



The Railway Children Kindergarten

**INITIAL POLICIES,
PRACTICES AND PROCEDURES
2018 - 2019**

Station House
Bunbury Way
Epsom Downs
KT17 4JP

Contact:

The Railway Children Kindergarten landline:
01372 802549 (opening hours only)

Email: info@therck.co.uk

ADMISSIONS

Statement of Intent

It is our intention to make our Nursery school genuinely accessible to children and families from all sections of the community.

Registering

- A child's name may be registered at any time. A place will then be offered if there is space available to admit the child. The place, once confirmed by the parent, is then reserved for the child.

Admissions Process

- Due of capacity we are sometimes unable to admit children in the summer term or half term. These children are then admitted the following term (in September) when there is space.
- Children starting at 2 years have a place reserved until their departure for school. This usually means that children stay for 2 years.
- Parents who wish to remove their child after 1 year are asked to make their intentions clear as this impacts on future availability for other children.

Flexibility of Attendance

We offer flexibility of attendance based on the parents needs and wishes. We offer 15 hours funded places which can be increased to a maximum of 24 hours. If you are wishing to access 30 hours the remaining 6 can be taken up at other early years settings or registered childminders.

Additional services will be charged for the following;

- Morning and afternoon snacks
- Consumables – wipes and nappy sacks
- Early and late drop-offs, at RCK's discretion

Equal Opportunities & Diversity Policy (EO&DP)

Our EO&DP policy will ensure that Nursery welcomes both fathers and mothers, other relations and carers (including child-minders and nannies) and people from all cultural, ethnic religious and social groups, with or without disabilities. We will monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

Policy updated September 2018

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ARRIVAL & DEPARTURE PROCEDURES

Records

The Railway Children Kindergarten obtains details of the name of the child, names of parents, step-parents, guardians, home address, contact details, health information (including allergy details). Details of who has permission to collect the child from Nursery, and their contact details are kept, and updated annually, or more frequently as necessary.

Arrival

We use a register system, where parents manually records children's arrival time each day. The total number of children in attendance is calculated and displayed in the register and on a notice board in the Nursery.

This is re-visited as soon as possible after all of the children arrive to ensure that it has been accurately completed and that all children are all registered. Children arriving late are marked in with the arrival time noted, and the total number of children attending is recalculated and displayed on the register.

Staff are also recorded in the register. Children are also encouraged to self-register, using their own name cards. This is an exercise for the children to help in name recognition and independence and is not used as a guide as to which children are in attendance.

Departure

Children are marked out as they are collected at the end of the session, with a departure time entered against their name. Children leaving during a session (e.g. because of illness or appointment) are marked out with the time of departure against their name. The total number of children attending is recalculated and displayed on the register.

Children are always collected by parents/carers at The Railway Children Kindergarten.

If a person arrives to collect a child, and it was not arranged at arrival, staff will ensure that person is permitted to collect child by phoning the parent.

Where circumstances mean that arrangements are altered after arrival time e.g. car breakdown/parental illness, a password system is used.

Staff departure times are noted in the register.

The password procedure is:

- Parent to phone The Railway Children Kindergarten to inform of new arrangement.
- The Railway Children Kindergarten staff answering phone to take name of person due to collect child and to ask parent to inform the person collecting of the password (their name).
- The Railway Children Kindergarten staff to tell other staff of new arrangement and record in the appropriate clipboard.
- The Railway Children Kindergarten staff to talk to child about who is collecting child.
- When person arrives to collect child ask for password to be repeated before child is handed over.

Visitors

Visitors are recorded on arrival using a 'Visitor Book'. The name and arrival time are noted and are added to the register page in the appropriate area, noting number of adults and/or children, so a new total can be calculated. -When leaving visitors sign out, the time is noted, the register is adjusted by staff to show that the visitor/s have departed.

Visitors are not left alone with children and are accompanied at all times. Visitors are asked to put bags and phones in the office and that photos are not allowed to be taken on any devices whilst visiting the Nursery.

Points to consider

- Should the Nursery suspect a parent/carer to be under the influence of drugs or alcohol and unable to care for the safety of their child then the management team would contact the police if appropriate or make arrangements with known relatives of the child. The safety of the child is always paramount

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CONFIDENTIALITY

Statement of Intent

It is our intention to respect the privacy of children and families attending The Railway Children Kindergarten.

