



# Staying Safe

Last revised: July 2018

Policy Owner: Head of Early Years

*The following policy is agreed with and undertaken by all members of staff representing Little Lyndhurst.*

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## **Health, Safety and Welfare Policy**

At Little Lyndhurst the safety of the children is our priority. All staff follow the established safety procedures at all times.

The health, safety and welfare of all the staff, parents, children and visitors who work or attend Little Lyndhurst are a priority to us.

Our aim is to provide a safe, secure, comfortable and enjoyable learning/working environment for everyone concerned.

Little Lyndhurst ensures that:

- The children are supervised by adults at all times and will always be in sight and/or hearing of an adult.
- Adults do not walk about with hot drinks or place hot drinks in the reach of the children. Any drinks taken outside must be placed in secure mugs with fitted lids.



- Comprehensive registration details are retained in the Early Years and School offices for every child.
- Details are updated annually or when a change of address/phone number is required. Such changes are to be advised immediately.
- Details and records are retained for 3 years after a child leaves the setting/school.
- A register for both staff and children is completed upon arrival at the setting so that a correct record of all those attending is available in case of emergency.
- Children do not have access to the Staff room or Staff/visitors' toilet, cleaning cupboard or art cleaning cupboard at any times.
- A correctly stocked First Aid kit is available at all times and at least one person who has a current paediatric first aid certificate is present and available at all times when children are present and also will accompany children on outings.
- PFA training will be renewed every 3 years and be relevant for persons working with young children.
- Risk assessments for both indoor and outdoor areas, are carried out daily together with an opening- up checklist.
- Both the front court yard and rear garden are securely fenced within the school grounds.
- Equipment is checked regularly and any dangerous items disposed of responsibly.
- Activities such as cooking, physical play, sand and water play are supervised at all times.
- The room layouts and ratios allow children/adults to move safely and freely around the room from activity to activity.
- All equipment offered to the children is age appropriate and developmentally appropriate, appreciating that not all materials are appropriate for all age groups. On outings, the adult/child ratio will be at least 1;4
- An Outings Bag and the school mobile phone will always be taken on outings.
- A regular servicing contract exists for fire and safety equipment and appliances to conform to the required safety standards. Safety issues within the setting are discussed at regular staff meetings.
- All parents are kept informed of any safety issues by notices or leaflets which have been displayed on our parents' notice board.
- An Accident book is provided to record any accidents that may happen on site or offsite visits. The information records details of the accident, circumstances and injury sustained. Staff complete the form and parents are informed upon collection and asked to countersign the report. A carbon copy is given to the parents for their information. Records are retained for 21 years after occurrence.
- All permanent play features (swings, slides, sand pits and large play equipment are kept safe and in good repair.
- Every effort is made to teach the children awareness of safety issues through planned and spontaneous discussion as well as routines, planned activities and topics.

## **Insurance**

The school has suitable levels of insurance in place to cover buildings, employee liability, transport, use of equipment and outings. Our certificates can be viewed by visiting the School Business Manager's office.



## **Security**

The security of the children is our priority and first concern. In the setting the front gate is opened /locked by an intercom/automatic locking system. This is supported by comprehensive CCTV cameras viewing the front gate, front court yard, and rear garden and awning areas.

Staff are constantly alert to any strangers on or near the premises. Neither the gate nor the entrance doors will be opened to anyone who is unknown to us and we will never release a child to anyone other than the parent/carer unless a permission slip is pre-arranged and signed by the parents.

Children's names and identities are protected at all times. Staff will not discuss information about any child attending with any person other than those immediately responsible for the child.

Both indoor and outdoor areas are kept safe and secure. The front court yard play area is used only with supervising staff and the gates are checked and locked at all times. There is no access to the rear garden except through the reception area. Gates and boundaries are kept in good repair and checked regularly.

All parents are made aware of the collection procedures for their children, including early or delayed collection, procedures for collection by persons other than themselves, and the procedures that would be set in motion should a child not be collected or collected late.

Staff arrival /leaving times are recorded daily and when leaving the premises during the working day. This is recorded in the staff log- in book held in the reception area.

All visitors during the day, other than parents, are asked to arrive at the main school reception where they will need to verify their identity (either by driver's licence or professional identification) sign in and be given a Visitor's badge. Basic safety information regarding the school, ie fire procedures and use of mobile phones, will then be explained. They will be accompanied to the setting by a member of the school office staff. The process will be repeated on arrival at the setting where fire exits and procedures will be simply explained.

## **Supervision**

Room ratios for adult/child are always upheld.

All children will always be within the hearing/sight of an adult at all times.

Daily registers are taken to ensure that all children are on the premises. The registers note which days the child attends and for which sessions.

Children are always supervised outdoors. Head count checks are regularly carried out for security.

Children are always supervised at snack and meal times and allergy/dietary requirement information is followed. They are encouraged to use table manners and to use age appropriate cutlery carefully.



Staff are always aware of children when using the toilet or bathroom. If the child is unable to use the bathroom alone, a member of staff will accompany them and offer assistance having informed other staff member of their intentions.

No child is left unattended whilst on an outing/trip. A member of staff is always to supervise and accompany the child to the bathroom.

## **Fire Safety**

In our setting we have taken advice from the local FSO. This includes advice regarding the location and suitability of our fire fighting appliances.

The Headmaster is the named and suitably qualified member of staff who is responsible for the fire safety procedures and evacuation of the building.

The setting is covered by the school's Fire and Safety Policy, copy attached.

