

Safeguarding Children Policy

Trinity Day Nursery fully recognises its responsibility for safeguarding children. This policy applies to all staff, management and volunteers working within the setting.

- The welfare of the children attending this setting is paramount and concerns about child abuse will be taken seriously.
- All staff will be aware of safeguarding children procedures and will be required to attend safeguarding children training regularly.
- All staff will be required to undertake safeguarding induction training within their first week of employment.
- Recruitment procedures will ensure the suitability of staff and volunteers working with children and will follow EYFS welfare requirements with regard to Disclosure and Barring Service (DBS) checks, Independent Safeguarding Authority (ISA) registration and references.
- Procedures will be implemented for identifying and reporting concerns, or suspected cases of abuse.
- The setting will ensure a safe environment in which children feel valued, can learn and develop, feel secure and are encouraged to talk and be listened to.
- We work within the guidelines set out by the Local Safeguarding Children's Board (refer to procedure).
- We have procedures for contacting the local authority on child protection issues.
- The setting will notify the registration body (Ofsted) of any circumstances affecting the wellbeing of a child and in the event of an allegation being made against a member of staff or volunteer.
- A designated staff member will have responsibility for safeguarding issues. The designated person is Julia Merivale
- Where an allegation is made against a member of staff we will ensure that we cooperate fully with any investigation. The settings disciplinary procedure may follow depending on the result of an investigation.

Digital Cameras

- Children should use the child friendly digital camera and any photographs will be downloaded or deleted at the end of each week.
- Staff must only use the setting's own digital camera to take any photographs and these must be downloaded or deleted at the end of each week.
- Staff may not use any other digital device to take photographs in the setting.

Mobile phones

- Staff may not carry or use their personal mobile phones whilst working in the setting.

- Setting telephone number should be given out to be used as an emergency contact for staff.
- Staff are allowed to use their mobile phones during breaks in the staff room or office only.
- Whilst out on walks staff must only use the Nursery mobile phone, not their own personal phone.
- Staff may not use any camera facility on their mobile during a session.

Social Networking sites

- Staff should at no times post anything regarding children, their parents/families or other staff at the setting.
- No photographs from the setting may be used, or ones which identify the setting or children from the setting.
- No photographs of other members of staff to be used without their consent.
- Anyone posting remarks which breach confidentiality or are deemed to be of a detrimental nature to the setting or other employees may be subject to disciplinary proceedings.
- Maintain professionalism whilst using social networking sites.
- Any employee, who becomes aware of social networking activity that would be deemed distasteful or not appropriate, should make their manager/owner aware.
- For more information please use Social Networking policy.

Advice and concerns regarding safeguarding children should be directed to

- Lincolnshire Safeguarding Children's Board Customer Service Centre:
Office Hours: Tel. 01522 782111
Out of Hours: Tel. 01522 782333
- Lincolnshire Police – Tel. 01427 810910 or 101
- Ofsted: Tel. 0300 123 1231

Safeguarding children (child protection) concerns will be confidential and shared only on a need to know basis. This policy will be implemented in conjunction with the safeguarding children procedure. The welfare of all children is paramount and any suspicion of abuse will be dealt with immediately.