We aim to ensure that all parents and carers can share the information in the confidence that it will only be used for the welfare of their children.

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

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to Nicola Johnson and Amanda O'Neill will only be passed on to other adults on a need to know basis.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file.
- Students observing in the Nursery as part of their training will be advised of our confidentiality policy and be required to respect it.

All the undertakings above are subject to the paramount commitment of The Railway Children Kindergarten, which is to the safety and well-being of the child. Please see also our safeguarding policy.

Useful resources

General Data Protection Regulation 2018 and Freedom of Information Act. Available to download from www.opsi.gov.uk

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DIET (HEALTHY FOOD)

Statement of Intent

The sharing of refreshments can play an important part in the social life at The Railway Children Kindergarten as well as reinforcing children's understanding of the importance of healthy eating.

The Nursery will ensure that:

- The Railway Children Kindergarten Nursery encourages healthy eating at all times. All meals and snacks provided are nutritious, avoiding large quantities of sugar, additives, trans fats, preservatives and colourings.
- Fruit and vegetables used for snack are fresh, washed before use, and stored correctly.
- Fresh drinking water is provided at all times.
- Savoury carbohydrate snacks are chosen such as bread, crackers, wraps and offered daily.
- Children's medical and personal dietary requirements are respected and followed.
- The dietary rules of religious groups and also of vegetarians/vegans are observed and met in appropriate ways.
- Milk provided for children is pasteurised, kept refrigerated and offered at snack time.
- When children stay for lunch parents supply an appropriate lunch in a named lunch box. The emphasis is on real food. Sugary, pre-packaged food is kept to a minimum. Quantities of food supplied should match your child's appetite as we encourage children to finish their lunch box meals.
- Cooking activities include savoury and sweet foods for a balanced range of taste experience.

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13. EMERGENCY CLOSURE PROCEDURE

Aim

The aim of The Railway Children Kindergarten is to remain open wherever possible, taking into account factors that may put the children attending at risk should they attend.

Closures

Examples of when we may consider closing are;

- flooding
- snow
- ice
- high levels of sickness among staff or children
- flu pandemic
- no heating or water in our building
- a bereavement
- if there are contractual implications, for example a change to our terms and conditions.

Closures may occur during a session. If this occurs the welfare of the children is paramount and arrangements are made with parents/carers for collection. Staff will ensure that children are collected by permitted adults, and details of the expected reopening is given at the time of collection. Parents are also informed of expected reopening by email, by the website and by telephone/text, as necessary.

Closures are usually arranged out of hours and in these circumstances all parents are contacted via text and email to inform them of closure. The website www.therck.co.uk is also used to inform parents of planned closure by a message which appears soon after 8am on the first day of closure.

Missed Sessions due to Closure

Children who miss sessions due to emergency closure are offered replacement sessions to make up for time lost, where possible.

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EQUAL OPPORTUNITIES AND DIVERSITY

Statement of Intent

The Railway Children Kindergarten is committed to providing equality of opportunity and anti-discriminatory practice for all children and families.

We aim to:

- Provide a secure environment in which our children can flourish and in which all contributions are valued
- Include and value the contribution of all families to our understanding of equality and diversity
- Provide positive non-stereotyping information about different ethnic groups and people with disabilities
- Improve our knowledge and understanding of issues of equality and diversity and
- Make inclusion a thread, which runs through all the activities, offered at The Railway Children Kindergarten.

The legal framework for this policy is

- The Children Act 1989, 2004 & 2006
- Race Relations Act 1976
- Sex Discrimination Act 1975 and 1986
- Equal Pay Act 1970
- Disabled Persons Act 1986
- Disability and Equality Act 2010
- Human Rights Act 1998
- Education Act 1993
- Special Educational Needs & Disability Code of Practice Aug 2014
- Race Equality Act 2000
- The Human Rights Act 2000.
- The Early Years Foundation Stage March 2017

Methods

Admissions

The Railway Children Kindergarten is open to all members of the community.

Employment

Staff are treated fairly and without prejudice.

Families

Our aim is to show respectful awareness of all the major events in the lives of the children and families in the Nursery, and our society as a whole, and to welcome the diversity of backgrounds from which they come.

We aim to acknowledge all the festivals that are celebrated in our area and / or by the families attending our Nursery.

Without indoctrination of any specific faith, children will be made aware of the festivals which are being celebrated by their own families or others and will be introduced where appropriate to the stories behind the festivals.