Fire safety procedures are visible within the nursery setting near the fire appliances.

All fire equipment e.g. fire blankets, fire alarms and smoke detectors are checked and serviced regularly.

A Fire Log book is kept within the office recording fire drills, when held, any problems encountered and how these were resolved.

Fire exits and routes are kept free from obstruction.

Fire drills are carried out regularly and within the frequency agreed by the FSO.

An Evacuation Bag containing first aid items, wipes, tissues is kept near the exit. Contact details for staff and children is retained in the register.

Staff have allocated roles and are aware of their responsibilities in the event of an emergency or fire. Our named Fire Officers are

- Miss V. Tutchter
- Miss A. Doig.
- Mrs Giltrap

In the event of a fire, registers, both children's and staff, and medical bags will be collected together with Evacuation bags by the room leaders. They will assemble the children and line them up by nearest fire exit. The Fire Officer will check all toilet areas and outdoor areas. Staff will make a head count and together with the children will immediately exit the building via nearest fire exit proceeding to the rear of the tennis court area. Should fire break out to the front of the building they will exit to the rear of the rear garden. Registers are called to confirm all children and staff are present. No one is to delay exit by collecting any personal items.

Fire Officers will ensure all toilets, areas are clear and will close all windows and doors if safe to do so. All electrical equipment will be switched off if safety allows.

All children will be accompanied to the school hall (if possible) or within the safe house after a fire incident until collected by their parents who will immediately be informed of the incident.



No one will be permitted to enter the affected building until safety is assured and it is deemed safe to do so.

All new staff are informed of the fire safety procedures at their induction and information is detailed in the Staff handbook.

Regular fire training is attended by all staff.

### **Risk Assessment**

Daily risk assessments are carried out by the Head of Early Years or a senior member of staff in her absence. These are in the form of open-up tick sheets. These are retained on a termly basis.

A risk assessment is carried out on all new toys and equipment within the indoor and outdoor environments and all potential hazards.

All risk assessments are filed on line in the Staff share section and are also included in the policy documents. Guidance on risk assessments can be obtained from the Health and Safety Executive.

For major health/allergy concerns these risk assessments are diarised and reviewed every six months.

An outside provision risk assessment is carried out for boundaries and gates, equipment and surfaces to cover any hazardous features, possible risk of access by strangers and for the effects of extreme weather conditions.

Water and sand play activities are always supervised to reduce the risk of accidents or other hazards.

### **Support Paperwork**

The above policy is supported by the Early Years guidelines for:

- Health and Safety Policy
- Fire Safety Procedures

### **Arrival of children at the Premises**

Our setting opens at 8.00 a.m. The Head of Early Years arrives at 7.30 a.m. and ensures all is prepared and checked for the children's arrival. Daily risk assessments are carried out.

Parents use the buzzer at the front gate to alert staff to their arrival.

Staff check the CCTV image to ensure the person is known to them prior to pressing the entry button.

Parents assist their child in storing their belongings and accompany them to their room where staff wait to greet them.



The staff member checks the child in to the daily register and converses with the parent whilst settling the child in to the room setting.

Any change in routine is discussed at this time and the parents are asked to complete the necessary paperwork if there is to be a change to collection routine. A suitable password is agreed if the person to collect is unknown to the staff.

We have a Prior Injury form which records any injuries which may have resulted from accidents occurring at home. The parents bring any such incidents to the attention of staff at this time and complete the required paperwork.

Any medical requirement is discussed and the accompanying permission forms to enable staff to administer medicines are signed and the medicine stored appropriately.

Appointments are made should the parents wish to discuss any concerns in detail with the child's Key Person.

Any concerns or questions are addressed by the child's Key Person.

Items of home news are discussed and followed up later in discussion with the child.

The register is checked on each child's entry and a regular headcount confirms that all are checked in.

Registers are checked and updated at the end of each and every session i.e. lunchtime, end of the lunch period, start of afternoon session, end of afternoon session and the end of the after school childcare period. Totals are noted and headcounts made.

Registers are retained in the room setting and records retained for 3 years.

### **Collection of Children from the Premises**

The safety, care and wellbeing of all the children within our setting are of prime importance to us. A Child Collection Form is part of the registration paperwork and we request that parent/carers complete, sign and return this to us together with all the registration paperwork before the child commences.

Our staff will only permit/release a child from our care to an authorised person as recorded on the Child Collection Form. This form will show all authorised persons for collection, showing full name, address and the collection password.

If a parent/carer is unable to collect their child, the authorised person on the collection form will be asked by staff on duty to sign for the child in the visitor's book and give the agreed password. This signature and password will then be checked against the Child Collection Form before the child is handed over.

If these details do not match up, the parents will be immediately called to confirm and give their permission so that we can release the child into this person's care.

On no account will we allow our children to leave without this procedure being followed. Even if a child should recognise and acknowledge the collecting adult, the procedure must still apply.



Siblings are only allowed to collect children with prior notification and will be accompanied to the waiting vehicle by a member of staff.

If a child is not collected an hour after the end of the session, the Uncollected Child Policy comes into effect. (Please see Uncollected Child Policy Wording).

Parents are asked to make sure that all parties listed on the Child Collection Form are familiar with the procedures and know the password to be used, so as to avoid any delay or unnecessary problems when collection is taking place.

### **Off Site Visits Policy**

It is of utmost importance that the Health and Safety of the children and staff is maintained during visits to parks, farms, swimming pools, garden centres, or other locations and while on local walks.

