

Safeguarding Policy

At Next Steps Day Care, it is our duty to provide a safe and secure environment for children to thrive and develop and protect them from possible dangers or harm. In coordination with the ‘Child Protection Act 2003’ and Child Protection and Safeguarding policy 2018-2019, we support our children and help to keep them safe from abusive situations whether this be physical (intentional bodily injury), emotional (deliberately causing mental or emotional pain), neglect (deprivation of necessary care) or sexual (unconsented sexual activity). We use our keyworker system to help build strong bonds which help in noticing changes in behaviour, some of which can be signs of abuse, such as:

Signs we are trained to watch out for are:

• Failure to thrive and meet developmental milestones

• Fearful or withdrawn tendencies

• Unexplained injuries to a child or conflicting reports from parents or staff

• Repeated injuries

• Unaddressed illnesses or injuries

• Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

• Low self-esteem

• Wetting and soiling

• Recurrent nightmares

• Aggressive behaviour

• Withdrawing communication

• Habitual body rocking

• Indiscriminate contact or affection seeking

• Over-friendliness towards strangers

• Excessive clinginess

• Persistently seeking attention.

Children at greater risk are

* Those with disabilities requiring additional needs
* Children requiring special educational needs
* Young carers
* Those that are at risk of being drawn into anti-social behaviour and gang involvement
* Children who go missing
* Those at risk of modern slavery/trafficking
* Being radicalized
* Goes missing from home
* Misusing drugs/Alcohol
* Challenging home life
* Privately fostered children
* Returning home after time in care

If we have a reason to believe that any child in our care is being abused in any way, we will report it to our local authority agency. Designated Officer (LADO) Barbara Piddington 07903649503 [barbara.piddington@hants.gov.uk](mailto:barbara.piddington@hants.gov.uk) or Eric Skates [eric.skates@hants.gov.uk](mailto:eric.skates@hants.gov.uk)

**Designated Safeguarding Officer**

All staff are also made aware that Joanne Devine (Manager) is our in-house Child Protection officer and in her absence, concerns should be reported to deputy Lisa Hatt. These concerns will then be dealt with in accordance with this policy. The responsibilities of this person are,

* If an allegation of abuse is made towards a member of staff the Manager on site will take the appropriate actions according to our ‘Procedure for allegations of abuse against a member of staff’ policy. The member of staff in question will be suspended until an investigation has taken place and LADO have been informed.
* Notify Ofsted of any allegations towards staff within 14 days.
* Provide support and advice for staff regarding the recording and documenting of incidents of concern. Also, help and provide personal emotional support during these difficult tasks
* Update authorities of any additional information regarding each case immediately.

**Staff Training**

All members of staff and volunteers are required to have and update DBS when employed at next steps day care as stated in the Keeping Children Safe in Education 2021 legislation. We require that staff have these on an update system to alert us to any changes that may occur.

All staff are also required to present two references during the interview stages, one of which must be professional. (For further recruitment procedures go to our Safer Recruitment Policy) Every six months all staff members are required to fill out a new ‘Early years and childcare staff disqualification declaration form.’ To update their personal information regarding criminal activity. All staff are bound to our confidentiality rules and regulations which are outlined in our Data Protection and Confidentiality Policy. They understand that to protect the children in our care no personal information or imagery can be shared with anybody outside of the setting.

Upon employment all staff are required to attend training on Safeguarding Children (Child Protection) which makes them aware of the symptoms and signs of maltreatment and other possible risks that children can face. These courses are repeated every three years as well as regular re-reading the policies we have in place.

**Prevent Duty**

The EYFS state that we should identify any children in our care that may be vulnerable towards radicalisation. This co-insides with the Counter-Terrorism and Security Act 2015. We will do this by risk assessing any children that we feel may be at risk from being drawn into terrorism and extremist ideas that are part of the terrorist ideology. As there is no single way to identify an individual who is likely to be susceptible to the terrorist ideology, staff are trained to observe a child’s behaviour and listen to the way they talk which can highlight such concerns. To prevent children from developing undesired ideas we actively promote British values at Next Steps by showing respect to others regardless of sex, race or religion. We celebrate a variety of religious days with activities and communications. In any case where we feel that a child is showing signs of being exposed to ideas of radicalisation, we will immediately contact the government helpline for extremism concerns on 020 7340 7264 or follow their online advice via website [preventcounter-extremism@education.gsi.gov.uk](mailto:preventcounter-extremism@education.gsi.gov.uk).