Children will be encouraged to welcome a range of different festivals, together with the stories, celebration and special food and clothing they involve, as part of the diversity of life.

Staff will ensure that they become aware of the cultures from which children come, and the customs and attitudes within them. Staff will be sensitive to the feelings of parents.

Recognition will be given to the positive value of mother tongue and dialect.

Labelling in the Nursery, letters home etc will be comprehensible to all families.

- **Curriculum**

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and equipment will allow children the opportunity to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

- **Resources**

These will be chosen to give a balanced view of the world and an appreciation of the rich diversity of our multi-racial society. Materials will be selected to help children develop their self-respect and to respect other people by avoiding stereotypes and derogatory pictures or messages about any group of people.

- **Training**

Training opportunities are offered to staff and volunteers to enable them to develop practices which enable children to flourish. We review our practices and procedures to ensure that we are fully implementing our policy of equal opportunities and diversity.

- **Food**

Medical, dietary and cultural needs will be met.

- **Special Educational Needs**

The Railway Children Kindergarten recognise there is a wide range of special needs effecting children and families in the community. Please refer to our SEND policy for details.

- **Meetings**

The time, place and conduct of meetings will ensure that all families have an equal opportunity to be involved on the running of The Railway Children Kindergarten.

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USING IMAGES OF CHILDREN: PHOTOGRAPHS, VIDEOS & WEBSITE

Statement of Intent

We live in an age where digital technology has vastly increased the use, and potential misuse of photography. The following policy has been produced from guidelines published by the Surrey Safeguarding Children's Board.

Consent

- **The General Data Protection Regulation 2018** affects use of photography. This is because an image of a child is personal data and consent must be obtained, regarding the taking, storage and sharing of photos from the parent of a child under 18 years for the purposes beyond the activity of the Nursery. It is also important to ascertain the views of the child being photographed. Where children are Looked After, the Nursery must check consent with the Social Worker, on the parent's behalf.
- Written consent is obtained from parents for the use of photographic images of their child on The Railway Children Kindergarten' website. The child is not identified by name, and only photographs showing children with appropriate clothing in activities appropriate to the children's play are selected for website display.
- Parents retain the right to withdraw their consent to photographic images being used at any point, although they need to do this in writing.

Use of images of children by the press

- Should a photograph be taken for publication in a newspaper, consent needs to be obtained from parents as before. Children are not identified by name, and the press follow their relevant industry codes of practice.

Use of images of children in the Nursery

- Photographs are taken during Nursery sessions, and also during Nursery outings, to record events and help assessment and record keeping.
- Children are always appropriately dressed.
- Photographs are never taken in the toilet/nappy changing area.
- Any images taken are used for children's personal record books and become property of the child's parents on leaving.
- A camera, belonging to the Nursery, is used to take all photographs. Staff are not permitted to use mobile phones, or other devices, to record photographic images or videos whilst working in the Nursery. A member of staff is responsible for downloading and ordering digital images. Digital images are stored on the computer for this purpose are deleted at regular periods. Digital images are not transferred via email, or similar, to other computers or devices.

Prospectus, brochures and publicity material

- Images of children are not used in any of the above.

Videos

- The Railway Children Kindergarten do not take video recordings of children during the normal routines at Nursery.
- Parents can only make video recordings of their own child at RCK events. Permission is only granted for this, if the video is explicitly for personal and family use only.

Websites

- Written parental consent must be obtained before a photograph is used for the Nursery website.
- Photographs that are used on the RCK website are selected carefully showing groups of children, in appropriate clothing to protect modesty and playing appropriately. Children are not identified by name.

- Internet and social media guidance is sought at www.ceop.gov.uk Child Exploitation and Online Protection.
- It is strongly recommended that staff do not contact parents/children out of working hours using social networking sites. Photographs/messages posted on social networking sites may potentially damage the Nursery's reputation, and extreme care and professional conduct is required from staff at all times.

Parental right to take photographs

- Parents can take photographs for their own children explicitly for private and family use only.
- Photographs are not permitted to be taken in the toilet/nappy changing area.

Storage of photographs

- Photographs must be secured stored, either returned to the parent or used in children's personal records. Digital images should be deleted after prints have been retrieved.

Official Photographs

- If photographers are asked into the Nursery to take portraits/photographs of individual children or groups, vetting/validity checks will be undertaken first.
- The photographer will be supervised at all times to ensure the welfare of the children is safeguarded.