When an outing is scheduled, the staff need to ensure that an Outings Pack always accompanies them...This needs to be checked against the list below. A Risk Assessment must be completed for each trip and be referenced to the letter of consent issued to the parents. A copy of this must be held in the office, the school office and in the Risk Assessment File, before the visit can take place.

Normal ratios applicable to the age group will be followed on any visit. In addition, there must be a member of the management team on every outing who will be supernumerary (not included in ratio). This person will lead the outing and if the group needs to split (e.g. toilet visits), then the supernumerary leader must advise/confirm who the person responsible for the second part of the group is while she is absent.

On all trips the supernumerary member of staff should be qualified to a level 3 and hold a current PFA certificate.

According to the National Standards:

*“Staffing levels are to be maintained during outings but, according to circumstances it may be necessary to exceed them”.*

Whilst on outings such as swimming in the Reception year the ratio in the pool must be 1:8 to provide adequate support and safety to the children’s wellbeing and security at all times. In addition a Lifeguard must be in attendance at all times.

All staff supporting and attending the visit must be currently employed by Lyndhurst School. Each staff member will be allocated particular children to look after. Should parents attend the visit, they must only care and support their own child, unless they hold a current DBS police check attached to the school.

On a walking visit Staff and children must wear fluorescent yellow jackets/bibs for identification.

The points below must be considered before an outing is arranged:



- The Head of Early Years must ensure that the site to be visited is reviewed beforehand. This is to make certain that all risks are assessed and to consider the suitability for the children.
- A letter must go to all parents requesting their permission to take the child on the trip and a signed agreement slip returned before the visit can take place.
- First Aid must always be in place.
- All children to have suitable clothing for the planned visit.
- Any children with allergies or dietary requirements – all paperwork must be taken advising full details.
- A full risk assessment must be completed and signed off by the Deputy Head.
- All medical consent forms should be checked prior to visit and if applicable, copies taken on the visit together with relevant medication.
- All children to be supervised at all times to make certain that their behaviour does not increase the risk of an accident or incident.
- The children's hygiene should be considered at all times. Ensure the children wash their hands before eating, drinking or putting fingers in their mouths. This undoubtedly applies if visiting a farm or touching/ handling animals.
- All vehicles used in transport for staff and children are in good condition and working order. The coaches must be fitted with three point seat belts and if necessary booster seats / fitted car seats which can be fitted by the parent prior to the visit or by staff with parents signed permission can be used.
- A list of named drivers is retained in the main school office where vehicle records, including MOT certificates, tax and insurance details are also retained.
- Road safety must be upheld at all time. Walking routes on roads must be pre- planned and pathways used at all times. When crossing roads, care must be taken at all times and elected crossing to be used if possible.

#### Outings / Visits Bag and First Aid Kit

The above must be taken on any off-site visit, together with an allocated mobile phone (See Mobile Phone Policy).

Items to be taken:

- Up to date and checked first aid kit
- Mobile Phone (School issue)
- 2 pairs of spare pants
- 2 pairs of spare trousers (Remember age range attending visit)
- Spare socks/tights
- Drinks
- Snacks (Check children's dietary information)
- Money (For entry or in case of emergency)
- Contact details for all staff and children plus details of emergency services which may be required.
- Sick bucket
- Tissues
- Wet wipes



- Nappy sacks
- Emergency contact details for all children
- Risk assessment – one copy for each adult on the trip

### Trip Assessment

The high risk concerns of the visit may need to be given particular consideration:

- Children with high risk dietary requirements
- Children with high risk medical or special needs support
- The journey presents particular concerns or hazards: using trains, etc
- The location of visit presents particular concerns or hazards: canal, Zoo, seaside, etc
- List of useful contact numbers.

In the case of an accident or emergency taking place, or the situation of a lost child, the relevant policies and procedures detailed in the Accident Policy, Incident Policy and the Lost Child Policy will be actioned and followed by the member of staff in charge. All staff attending the visit will be fully up to date with these policies and procedures and will be able to act in any emergency.

### Travel Arrangements

These will be notified to the parents in the permission request letter allowing them time to ask any questions before the visit takes place.

Should a Coach / Mini Bus be used, the school's policy will apply in making sure they are experienced in the transport of young children. All children will be able to use an adjustable three point seat belt or car seat and that the school have details of the insurance arrangements and current MOT of the coach company.

Should public transport be used, every precaution will be taken to make sure that the safety of the children is paramount at all times.

### Visiting a Farm or Farm visits to the setting

All animals can carry a range of bacteria, some of which can be transferred to humans where they can cause ill health. Infections which may be contracted on farms present a serious hazard and potentially can cause severe disease.

Whilst a visit is taking place, the staff must check for cuts, grazes or open wounds on the children's hands and to make sure that these are covered with a waterproof dressing.

Staff must also ensure that the children do not kiss the animals at any time.

Staff will ensure that the children always wash their hands thoroughly before eating, after any contact with the animals or before leaving the farm. Adults are to prevent children from putting fingers in their mouths until hands are washed.

On a visit to the farm, food is only to be eaten in designated areas.

Ensure the children do not consume any food that has fallen on the ground.



The staff are to stop any children from trying to eat the animals' food.

All staff to ensure that the children's footwear is cleansed of any animal waste and to also prevent the children handling their dirty shoes.

*After visiting a Farm or Farm visits to the setting:*

Should a child or member of staff become unwell or show signs of illness, i.e. diarrhoea or sickness, they should be advised or the parents/guardians should be advised to visit the doctor, explaining that they have recently been in contact with animals and the location of the visit.

