



Batford Day Care

BATFORD DAY CARE LIMITED SAFEGUARDING POLICY

Version	3.0
Based on Model Policy	HCC Model Policy on Safeguarding in Schools, Sep 2019
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Target audience:	All stakeholders

Version	Date	Notes
V 3.0	April 2025	New Format

Batford Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole Batford Day Care community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any staff member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Day Care, Holcroft Road, Harpenden AL5 5BQ

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1. Context

Safeguarding is 'everyone's responsibility (Keeping Children Safe in Education).

This policy sets out the day care's approach to safeguarding and promoting the welfare of children and the day care's responsibilities under the Children's Act 2004 to ensure children, young people and vulnerable adults are kept safe from harm. It applies to all aspects of our work and to everyone working for the day care, including permanent and temporary employees, volunteers and contractors.

Everything we do holds the interests of our children at its heart. This includes ensuring that we have effective procedures for keeping children safe from abuse, neglect and exploitation.

All employees and volunteers have a responsibility to familiarise themselves with this safeguarding policy and the day care's child protection procedures. They are required to maintain a proper focus on the safety and welfare of children in all aspects of their work.

2. Definitions

Safeguarding children is defined in *Working together to safeguard children* (Feb 2024) 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 aim of safeguarding is to enable children to have optimum life chances and to enter adulthood successfully.

It should be noted that Safeguarding is an 'umbrella' term that incorporates child protection. Child Protection is the process and activities undertaken to fulfil statutory obligations to protect specific children who have been identified as suffering, or at risk of significant harm – please see the day care's separate policy on Child Protection.

All agencies and individuals should proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

The following other policies have relevance to safeguarding of children:

- Behaviour Management Policy
- Child Protection Policy
- Code of Conduct for Employees Policy
- Complaints Policy
- Food, Drink and Managing Allergies Policy
- Health and Safety Policy
- Maintaining Children's Safety and Security Policy
- Missing Child Policy
- Online Safety Policy
- Outings Policy
- Safer Recruitment Policy
- SEND Policy
- Sleep Policy
- Sun Safety Policy
- Supporting Children with Medical Needs Policy (including Administration of Medication; Intimate Care; Pre-existing injuries and First Aid
- Uncollected Child Policy
- Whistleblowing Policy

3. Principles

- The welfare of children, and their wishes and feelings are afforded consideration when developing and carrying out activities
- All children will have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion, sexual orientation and culture
- All staff and volunteers have a professional role in identifying and responding to the needs of children and report any concerns immediately

We aim:

- To provide all staff (employed, contracted and visiting) with the necessary information / training to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children
- To provide parents, carers and children with information about the day care's arrangements to keep children safe
- To ensure safe and consistent best practice across the day care
- To demonstrate the day care's commitment with regard to safeguarding children

4. Designated Safeguarding Leads

- The Designated Safeguarding Leads (DSL) are the Day Care Manager, Amy Gaitely and Headteacher of Batford Nursery School, Sarah Hedges.
- The Deputy DSLs are Sarah Darkins and Zoe Price.

5. Recruitment

Our recruitment processes for the selection and screening of prospective staff and volunteers will effectively deter and reject the appointment of unsuitable people from working with children. A copy of the day care's Safer Recruitment Policy is available on the website.

We carry out safe recruitment checks on everyone who works or volunteers for us. All job roles require a Disclosure and Barring Service (DBS) enhanced check and references before the individual joins us.

The day care has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences and has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. If these circumstances arise in relation to a member of staff within day care, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the Local Authority Designated Officer (LADO) and/or HR.

The day care also adheres to the guidance issued by The Department for Education in 2015 regarding persons who are disqualified under the Childcare Act 2006: all employees are required to complete a Childcare Disqualification Declaration and have an obligation to inform the Day Care Manager immediately if they become the subject of an allegation involving a safeguarding concern or abuse against a child.

The day care maintains a Single Central Record of all staff and directors.

6. Training

Anyone interviewed for a post with the day care will be asked to explain their understanding of safeguarding, but all appointees will be provided with training. Our training and supervision procedures will ensure that unsuitable people can be deterred or rejected from working with children.

