



## Safeguarding Policy

*This procedure is to be read in conjunction with:*

DP04	Information sharing;	HS03	Child protection;
DP05	Social Media;	HS04	First aid and emergency treatment;
EM01	Critical incident;	HS05	Food and drink;
EM02	Risk assessment;	HS07	Door entry and child collection;
EM03	Fire Evacuation;	HS09/10	Health and safety;
EY06	Key person;	HS12	Mobile phone & wearable tech;
EY09	Positive behavior;	HS24	Positive handling;
EY14	Supporting Children with SEN;	ME03	Sick child, Medicine and Exclusion;
HR04	Confidentiality;	OP01	Complaints Procedure;
HR23	Recruitment and Employment;		

### Purpose

Safeguarding is preventing harm or neglect by putting appropriate measures in place and is fundamental to the care we provide at Hopscotch.

The Department of Education define safeguarding as:

- protecting children from maltreatment
- preventing impairment of children’s health or development
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care.

Hopscotch has a Child Protection Policy and procedures in place that are followed in regard to the wellbeing of a child. The policy details the procedure that all staff are expected to follow to ensure that child protection concerns are recorded and monitored, the correct advice given, or action taken, and appropriate agencies contacted. Below is an outline of our policies that have been created with safeguarding children as a priority.

### Accident and Injury Management

Accidents and injuries that occur to children whilst at the Nursery are recorded in writing. Parents are asked to sign to acknowledge that they have been informed of the accident. The records are checked for patterns and stored in the child personal file.

### Camera and ICT Equipment

The Nurseries have their own cameras which staff can use on site. They are stored in a lockable drawer overnight and Staff request to use them via the Management team. Photos of the children are stored on the office PC for 3 months and then deleted from the system. Staff also have access to iPads which are locked in the office at night. Photos are deleted after 3 months.

### CCTV

The Nursery is equipped with a CCTV system which is placed in each of the playrooms. This feeds back to a screen in the Managers office so daily activities can be monitored. We also have CCTV in the reception area so that we are alerted when someone is on site.

### Child to adult Ratios

The statutory requirements for the Early Years Foundation Stage state that ratios must always be maintained. Each of the different age groups have a different ratio, considering the care needed and the level of independence of the children in that age group.

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These ratios are:

Under Twos	One adult to every three children (1:3)
Toddlers	One adult to every four children (1:4)
Pre-school	One Adult to every eight children (1:8)

All staff in contact with children have an up to date enhanced DBS check and are deemed competent through Key skills competency check and robust induction process (including long term students).

### **Confidentiality**

Information about children and their family is kept confidential. Any sensitive information will be shared with the staff on a 'need to know' basis.

### **Door Entry**

All hopscotch settings have a secure entry policy. People not known by Nursery staff will not be permitted entry to the premises.

### **First Aid**

Can only be administered by a practitioner holding a current first aid certificate. Our training is updated regularly.

### **Emergency Evacuation**

An emergency evacuation is practiced monthly. All the children and staff evacuate the premises quickly and safely. Registers are taken and all children are accounted for. We also have evacuation policies for when there are other emergencies such as severe weather and lock down procedure.

### **Health and safety Policy**

Details who the Health and Safety Officer for the setting is and what other measures are in place to ensure that all children staff and visitors are kept safe.

### **Information Sharing**

All information we receive regarding children and families is confidential. We share information about children with other professionals only with parental consent. The only time we would not consult a parent/carer is if there was a child protection concern. All files with children's information in them are stored in a lockable filing cabinet.

### **Key person**

To ensure that children feel safe and secure at Nursery we operate a key person system so that parents are aware of who is the main carer for their child in their absence.

### **Looked after children**

Looked after children and their carers will have support from the Nursery child protection lead practitioner to ensure that the needs of the child and family are met on an individual basis.

### **Medicine**

We have a strict medicine policy and procedure which we follow, and we ask parents to complete a medicine consent form if their child needs medication whilst they are in our care. We also ask staff members to inform us of any medication they are currently on so that we can assess their ability to supervise the children in their care.

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## Mobile phone

Staff and visitors are not permitted to use their mobile phones whilst they are on the Nursery Premises. Staff can only access their phones on their lunch breaks and in the staff area. Each nursery has a nursery mobile phone to use on trips and outings. This phone does not have facilities for taking photos and only the nursery camera is used to take photos on outings.

## Positive behaviour

Our nursery follows guidance on dealing with behaviour as advised from Hampshire children's services. We have a procedure positive behaviour policy in place and regularly update and train all our practitioners.

## Positive Handling

This detail how and what to do when handling children. It also covers our policy and procedures regarding the physical restraint of a child if a child is at risk of hurting themselves or one of their peers. Parents are informed immediately if this has been used with their child.

## Risk Assessment

The premises including the playrooms, equipment, furniture and outside play areas are assessed annually and a daily risk assessment is made by room staff twice daily. This is to ensure that the environment is always safe for children and staff to use. We also risk assess children and staff where there is a medical condition, injury or pregnancy.

## Recruitment/Induction

We have a rigorous recruitment process which is implemented by all the nurseries. Once staff has been recruited, they go through a comprehensive induction and 6-month probation period where they are able to become familiar with the company policies and procedures and their understanding is monitored. We also follow the "Safer Recruitment" guidelines and a DBS check is always complete at the point of induction.

## Sick child/Exclusion

We follow the Health Protection Agency Guidelines for Childhood Diseases to reduce the risk of infection. We have policy in place that explains exclusion times which parents and staff follow.

## Special Educational Needs

A child with Special Educational Needs will have support tailored to their individual needs from the settings SENCO. This designated person will liaise with other agencies and professionals to ensure that the correct support is offered.

## Staff Incidents

If a child is involved in an accident which has involved a staff member this is recorded on a staff incident form and monitored in line with our child protection procedures. If deemed a staff allegation, then we refer to our child protection policies.

## Working with other Agencies

Where needed we will seek support from our Local Authority/services for Young Children. We are also closely monitored by Hampshire County Council, Southampton City Council and Ofsted as our Governing Body.

## Social Networking

Hopscotch run a business social networking site where we occasionally share photos of the children within the nursery engaging in activities. Permission is always sought for this and the photos which we share are carefully selected. We are fully aware of the dangers of social networking and we control our sites very tightly.

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Staff also sign agreements upon employment so that they too manage their own personal accounts safely protecting Hopscotch and the children and families which we care for.

### **Supervisions**

Staff must be given an opportunity to speak with a member of the management team on a regular basis, so they are able to discuss any concerns relating to child protection, concerns around a child's development/well-being or staff allegations.

### **Catering**

We ensure we are cooperating with environmental health standards and keep children safe by following our allergy management procedures.

Please see individual policies for further information.

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