Please remember:

All Visits off site or to the Early Years Site have to be agreed with the following:

- Head of Early Years – Miss V. Tutchter
- Head Master of School – Mr Andrew Rudkin
- Deputy Head of School- Mrs Nicola Price

## **Critical Incident Evacuation and Emergency Closure**

### **Lost, Missing or Uncollected Children**

Registration details include home address, phone number, alternative number and contact details, parents' work numbers, mobile numbers and the name and address of any person authorised to collect the child in the absence of the parents together with a pre-arranged password.

Should a child still be remaining for 1 hour after the end of their session without prior notification of the parent / guardian, the following procedures will apply:

Staff will try to contact all numbers listed on the child's registration form. Firstly trying to contact the second parent noted and then if no success, the emergency contact given.

At the end of the day, the staff have an obligation to stay with any uncollected child until that child is collected by a known carer. Two members of staff should always be in attendance.

Staff will not release the child to any unauthorised person, even if the collection is late. This will only happen if an authorised person telephones to state that because of emergency a different person will be collecting the child. The authorised person should give the following details with a password and staff will check this against the collections form signed within the registration pack before releasing the child into the collector's care.

Details to be given:

- Full Name and Address
- Physical description, together with the pre- agreed password.



If there is no response from all contact numbers provided, after one hour the Head of Early Years, Head Master or Deputy will notify the Local Authority Social Services Duty Team.

The incident is recorded and Ofsted should be informed.

Parents are informed of these procedures during the Information evening prior to their child joining the setting. They are advised of the school contact number and the circumstances when the school should be contacted and informed of any change in routine. They are also informed of any extra charges which late collection will incur.

The number for the Local Authority Social Services Duty Team is:

0300 470 9100 (9-5pm)

Emergency Duty Team (5pm-9am) 01483 517898

### Lost/Missing Child Policy

The situations where a child could be lost or missing are as follows:

- Where a child escapes / goes missing from the garden / building
- Where a child wanders off on a visit / outing.

In the situation where a child should become lost, the following actions are undertaken immediately:

- Alert senior members of staff who will make enquiries / talk to the relevant members of staff as to when the child was last seen and where. All registers will be checked.
- The safety of the other children in the staff's care will be maintained with regards to supervision and security.
- The School office will be notified immediately and staff asked to search grounds and buildings and to provide any available staff as support.
- One or two members of management should search the building, garden and immediate vicinity.
- If the child is not found within fifteen minutes then the police and parents will be called and informed immediately by the senior staff member.
- If the police are informed they will require the following details: address of setting, next of kin, description of child, circumstances of the incident, how long the child has been missing and when last seen, who is looking for the child and their mobile/contact number.
- The search will continue, opening up all areas and staff keeping in touch by mobile phone where necessary.
- If on a visit, the remaining party will return to school whilst the supernumerary member of staff remains at the location. The Head of Early Years will inform Ofsted immediately. Should she be off site, the School Head Master will contact Ofsted accordingly.
- When the situation has been resolved, an incident form must be completed and the risk assessment reviewed.



## **Death of a Child at the setting or Under the Care of the setting**

There are various ways in which the unthinkable might happen

- Drowning
- A heavy fall outdoors or indoors.
- Choking or strangulation
- Vehicle accident
- Electrocutation
- Allergic reaction.

All are very rare but, never the less, possible situations. Every care is taken to ensure the safety of the children in our care and staff are very aware of possible hazards and their dire consequences.

Action:

- The ambulance and police should be called immediately.
- The parents are called and sensitively informed.
- The remaining children are removed/ kept away from the site of the incident.
- The incident is recorded in detail.
- Staff are monitored for shock and distress and a judgement is made regarding their ability to continue with their daily duties.
- The parents of the remaining children are informed and asked to collect their children at their earliest convenience.
- OFSTED is informed.
- The Chairman of the Trustees is informed
- The Headmaster prepares a statement in readiness for any media attention.
- Comprehensive risk assessments to be reviewed with particular reference to the cause/factors involved in the incident.
- Staff members are questioned and their statements recorded.
- Action will be determined by the Headmaster in consultation with all agencies involved in the matter.

Reporting Child Deaths:

Child Death Review Coordinator 01372 833319

## **Major Disaster or Evacuation / Incident Policy**

“Major disaster” would be defined by physical damage to the school buildings rendering them unusable. The Headmaster/ Governors will decide on any closure situation and will record details for retention.



### Fire at night

Should a major incident occur overnight within the school, such as a fire, the Headmaster will inform the staff. The senior management team, Chairman of the Trustees and school Bursar would be called in to discuss, assess damage and to make decisions about the immediate future plans for the school, staff and pupils. It would then be decided as to what affect this would have on the setting and again decisions will be made to make sure the staff and children are not put at any risk.

### Fire during the day

Should the alarm bell sound, immediate evacuation of the premises takes place. Please view "Fire Safety Policy".

After meeting at the assembly point, the children will be moved to the school hall and parents contacted immediately and requested to come and collect them at their earliest convenience.

### Suspected Escape from Broadmoor Hospital

(Siren/Alarm test is always carried out at 10.00 am on a Monday Morning for Broadmoor Hospital.)

