Avoid your children having social media such as Instagram, Facebook and Twitter as these are not recommended for children
- Follow the guidelines in regards to screen time e.g. 1 hour per day
- Report any concerns you may have
- Use parental locks within apps, which makes it easier to monitor the use and content

### How we manage online safety:

- We share this policy with parents to educate and support them in managing theirs and children's safety when online.
- Where and when we deem it appropriate, we will teach the children about online safety e.g. if a concern is raised, when we use the iPad or if developmentally required e.g. school readiness.
- The nursery iPad's will be monitored regularly and history checked. The iPad's are to be used by adults only, unless planned and supervised e.g. for children to sign in, used for mark making or to take photos of each other. All of which will be supervised at all times.
- We gain permission from partitioners and parent prior to any posts on social media
- We monitor all content and ensure what is posted is appropriate
- We monitor those who we have as 'friends' and anyone who attempt to add or follow our page
- We ensure staff are aware of their responsibilities in the use of social media including; rejecting any requests from parents, sharing any content including children on their own social media platforms including those posted via Tamba accounts
- The use of online systems such as YouTube within the nursery for educational purposes are reviewed thoroughly prior to use such as; songs, videos and websites.
- Practitioners will be advised to set their own personal social media accounts as private and any information or media accessibly (e.g., profile photos) must be deemed appropriate.
- Practitioners must not share any content including children photographs or identify using their personal social media accounts.
- Nursery devices will only be used in the photography of children and parents unless additional permission is gained e.g. for outings.

## Tamba Day Nursery LTD

**In the instance where concerns are raised regarding online safety including children, parents and practitioner the following procedures will be required:**

1. Record concerns on appropriate form e.g. cause for concern or whistle blowing form.
2. Inform safeguarding officer or next person in charge.
3. Depending on the nature of the concern; the lead safeguarding officer will take further action e.g. Mash referral, LADO, disciplinary or parent meeting

## **Safeguarding: Inappropriate Behaviour**

We must behave in an order that does not put any staff member in a situation or circumstance that can lead to allegations from children, parents or staff. Relationships between staff, children and parents must remain at a professional level.

### **Inappropriate behaviour includes:**

- Children sitting on practitioner's laps for long periods of time
- No kissing at all
- Taking photos of children inappropriately
- Saying comments such as 'I love you' or 'your my favourite' or '**secrets**'
- There should be no secrets at all
- Having favourite children
- No Dragging children/ man handling children.

Do not hold children anywhere other than their hand. Therefore, do not grab their wrists or arms.

When picking up children pick them up around their waist, under arms etc. NEVER pick children up by their hands or arms.

Be mindful when making contact with children, do you need to touch them?

e.g. tapping children on head etc.

- Restricting children/ restraining children when necessarily. Such as when the child may cause harm to themselves or others. When restraining takes place, an incident form must be written and it must be reported to management and to parents.
- Cuddling children for no reason – only cuddle children when they need reassuring or if they cuddle you
- Negative language
- Embarrassing children- remember to use positive language around children
- Bribing children- empty threats
- Using the words "shush" and "now"

**In breach of this policy disciplinary will be issued. As this is seen as gross misconduct.**

## **Whistle Blowing Policy**

Tamba day nursery adopts a positive approach to whistle blowing. We recognise that staff must be able to express any concerns they may have about practices within the nursery environment. This will be actively encouraged by supporting the reporting of such concerns.

### **We will do this by:**

- Promoting an environment of mutual trust, respect and open communication.

## Tamba Day Nursery LTD

- Promoting an environment that is free from bullying, harassment and discrimination.
- Actively support staff or volunteers who “blew the whistle” during the investigation and after, in line with legislation.

Any concerns should be raised with Emily Simmons in the first instance. If however, you cannot discuss the matter with her because it involves the individual responsible for the problem or she is absent, then concerns can be raised with Sheila Poinosawmy, Deputy or next person in charge who will continue to support the member of staff.

Staff and users of our service can raise any concerns without fear or victimisation.

If staff feel unable to raise concerns directly with the settings management team, then they may contact the external support to discuss any concerns.

The safety and wellbeing of everyone at Tamba remains a priority.

<p><b>If you want to speak to someone at Tamba Nursery</b></p>	<p style="text-align: center;"><b><u>LSO- Lead safeguarding office</u></b></p> <p style="text-align: center;"><b>Emily Simmons</b></p> <p style="text-align: center;"><i>In absence of safeguarding coordinator or deputy, Senior staff or next person in charge has the duty to contact LADO, MASH and/or Ofsted.</i></p>
<p><b>Child concerns</b></p>	<p><b>Newham</b>  <b>Mash number:</b> 0203 373 4600  <b>Emergency Duty Team:</b> 0208 430 200 (Out of hours)</p> <p><b>Secure Email:</b> <a href="mailto:MASH@newham.gcsx.gov.uk/mash">MASH@newham.gcsx.gov.uk/mash</a>  <b>MASH Portal:</b> <a href="http://www.newham.gov.uk/mash">www.newham.gov.uk/mash</a></p> <p><b>Redbridge</b>  <b>MASH number:</b> 0208 708 3885 / 0208 553 5825</p> <p><b>Secure email:</b> <a href="mailto:cpat.referrals@redbridge.gov.uk">cpat.referrals@redbridge.gov.uk</a></p>
<p><b>Concerns Regarding an adult working with children</b></p>	<p><b><u>LADO:</u></b> Local Authority Designated Officer</p> <p><b><u>Who:</u></b> Nick Pratt (<b>Newham</b>)</p> <p><b><u>Tel:</u></b> 0208 708 5350</p> <p><b><u>Who:</u></b> Helen Curtis (<b>Redbridge</b>)</p> <p><b><u>Tel:</u></b> 0208 708 5350 / 07903 2115521</p>
<p><b>Ofsted advice line</b></p>	<p style="text-align: center;">0300 123 1231</p>

## Confidentiality Policy

## Tamba Day Nursery LTD

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality nursery care and education.

To ensure that all those using and working in Tamba Day Nursery can do so in confidence, we will respect confidentiality in the following ways:

- Parents will have access to the files of their own children, but will not have access to information about any other child.
- Staff will not discuss individual children, other than for the purpose of curriculum planning/group management, with people other than the parent/carers of that child.
- Information given by parents/carers to their child's key worker will not be passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be in a confidential file and will be limited to a need to know basis only.
- Students at Tamba Day Nursery will be advised of our confidentiality policy and required to respect it.
- Children's record folders work and photos will not be taken off the premises other than handed out to parents.
- We inform parents when we need to record confidential information beyond the general personal information we keep-for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.

**This policy meets the guidelines set out for GDPR.**