Useful sources of Information

The Information Commissioners Office

www.ico.gov.uk

Internet Watch Foundation

www.internetwatch.org.uk

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MAINTAINING CHILDREN'S SAFETY AND SECURITY ON PREMISES

Statement of Intent

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- All children are supervised by adults at all times.
- Adults do not normally supervise children on their own.
- Whenever children are on the premises at least two adults are present.
- Visitors are welcome to visit and it is ensured they are never left alone with children.
- We carry out risk assessment to ensure that our premises are suitable for children, and that activities are planned and any risks involved are managed with care.

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Our systems prevent children gaining access to medicines, cleaning products and other unsafe items.

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SAFEGUARDING CHILDREN POLICY (Child Protection)

Statement of Intent

Our Nursery wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life. All staff follow the Safeguarding Children Policy

Aims

Our aims are to:

- create an environment in our Nursery which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background;
- help children to establish and sustain satisfying relationships within their families, with peers and with other adults;
- encourage children to develop a sense of autonomy and independence;
- enable children to have the self-confidence and the vocabulary to resist inappropriate approaches; and
- work with parents to build their understanding of, and commitment to, the welfare of all our children.

In the Department of Education document Working Together to Safeguard Children (March 2015), safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

The Railway Children Kindergarten works to provide an environment in which children are safe from abuse and in which there is a prompt and appropriate response to any suspicion of abuse. In order to achieve this, we will:

Recruit Suitable Staff

All staff working at The Railway Children Kindergarten in a paid or voluntary capacity will have been recruited using the following procedure:

- Applicants for posts within The Railway Children Kindergarten are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- All applicants for work within The Railway Children Kindergarten, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide two references. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
- Ofsted requirements in respect of references and DBS checks for staff and volunteers are followed to ensure that no disqualified person or unsuitable person works at The Railway Children Kindergarten or has access to the children.
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless The Railway Children Kindergarten is confident that the applicant can be safely entrusted with children. It is a requirement in EYFS (3:11) that members of staff are required to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).
- Volunteers do not work unsupervised.
- Staffing levels are appropriate to ensure the safety of the children:
- 2 - 3 years - 1 adult for every 4 children, 3 – 4 years - 1 adult for every 8 children.

- Safeguarding training provided by Surrey Safeguarding Children's Board and is accessed regularly for all adults to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect. Staff will refresh this training every three years with the 'Working Together to Safeguard Children' update training.
- We ensure that, as part of their induction training, all members of staff are aware of the procedures for reporting and recording their concerns about safeguarding.
- The Designated Safeguarding Lead (DSL) for The Railway Children Kindergarten is Nicola Johnson, with Amanda O'Neill acting as deputy. Both have attended Surrey Safeguarding Children Board's 2-day, multi-agency training course. This training is updated every two years.
- A copy of 'What to do if you are worried a child is being abused - Summary 2015' is kept on the premises to be referred to in the event of suspected abuse.
- The Railway Children Kindergarten has access to Surrey Safeguarding Children Board's procedure online at www.surreycc.gov.uk/safeguarding. The site is checked by the DSL for updates and amendments at the beginning of each term.

Follow good practice guidelines

- The layout of the playrooms and the positioning of staff at The Railway Children Kindergarten allows for constant supervision.
- No child is left alone with staff or volunteers in a one to one situation without being visible to others.
- Security measures are in place to ensure control over who comes into The Railway Children Kindergarten so that no unauthorised person has unsupervised access to the children.
- Details of visitors to The Railway Children Kindergarten are recorded.
- Children are 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 develop understanding of why and how to keep safe and to have the self-confidence and vocabulary to resist inappropriate approaches.
- The Railway Children Kindergarten staff work to create a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background. This is carried out in a way that is developmentally appropriate for the children.
- Information taken from families before admission (name, date of birth, address, contact details) is updated on entry, and then updated annually, or more frequently as required. The Proprietor is responsible for updating and storing this information.

Respond appropriately to suspicions of abuse

The Railway Children Kindergarten will respond promptly and appropriately to all incidents or concerns of abuse that may occur and will work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused - Summary 2015'.

The abuse of children can take different forms - physical, emotional, and sexual abuse and exploitation as well as neglect. When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may become apparent through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

Possible signs of abuse may include:

- significant changes in children's behaviour;
- deterioration in general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's comments which give cause for concern;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or

- inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Where such evidence is observed in a child's behaviour, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. (Such record keeping may also be prompted by a pattern being detected in entries to the incident book, such as a child regularly arriving at The Railway Children Kindergarten with specific injuries.)