Should the siren sound at any time of day (except the above) the following procedures need to be followed:

- All teaching staff to be informed
- All children on the premises and outside in gardens are to be escorted back inside in a safe, calm and orderly manner.
- All outside areas to be checked for children.
- All windows, doors and school gates will be locked.
- All access to the school buildings will be through the main reception.
- Contact will be made by the school office to the police to ascertain the nature of the incident and staff will be informed accordingly.
- All children will remain in the building, together with the staff, under care and supervision.
- All parents' concerns and questions will be answered by phone on the main school number, 01276 22895.
- All children will be signed out of the school to the person collecting them at the end of the day.

### Evacuation and Place of Safety Policy

Should a major incident occur on or around school that results in the area deemed to be unusable and for the staff and children to have to evacuate the premises, it has been agreed with the property below that we can use their premises at a time of evacuation.

- The Jehovah's' Witness Hall, The Avenue, Camberley



The school office will contact or send a member of staff to the safe premises advising of the situation immediately and that the school is on its way.

All children will be supported and supervised by all members of staff. Room registers will be checked against occupancy immediately and all children accounted for. All children will leave the property by the correct exit and room registers will be taken.

All senior staff for the school are to lead the evacuation wearing a reflective vest to identify themselves as the persons in charge. On leaving the building, an "Evacuation Notice" should be placed on the front door, informing parents and visitors where the safe premises are located.

Upon arrival at the safe premises, room registers will be retaken for both staff and children. The children will continue to be supervised and cared for by their key person, staff and management.

An emergency evacuation kit will be taken from the nursery in such an event, the contents are:

- Wipes
- Gloves
- Tissues
- First Aid Kit
- Torches
- A few toys and Books
- Spare Pants and Socks
- Spare Trousers for both boys and girls

In addition to the room registers, the visitor's book will be checked and taken. A mobile phone and emergency contact sheet to be taken in case of need to contact parents.

All medication bags, especially Epi pens and Asthma medication for the children are to be taken from the rooms by staff and accompany the children to the safe premises.

The decision to evacuate to the safe premises will be made by the Headmaster.

### Gas Leaks

All gas appliances should be installed, maintained and serviced on a regular basis, at least once a year by registered contractors.

The Head Master, Bursar, and Head/Deputy Head of Early Years should all be familiar with the main gas point and supply to the setting. It must be kept free from obstruction at all times.

If gas is detected

- Do not use any naked light
- Do not switch any lights or any other electrical equipment on or off. Switches produce a spark that could ignite the gas leak.
- Check where the gas leak is coming from, pilot or burner.
- Turn off all burners



- Turn off all gas supplies to the appliance or at the main gas valve
- Open doors and windows to rid of gas fumes and leave them open until leak has been stopped and any building up of fumes has been dispersed.
- Report leak to Gas Board immediately.
- Do not turn the gas back on where it enters the building or room or at the meter until the fault has been traced and repaired by a qualified gas engineer.

### Emergency Closure Policy

On occasions when the setting is forced to close, snowy/adverse weather conditions, failure in the heating system, result of fire or accident etc., fees already paid by the parents will be refunded.

Fees are not refunded when the setting remains open but parents are unable to access /choose not to access in adverse weather conditions.

### Incidents

For the following incidents, please review separate policies:

- Child abuse – Little Lyndhurst’s Safeguarding Policy.
- Death of a child – above

### **E-safety (including mobile phones/cameras)**

#### Mobile Phone Safety

All personal mobile phones must be kept in the staff room at all times and only used by staff during their breaks. These are kept, locked, in the office filing cabinet.

Contractors, parents and visitors to the premises must be asked not to take calls in the rooms or premises on their mobile phones. When it is necessary, as part of their job, to take photos on the premises, the Head or Deputy Head must give permission and a member of the management team should be present at all times. Photos must not contain images of any other children who may be in the room or on the premises.

Staff are not to use their mobile phone as a camera whilst on any school business; this includes social events that may involve any children appearing in the image.

The school mobile phone is to be used during school trips/outings.

#### *Mobile Phone for Off Site Visits or Evacuation*

When taking any children on any off site visits or during an evacuation, a staff mobile phone will need to be used as an emergency contact number. The member of staff’s phone number will be allocated to the school office, prior to a visit taking place or which will be taken in an event of an evacuation should automatically be programmed with the following numbers:

- The Main School Switch Board Number



- Head of Early Years – Miss V. Tutchter
- Deputy Head of Early Years – Miss Alison Doig
- Head Master of School – Mr Andrew Rudkin

### Cameras

The setting camera or ipads should always be used for photographic evidence NEVER personal mobiles or recording devices.

The school camera should be taken to record school trips/outings.

Visitors/students are not allowed to take photographs within the setting.

Photographs are never to be taken in toilets, changing areas.

The Head/Deputy Head of EY are responsible for uploading photographs onto the school Staff Share section of the web site.

Parental permission is given for photographic evidence for recording purposes and separate permission is given for photos used on the web site or for marketing purposes.

A sign indicating the use of CCTV on the premises is clearly visible.

### Computer and Social Network Policy

All employees must follow the rules and the wording of this policy relating to the usage of the school's computer including future internet and email availability.

Should staff wish to access the computer whilst at work, this is for school related usage only.

In line with the terms of employment, staff are not allowed to send or access any pornographic images, inappropriate material or internet sites via email or to store, view or download at any time. Staff are not allowed to become involved in racist, sexist, blasphemous, indecent or abusive messages on our computer systems.

Staff and children are required to sign a statement which indicates they have read and abide by the school's internet policy.

### Personal / Business email

The computer is supplied not only for the children's enjoyment, but for staff to carry out work. When email is available, personal emails should not be sent from the school's computers, unless management approval is given first. In this case, private emails are not to have any school details noted.