**FGM**

Female Genital Mutilation (FGM) and breast ironing are another form of abuse and therefore a child protection concern. We ask all our staff to take part in an online training course at the first possible opportunity. If we notice any children who have or likely to suffer FGM we immediately report our concerns accordingly as stated above*.* *FGM helpline*[*Tel: 0800*](tel:0800)*028 3550*

**Safety Online**

At Next Step we believe that children need to experience technology as in today’s world this is their future. The internet is an incredible resource for the children to access, support for their homework, educational games like ‘Reading Eggs’, chatting to friends etc, but it can also be an extremely dangerous place for them. They can be exposed to inappropriate material, harassment and bullying, viruses and hackers which can encourage them to give away personal information. They can be vulnerable to on-line grooming by predators. When the children use our tablets, we

* have a filter on the laptops to ensure it blocks out most inappropriate material, as advised by UKCCIS (UK Council for Child Internet Safety).
* the children are always monitored when uses and devices.
* do not permit the children to go onto chat rooms and Facebook.
* the children are spoken to about internet safety and the importance of keeping safe, about only using children’s appropriate websites, and not talking to anyone or giving out personal information that could enable people to identify them.
* we regularly check the history of the usage.
* we limit the amount of usage the children have on any devices.

if we have any concerns or suspicions that a child may have been groomed online whilst in our care or at home, we will contact the police online at [www.ceop.police.uk](http://www.ceop.police.uk)

**Visitors**

Due to COVID-19 any visitors are required to wear masks and sterilise their hands before entry is permitted. Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must be recorded in the Visitors’ Book and always accompanied by a member of staff while in the building. Where applicable, visitors’ identity should be checked, e.g., Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists.

**No Smoking**

To protect our children from the effects of passive smoking and following the guidance set out by The Soke-free (Exemptions and Vehicles) Regulations 2007, Next Step Day Care is a no smoking/vaping premises. Staff members are not permitted to smoke whilst wearing their uniform even though this activity will take place outside of the premises.

If you want more information and help giving up smoking call the NHS smokefree helpline on 0300 123 1044.

**Opening the door**

Managers will take main priority when answering the door. However, on occasions when the manager is unable to do so a member of the team who is familiar with all regular parents will be asked to do this for them. If they are unfamiliar with the collector, the manager will be called away from their duty to confirm this.

**Drooping Off and Collecting**

Your child can be dropped off and collect your child at any point during the day as long as you collect by the time stated in your contract. When we go on outings, we can at times stay out for most of the day, so communication is essential so that we are back in time for you to collect. Your child may only be collected by the legal guardians stated in the contract. If any other person is sent to collect your child without notice, the collection will be refused. If you plan to have other people collect your child, you must send us a text including a picture of the person collecting and a password that they must provide, unless you have provided us with these. This also applies to any parents that we have never met before. Early and late charges apply.

**Substance Misuse**

If a member of staff arrives at work clearly showing signs that they are under the influence of drugs or alcohol they will be asked to leave the setting and their contract will be terminated with immediate effect. Any parent that arrives to collect their child who appears to be under the influence will be denied access to their child and another member of the emergency contacts will be called to collect the child. This information will then be passed onto child services so the family can be offered the appropriate help with the situation.

**Uncollected Children**

If your child has not been collected by the end of their session and there has been no communication from the parent to inform us of the reason, the manager will attempt to contact the parents. Failing to make contact they will call the emergency contacts, if the emergency contacts are contacted, we will ensure that we have the persons photograph on file and check the password that has been given on record forms. If nobody can be contacted continual attempts will be made but after 30 minutes the manager will contact children’s services to care for the children while the incident is investigated by authorities.

**Risk Assessing**

At Next Steps we ensure to carry out regular risk assessments to keep your children safe whist in our care. Each room carries out daily checklists to make sure their rooms are safe and fit for purpose. Every new place that is visited receives a risk assessment to make sure its suitable for the children that are being taken. These are amended if new risks are notices due to changes within the locations.

**Local Authority contact details and helpful websites**

Local authority children’s social care team MASH 0300 555 1384 (out of hours 0300 500 1373)

Hampshire safeguarding children partnership’s (HSCP) Local authority

Hampshire Children’s Service 0300 555 1384.

Designated Officer (LADO) Barbara Piddington 07903649503 [barbara.piddington@hants.gov.uk](mailto:barbara.piddington@hants.gov.uk) or Eric Skates [eric.skates@hants.gov.uk](mailto:eric.skates@hants.gov.uk)

Ofsted 0300 123 4666 [CIE@ofsted.gov.uk](mailto:CIE@ofsted.gov.uk)

Non-emergency police 101

NSPCC 24hr helpline 0800 800 5000 (Anonymous)

Prevent Helpline [preventcounter-extremism@education.gsi.gov.uk](mailto:preventcounter-extremism@education.gsi.gov.uk). 020 7340 7264

*FGM helpline*[*Tel: 0800*](tel:0800)*028 355*

Online Police [www.ceop.police.uk](http://www.ceop.police.uk)

[www.hampshire](http://www.hampshire) preventboard.org.uk

www.saferinternet.org.uk

Date Published: November 2021