The record will include:

- the address and age of the child;
- the date and time of the observation or the disclosure
- an objective record of the observation or disclosure;
- where possible the exact words spoken by the child;
- the names of any other person present at the time;
- the name and signature of the recorder
- should any marks be found on the child, a body map will be used in the presence of a witness

These records will be kept in a separate file, which is stored in a secure place, and will not be accessible to anyone other than the DSL, DDSL and relevant key person or others as deemed appropriate by the DSL.

Disclosures

Should a child make a disclosure to a member of staff, that member of staff should reassure the child and let them know they are not to blame, but it is also important not to promise the child confidentiality as this will not be possible in the event of further investigations.

The role of staff is to listen to and support the child, but not to put words in their mouth.

Staff should take care not to influence the outcome either through the way they speak to the child or by asking questions of the child.

Disclosure information should be recorded as above.

Children arriving with injuries

- Parents of children arriving at Nursery with noticeable injuries are asked the reasons for the injury.
- Staff are made aware of injuries and
- A record of where marks appear, and details about size etc are made using a named body map.

Informing parent / carers

- If a suspicion of abuse is recorded, parent/carer/s are informed. However, if sharing information is likely to put the child at risk of significant harm, we will seek advice from the Duty Assessment Team via the Surrey Children's Services MASH team.
- **If it is felt that the child will be at risk of significant harm if allowed to go home with a parent / carer, we will seek advice from the MASH team. If necessary, the police will be contacted to stop the child from leaving The Railway Children Kindergarten.**

Making Referrals

- Referrals are made to the Surrey Children's Services MASH team on 0300 470 9100.
- Confirm referrals in writing within 48 hours, using the Multi-Agency Referral Form including a body map where appropriate. Download latest version of the form from www.surreycc.gov.uk/safeguarding and click on 'guidance for professionals'.

- Complete an Initial Assessment within 10 working days. The initial assessment will decide if the child is in need or at risk. If the child is at risk there is actual or likely significant harm. The referrer will receive feedback once the assessment is complete.

Allegations against Staff, Students, or Volunteers

- In the event that an allegation of child abuse is made against a member of The Railway Children Kindergarten staff, the individual against whom the allegation is made will be formally informed of the allegation by the Proprietor and immediately suspended on full pay while an investigation is carried out.
- The incident must be reported to the LADO (Local Authority Designated Officer) on 0300 123 1650 within 24 hours, even if the member of staff resigns. The LADO will advise of the next steps to take, how to manage talking about the concerns with the adult who may have harmed the child, how to inform the child's parents/carers, how the employer safeguards children throughout any investigation and what they expect of you and other agencies involved.
- A risk assessment must be carried out into how the incident occurred.
- Ofsted must be informed of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Ofsted must also be notified of any action taken in respect of the allegation. It is good practice to ring Ofsted within 24 hours of the allegation being made (0300 1234 666) and to follow this up in writing no later than 14 days. It is an offence to fail to comply with this requirement.
- It is the responsibility of the Proprietor to gather information where an allegation has been made against a member of staff, not the DSL.
- All staff members may then be required to sign a confidentiality form, requesting that the matter is not to be discussed outside of The Railway Children Kindergarten or amongst themselves at work, as they may be asked to give a statement which could later be used as evidence in Court. This is in order to protect all parties from rumour and false allegations, unintentional or otherwise.
- Any written records relating to such an incident should be kept in a secure location.
- If The Railway Children Kindergarten dismisses or removes a member of staff or volunteer from working with children because they have harmed or may have harmed a child, the Manager has a legal duty to inform the DBS.
- If the member of staff resigns during an investigation or before they are dismissed, the DBS must still be informed.
- Telling the DBS does not mean the person will be automatically barred from working with children.
Disclosure and Barring Service Tel: 0870 90 80 81 www.gov.uk/dbs customerservices@dbs.gsi.gov.uk