### Confidentially

Before sending any information by email concerning school business, please consider carefully that confidentially has been maintained at all times.



## General Data Protection Regulation May 2018

We follow the guidance set out by the GDPR in May 2018.

### Social Networking Sites

If staff use or take part in social networking websites such as Facebook, Myspace, Bebo and many others, the School does not allow access to these from its own computers at any time.

Employees are asked that when using these sites at home, that professional conduct is maintained at all times with regards to Lyndhurst School and its name.

Staff are reminded not to breach the law or disclose any personal or confidential details concerning the School. Not to offend, insult or provide slander against any of its suppliers, customers, children, parents or employees (past and current) and not to breach the Data Protection Act 1998 by stating any personal data or information concerning any individual.

Staff should not be “friends” with pupils or parents through Social Network Sites, as we need to maintain a high level of professionalism at all times.

Should any pupils or parents make any inappropriate contact to any staff member, this should be reported to the Head of Early Years or Head Master immediately.

Please see School policy.

## **Safeguarding Children Policy**

### Little Lyndhurst Policy Statement

At Lyndhurst we are committed to the protection and safety of the children. We maintain rigorous procedures for Child Protection within our setting and expect all staff working within the setting to put the needs and safety of the child at the centre of any decision they need to take. All staff are asked to read and follow this policy at all times and to comply with the national and local authority Safeguarding Children / Child Protection procedures.

### Our Aim

Our children have a right to protection, regardless of age, gender, race, culture, background or disability. They have a right to be safe in our setting and their wellbeing is of the utmost importance at all times. We aim to maintain their safety through identifying emerging issues, to become involved early and communicate effectively with other agencies – always having the child’s health, wellbeing and care as the reason for the action.

### Our Goals

- To develop and maintain an ethos within our setting in which we monitor and safeguard children.
- We aim to provide a safe environment for the children to learn in.
- To raise the awareness of staff to these issues and their responsibilities in reporting possible cases of abuse including FGM.
- To identify children who are suffering, or likely to suffer significant harm.



- To work alongside other agencies and services, ensuring we support and help meet the needs of our families.
- To ensure that all staff training needs are met and regularly updated and will include PREVENT training as per "Prevent duty guidance for England and Wales 2015."
- To support the children in learning the skills they need to help look after themselves and to learn how not to put themselves at risk.
- To share our Safeguarding policies with parents via information on our website and also availability of hard copies.

### Headmaster's Responsibilities

No member of staff will be appointed without a DBS clearance and previous employment references received and cleared by the Headmaster and Head of Early Years prior to joining the Little Lyndhurst team.

The Headmaster will make sure that the setting's DSL will have time available to attend up to date and relevant training courses.

The Head of Early Years and DSL will manage issues of confidentiality within the setting. Once the initial discussion has taken place with the above management, details will be entered into the Child Protection Records Book and confidentially maintained at all times. Information will be stored securely in the DSL's office.

If there is an allegation of abuse against a member of staff, the member of staff is suspended pending an investigation by a member of the governing body. Ofsted is informed within 14 days of any allegation and police are consulted should the need arise.

We appreciate that staff may need support when dealing with a sensitive issue and Lyndhurst school Management Team are there at all times to provide their staff with the support and understanding that they may need.

See School Policy details.

### The role of the Designated Safeguarding Lead.

The school's designated person for safeguarding children is:

- Mrs N. Price, Deputy Head
- Mr A. Rudkin, Headmaster (Deputy DSL)
- Miss V. Tutcher (Deputy DSL)

The role responsibilities are:

- To coordinate action within the setting and liaise with social care and other outside agencies over cases of suspected abuse/harm or confirmed abuse/harm.
- To act as a source of advice within the school to others.
- To ensure that all staff are familiar with the Safeguarding Policy and Procedures.



- To ensure that a copy of the Safeguarding Policy and Procedures is given to all new staff as part of their induction.
- To undertake the referral of individual cases of suspected abuse/harm to the necessary outside agencies and services.
- To report allegations of harm or abuse by any person living, working or looking after children in our setting, or any abuse/harm alleged to have taken place at the setting, to Ofsted within 14 days of the allegations being made.
- To coordinate with agencies about individual cases.
- To organise training on Safeguarding for all staff and management and to review the Safeguarding policies annually.
- To ensure children are made aware of possible dangers and how to respond. This we do via assembly topics, circle time discussions and invited speakers.
- To discuss and make sure staff are aware of the areas of abuse and the signs and behaviour that accompany each.
  - Physical Abuse
  - Emotional Abuse
  - Sexual Abuse
  - Neglect
  - Bullying
  - Prevent
  - Bruising
  - FGM
  
- To inform parents / carers of our aims and goals to uphold the Safeguarding Policy and procedures and how important they are within our setting. To make sure that Little Lyndhurst Safeguarding Policy is available and accessible to our parents / carers. This also includes a copy of our Complaints Policy and the procedures to follow, should a complaint need to be made, together with the wording for a Non Collection of Child Policy.
- To make sure any child currently on the child protection register who is absent without explanation, that parents are contacted and the case referred to social services.
- Should a referral be made to the local safeguarding board, this should be confirmed in writing within 24 hours. The DSL is responsible for following up any referrals where concerns have been expressed and remain current and there is no communication about actions taken.
- The DSL is to contact the Local Safeguarding children's board, so advice can be sought, where any uncertainty about making a full referral can be discussed.
- Safeguarding concerns are passed on to future settings with the parents' permission. Where permission is refused the DSL will seek advice as to how to proceed.

LOCAL AUTHORITY DESIGNATED OFFICER: 0300 123 1650 (Option 3)

Key person, Staff and Management Responsibilities

All employees are familiarised with the Safeguarding policy as part of the induction process. Should agency / student staff attend the setting, this again is explained to them upon the first



day of joining. All staff are asked to read and understand the policy, together with the Local Ofsted Safeguarding guidelines.

We aim to maintain staff training and keep staff regularly updated by attending the Local Authority Safeguarding training when available. We aim to keep all staff familiar with the signs of possible abuse, and the correct procedures to follow.

Key persons, staff and management are all responsible for being observant and vigilant for signs of abuse among the children in our setting and school. They are expected to review and monitor the Accident, Prior Injuries and Incident books for any possible Safeguarding issues.

The wellbeing and safety of the children is to be placed before any personal or work goals and also before loyalty to friends and working colleagues (please see "Whistle Blower" policy).

The staff are to form appropriate relationships with the children based on trust and respect.

The staff are to maintain the correct ratio of adults to children to ensure that the children are never left unsupervised and to follow procedures for Intimate Care detailed in our policies.

The staff are to encourage a two way flow of conversation with parents / carers or other child care providers for the children within our setting.

The staff are to provide written observations, information for use within outside agency and services meetings and be prepared to attend where necessary themselves.

The staff are to be prepared to put in place and carry out any recommendations made by the outside agency and services meeting.

All staff are to support and take seriously all children who wish to talk or make a disclosure.

All staff are made aware of the need to maintain absolute confidentiality and all information on concerns/records is kept securely in the DSL's office.

All concerns should be referred to the designated person.

A member of the school's Admin staff will be available during holiday periods to ensure that all information regarding any ongoing concern/action is dealt with promptly and staff alerted as to any meetings/panels which may require their attendance.

#### Guidance on dealing with a disclosure

All concerns should be referred to the DSL as soon as possible. In the meantime, staff should do the following:

- Listen to the child, keeping calm and focused offering reassurance.
- Observe bruises but do not ask a child to remove or adjust clothing.
- The child should be allowed to lead the conversation, if a disclosure is made. The staff member should not press for details by asking leading questions, for example "What did they do next?"
- The staff member is to "just listen"; we are not there to investigate.



- The staff member needs to accept what the child says without challenge – reassure them that they are doing the right thing and that you understand what a hard thing it is for them to do.
- Do not lay blame or criticise either the child or the perpetrator.
- Do not promise confidentiality – explain that they have done the right thing, but you will need to tell and the reasons why.

### Record Keeping

Notes taken at the time or immediately after will help you to remember the conversation and to support the entry into the Safeguarding Record Book.

Details that are needed are:

- Date and Time
- Place and context of disclosure or concern
- Physical Injury noticed
- A body map should be drawn to show where bruising may appear
- Dates of non attendance at the setting.
- Notes of any behaviour causing concern
- Discussion with parent / carer after management advised
- Actions taken
- Any other facts / details that are felt important
- All information needs to be factual and not assumptions or interpretations
- Use child's own language to quote

These details and supporting note sheets may be used at a later date to support a referral or outside agency / services meeting.

### Following a referral

All concerns should be followed up. It is all our responsibilities to make sure that our children are safe.

From a referral, the DSL will:

- Follow up the referral with a Safeguarding Log entry.
- Will make additional notes and records of the discussion and any investigation that takes place after.
- Will make a decision whether to continue to monitor the situation or take the referral further. This would be discussed with the
- Head of Early Years and the Headmaster accordingly. The LADO will be consulted and informed. The individual making the initial referral will be advised of the outcome of the discussion
- If the child is referred to the local safeguarding team, the discussion will be noted and detailed, together with reference numbers taken.



All detailed information from safeguarding team meetings and other reports are stored in separate document wallets in secure cabinets in the office. Any additional paperwork that requires being stored in the same folder needs to be handed to the manager for filing.

Multi Agency Safeguarding Hub 0300 470 9100                      mash@surreycc.gov.uk

LADO    0300 123 1650 (Option 3)

Emergency Duty Team 01483 517898

Surrey Children's' Service (9am-5pm) 0300 123 1630

### Allegations against Staff

Should a member of staff wish to make an allegation against another member of staff, they should talk to the Head of Early Years immediately. She/he will then discuss this with the DSL, and / or the local safeguarding team to obtain advice as to how to move forward with regards to the allegation.

The Welfare Requirements in the Early Years Foundation Stage states "any allegation of serious harm or abuse by any person, living, working or looking after children at the premises must be reported to Ofsted". Reports of all allegations and the action taken as a result must be made as soon as reasonably practicable, at the latest within 14 days of the allegation being made. All records are kept for 3 years.

### Working with Other Agencies

We follow the Safeguarding Children procedures put in place by Surrey County Council Local Safeguarding Children Board. We have displayed details for the Local Authority Designated Officers (LADOs) for both parents and staff.

Contact Details 0300 200 1006/033 123 1650

We operate within the Local Safeguarding Children Board guidelines

All staff attend regular and updated Safeguard training offered by our local authority or by our DSL.

We notify our registration authorities (Ofsted) and ISA of any incidents or accidents and any changes in arrangements which could / may affect the wellbeing of children within our setting.