Allegations against Proprietor

- In the event that an allegation of child abuse is made against the Manager, the individual against whom the allegation is made will be formally informed of the allegation by the Proprietor and immediately suspended on full pay while an investigation is carried out.
- A risk assessment must be carried out into how the incident occurred.
- Notify LADO within 24 hours, even if the member of staff resigns. Notify Ofsted, within 24 hours, 0300 123 1650, and in writing within 14 days.
- All staff members may then be required to sign a confidentiality form, requesting that the matter is not to be discussed outside of The Railway Children Kindergarten or amongst themselves at work, as they may be asked to give a statement which could later be used as evidence in Court. This is in order to protect all parties from rumour and false allegations, unintentional or otherwise.
- Any written records relating to such an incident should be kept in a secure location.
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customerservices@dbs.gsi.gov.uk

Support families

The Railway Children Kindergarten will take every step to build up trusting and supportive relationships between families and staff and volunteers in the Nursery, with the proviso that the care and safety of the child must always be paramount.

Where abuse at home is suspected, The Railway Children Kindergarten will continue to support the child and family while investigations proceed.

Liase with other bodies

The Railway Children Kindergarten maintains contact with the Surrey MASH team who will be the official first point of contact when needed.

Safeguarding Priorities

Prevent

- In relation to radicalisation and extremism, we follow the 'Prevent Duty guidance for England and Wales' published by the Home Office and SSCB procedures on responding to radicalisation.
- All staff complete online Prevent training to ensure they are familiar with the protocol and procedures for responding to concerns about radicalisation.
- We will support children within our setting to avoid radicalisation and extremism by promoting British Values in everything that we do.
- If we believe a child is at risk of radicalisation or extremism we will take the necessary action immediately following SSCB procedures.

Female Genital Mutilation (FGM)

- All staff are aware that FGM is illegal in the UK and the mandatory duty to report cases to the police. We follow procedures set down by SSCB and guidance within the SSCB procedures manual.
- All staff complete Home Office 'Recognising and Preventing FGM' E-learning training.
- While FGM may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where staff suspect a child or young person may be at risk of FGM they will in the first instance discuss their concerns with the DSL/DDSL.
- The DSL/DDSL will follow the procedures set down by SSCB.

Child Sexual Exploitation

- Child sexual exploitation is a form of child abuse which involves children and young people (male and female, of a range of ethnic origins and ages, in some cases as young as 10) receiving something in exchange for sexual activity.
- Perpetrators of child sexual exploitation are found in all parts of the country and are not restricted to particular ethnic groups. All staff complete 'Awareness of Child Exploitation' Level 1 training and as such are aware of the key indicators of children being sexually exploited.
- Staff understand that many children and young children who are victims of sexual exploitation do not recognise themselves as such.
- Where staff suspect a child or young person is at risk of sexual exploitation they will discuss their concerns in the first instance with the DSL/DDSL.
- The DSL/DDSL will follow procedures set down by SSCB and contact Surrey MASH team. Where there is a risk to the life of a child or a likelihood of serious immediate harm we will contact the Police.

Forced Marriage and Honour Based Violence

- Staff are 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.
- While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where staff suspect a child or young person has been affected or at risk of forced marriage or honour-based violence they will in the first instance discuss their concerns with the DSL/DDSL.
- The DSL/DDSL will follow procedures set down by SSCB. Where there is a risk to the life of a child or a likelihood of serious immediate harm we will contact the Police.

Useful contact details are listed below:

Surrey Children's Services MASH team Confirm referral in writing within 48 hours	Local Area Contact Team 0300 470 9100 (Mon-Fri 9-5) 01483 517898 (Out of Hours)
Allegations Against Staff LADO (phone within 24 hours)	0300 123 1650
OFSTED (good practice to phone within 24 hours and compulsory to submit written report within 14 days)	0300 1234 666
OFSTED Whistleblowing Hotline OFSTED (General) Helpline	0300 123 3155 0300 123 1231
Whistleblowing disclosures can also be submitted to OFSTED by email on whistleblowing@ofsted.gov.uk or by post to WBHL, OFSTED, Piccadilly Gate, Store Street, Manchester, M1 2WD	
Local Police (- ask for Child Protection Team) Police (non-urgent) Police (emergency)	01483 571 212 101 999
NSPCC Helpline www.nspcc.org.uk	0808 800 5000
Stop It Now (child sexual abuse awareness, prevention and advice organisation) www.stopitnow.org.uk	0808 1000 900