If a referral were to be made to the local authority social care department, we act within the area's safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

### Confidentiality

Dfee 10/95 acknowledge that Safeguarding Children raises issues of confidentiality that must be clearly understood by all staff in schools. The Circular advises that all staff have:

"a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Children Schools and Families and the Police). If a child confides in a member of staff and requests that the information is kept



secret, it is important that the member of staff tells the child sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child's sake. Within the context, the child should, however, be assured that the matter will be disclosed only to people who need to know about it. Staff who receives information about children and their families in the course of their work should share that information only within appropriate professional contexts. Safeguarding records should be kept securely locked"

Discretion should be used when talking about the personal and changing circumstances of children. It is necessary to take special care of information received at child protection meetings; this should be treated sensitively, and discretion will be needed as issues emerge on a formal or informal basis

### Supporting Families

We believe that we build trusting and supportive relationships with our families, staff and volunteers. We inform parents of our role and responsibilities in relation to child protection, such as for the reporting of concerns, collecting information, monitoring and observing of the child, and liaising with the local safeguarding team.

During investigations, we will continue to welcome the child and family to our setting.

### Support Paperwork

The above policy is supported by the Early Years guidelines for:

- Safeguarding children policy

### Non-Attendance

Parents are asked to inform the school office of planned absences such as holidays etc.

If a child is ill the parents are asked to inform the office. The office will pass on any messages to the Early Years staff. This should occur on the first day of absence.

The above message may take the form of a phone call or e-mail message.

The parents will be contacted if the child is away for more than one unexplained absence.

The Head of Early Years will confirm with the school office that no message has been received and will then telephone the parents of the child in question. In her absence it is the responsibility of the child's Key Person to make the call. Details of calls are to be recorded and retained in the child's records.

Should there be no reply and absence continues then another attempt will be made to contact the parents. Calls are recorded and dated.

In these circumstances communication via text/email is considered inappropriate.

Should this be linked to concerns regarding the welfare of the child the setting DSL will inform the main school DSL and they will contact the Local Safeguarding Team for advice as to how to proceed. Discussions will be recorded and dated. The Designated Officer's name taken and any reference numbers recorded



## Whistleblowing Policy

Staff are often the first to realise that there may be something seriously wrong within the setting however staff may not express their concerns because they feel that speaking out would be disloyal to their colleagues or the setting. They may also fear harassment or victimisation. Staff should realise that they have a right and duty to report any improper actions or behaviour.

### Aims

- To encourage staff to feel confident in raising serious concerns.
- To ensure staff are aware of the procedure to follow in order to raise concerns.
- To ensure staff receive a response to their concerns and know how to act if not satisfied with the outcome.
- To reassure staff that they will be protected from reprisal of any kind if they have made a disclosure in good faith.
- To reassure staff that confidentiality will be maintained.

### Procedure

The Whistle blowing policy is intended to cover serious concerns which may not be covered in existing policies. This is in accordance with the Public Interest Disclosure Act 1998.

These may include:

- Offensive conduct.
- Health and safety risks.
- Damage to the environment.
- Sexual, physical or psychological abuse of staff or children.
- Harassment and bullying by staff.
- Breaches of codes of conduct.

The school recognises the decision to report an incident can be difficult but it is committed to good practice and high standards and wishes to be supportive of staff. Before action can take place the following should be determined.

- That the disclosure is made in good faith.
- The reporter believes the concern to be true
- No malicious or false allegations are made.

### Possible Outcomes

If a member of staff makes an allegation in good faith but it is not confirmed by further investigation, no action will be taken against them however if an allegation is made frivolously or maliciously then disciplinary action may result.



All concerns will be treated in confidence but the Whistleblower may, at a later date, be asked to come forward as a witness.

Anonymous allegations are discouraged however, dependent upon the nature and severity of the allegation, investigation would follow.

### How to raise concerns

Initial steps would be discussion with the Head of Early Years and the Headmaster. This would be recorded.

Concerns may be verbal or written. Written concerns need to record the background of the concern, including details such as dates where appropriate, and the reason why they are particularly concerned about the situation.

The earlier the concern is expressed, the easier it is to take action. It will need to be demonstrated that there are sufficient grounds for concern; for the person who raises them to have a reasonable belief that they exist.

### Response

- The concern should always be taken seriously.
- The concern should be considered fully and objectively.
- It should be recognised that this is a difficult experience for the person raising the concern.
- Confidentiality should be assured,

The following process will then take place.

Initial enquiry will determine whether an investigation is appropriate and what form it should take. If urgent action is needed it will be taken prior to any investigation being conducted.

### Preliminary enquiry

Concerns or allegations regarding child protection issues will necessitate immediate action and investigation. This may necessitate the suspension of a staff member pending investigation results.

### Investigation

- The person raising the concern will be informed that an enquiry is taking place.
- Decisions are made as to how to proceed with the incident.
- An estimate is made as to how long the investigation will take.
- Assessment of the facts and foundation for the allegation.
- Can this be resolved internally?
- Who needs to be interviewed to provide further information.
- Written records must be detailed and comprehensive.
- The person against whom the allegation has been made should be informed that they may invite their Union representative or a work colleague to attend interviews with them.
- The person making the allegation will be informed of the outcome in writing.



- The Headmaster and the Chairman of the Trustees will determine the final outcome and take advice as necessary.

See School policy details

Ofsted Whistleblowing Hotline 0300 123 3155

MASH (Multi-Agency Safeguarding Hub) 0300 470 9100 (replaces all other referral numbers)

[mash@surreycc.gov.uk](mailto:mash@surreycc.gov.uk)