Whistleblowing

- Whistleblowing is an important aspect of safeguarding where staff, volunteers and students are encouraged to share genuine concerns about a colleague's behaviour. The behaviour may not be child abuse but they may not be following the code of conduct or could be pushing the boundaries beyond normal limits.
- Whistleblowing is very different from a complaint or a grievance. The term whistleblowing generally applies when you are acting as a witness to misconduct that you have seen and that threatens other people or children.
- The Public Interest Disclosure Act 1998, known as the Whistleblowing Act, is intended to promote internal and regulatory disclosures and encourage workplace accountability and self-regulation. The Act protects the public interest by providing a remedy for individuals who suffer workplace reprisal for raising a genuine concern, whether it is a concern about child safeguarding and welfare systems, financial malpractice, danger, illegality, or other wrongdoing.
- The statutory guidance from the DfE Working Together to Safeguard Children 2015, makes it clear that all organisations that provide services for, or work with children must have appropriate whistleblowing procedures. They must also have a culture that enables concerns about safeguarding and promoting the welfare of children to be addressed by the organisation. The concern may relate to something that is happening now, has happened in the past or could happen in the future.
- All staff, volunteers and students of The Railway Children Kindergarten are aware that any concerns they may have can be shared with the Proprietor as appropriate. The welfare and safety of the children is paramount.
- Staff, volunteers and students who are unsure whether or not to raise a concern can contact an independent body for advice such as Public Concern at Work. Public Concern at Work is a whistleblowing charity. T: 0207404 6609. E: helpline@pcaw.co.uk

Early Help Assessment (EHA) may be used to help identify needs. It is a holistic approach used by practitioners to assess children's additional needs within their families and wider community and decide how these should be met.

The EHA is designed to be used when;

- a practitioner is worried about how well a child or young person is progressing (e.g. concerns about their health, development, welfare, behaviour, progress in learning or any other aspect of their wellbeing)
- a child or young person, or their parent/carer, raises a concern with a practitioner
- a child's or young person's needs are unclear, or broader than the practitioner's service can address.
- The process is entirely voluntary and informed consent is mandatory, so families do not have to engage and if they do they can choose what information they want to share. Children and families should not feel stigmatised by the EHA, indeed they can ask for an EHA to be initiated.
- The EHA process is not a 'referral' process but a 'request for services'.
- The EHA should be offered to children who have additional needs to those being met by universal services. Unless a child is presenting a need, it is unlikely the EHA will be offered. The practitioner assesses needs using the EHA.

The links to legislation are:

- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Children Act 1989
- Children Act 2004
- Children Act 2006
- Convention on the Rights of the Child, UNICEF 1989
- Sex Discrimination Acts 1975 and 1986
- Sex Discrimination Act (Gender Reassignment) Regulations 1999
- Human Rights Act 2000
- Equality Act 2010
- Freedom of Information Act 2000
- General Data Protection Regulation 2018 1998
- Every Child Matters – Change for Children 2004
- Working Together to Safeguard Children 2015
- Statutory framework for the Early Years Foundation Stage 2014
 - Safeguarding Vulnerable Groups Act 2006
 - HM Government Prevent Duty Guidance for England and Wales 2015

The use of mobile phones, cameras, videos, internet, and social networking sites are covered in detail in Mobile Phone and Images of Children policies.

Policy updated September 2018

Signed:

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Date:

SETTLING IN

Statement of Intent

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of help, friendship and authority and to be able to share with their parents afterwards the new learning experiences enjoyed in The Railway Children Kindergarten.

In order to accomplish this, we will:

- help the parent and child to develop a close relationship with all staff at the Nursery. We have an open-door approach and take time to get to know the family and child and to share information.
- encourage parents to visit The Railway Children Kindergarten with their children during the weeks before an admission is planned.
- make clear to families from the outset that they will be supported in the Nursery for as long as it takes to settle their child there.
- recognise that all children are different and each child's settling in process will be individual to that child.
- reassure parents whose children seem to be taking a long time settling into the Nursery.
- introduce new families into the group on a staggered basis.
- encourage parents, where appropriate, to separate from their children for part sessions at first, gradually building up to whole sessions.
- timings of the initial sessions are flexible to help support the child, often arrival times are arranged at less busy times, and pick up times can be earlier. Both these options usually help a child begin to settle.
- sessions that are taken with the parent accompanying the child are not charged. This helps promote an unhurried, less stressful time where the child's wellbeing is the focus.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling procedures aim to help parents to help their children to feel comfortable at The Railway Children Kindergarten, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session/day.

Policy updated September 2018

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