We are committed to ensuring that everyone who works for us understands their safeguarding responsibilities and keeps their knowledge up to date. All staff will receive safeguarding induction from the management

team, usually within seven days of commencing employment. There is annual refresher training for all staff, and, at three-year intervals, the whole staff attends Level One Safeguarding Children, delivered by recognised online providers.

The Designated Safeguarding Leads undertake two-yearly Designated Safeguarding Lead refresher training.

If specific areas of risk in the day care's safeguarding practice are identified, these will be discussed at staff meetings.

7. Security

The security measures put into place at Batford Day Care have taken into account the need to balance maintaining a welcoming environment whilst ensuring the safety of all our children and staff. A security risk assessment will be completed and reviewed annually by Batford Nursery School: findings will be used in the review of this security policy and shared with staff.

The school and day care will take all reasonable efforts to control access to the buildings and grounds of the setting to prevent unauthorised access to children and to ensure the personal safety of staff and other users of the building. The access control procedures for the buildings are:

- The library entrance door and the external doors to the day care rooms are always locked and opened only to known adults for the drop-off and collection of children
- There is controlled entry from the outer lobby to the reception space and the door is not left open unattended.

7.1. Visitors, contractors and maintenance personnel:

The control of visitors, contractors and maintenance personnel is a fundamental part of our site security policy for the safeguarding of both people and property.

- Appropriate checks will be undertaken in respect of visitors and volunteers coming into setting
- Visitors will be expected to sign in and out via the online log and to display a visitors badge whilst on site.
- Any individual who is not known or identifiable should be challenged for clarification and reassurance.

Batford Day Care will not accept the behaviour of any individual (parent or other) that threatens security or leads others (children or adults) to feel unsafe. Such behaviour will be treated as serious and may result in the perpetrator being excluded from the setting.

8. Digital images

The use of digital images in settings is a complex area. The day care has a clear and sufficiently detailed policy which covers the taking and use of digital images and video of children and takes steps to ensure that it is understood and enforced.

The use of personal cameras and mobile phones or other digital devices is not permitted in the setting other than in the staff room or offices.

The day care recognises the importance and usefulness of including the children's use of technology within the classroom, such as iPads, which bring opportunities for children across all age ranges to explore and learn in an explorative and creative way. The use of a technology item, such as an iPad, is likely to have a camera and children may be using the camera as part of their learning experience. However, the use of iPads and other tablet equipment can also present risks if children are left to use the equipment in an unsupervised environment. It is therefore understood that the day care will ensure that all usage of iPads within the setting will be supervised by an adult at all times.

9. Other safeguarding themes

9.1. Anti-Bullying

Batford Day Care recognises the right of our children to develop with confidence in an environment that is safe and free from the emotional and physical distress that can be seen because of bullying. It is the responsibility of the Day Care Management team to ensure that procedures are in place that will monitor and address anti-bullying issues, and this is covered in Batford Day Care's Behaviour Management Policy, available on the day care website.

9.2. Attendance

Although attendance at Batford Day Care is non-statutory, absences are rigorously pursued and recorded. The day care, in partnership with the appropriate agencies, takes action to pursue and address all unexplained absences in order to safeguard the welfare of children and young people in its care.

9.3. Child Protection

The Day Care's Child Protection policy is available on the website. It is the day care management team's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

All Child Protection concerns will be managed in accordance with the Hertfordshire Safeguarding Children Partnership Inter-Agency Child Protection Procedures. A copy of these procedures can be found on the Hertfordshire Safeguarding Children Partnership website.

Children's Services telephone number **0300 1234043 (including out of hours)**.

9.4. Complaints

The day care has a Complaints Procedure available to parents/carers and staff who wish to report concerns this can be found on the website. All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific procedures for Managing Allegations against Staff.

9.5. Confidentiality

All staff will understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the child and staff involved, but also to ensure that information being released into the public domain does not compromise evidence.

Safeguarding information will be stored and handled in line with the Data Protection Act 2018. The Designated Safeguarding Lead (DSL) will normally obtain consent from the parent/carer to share sensitive information with outside agencies. Where there is good reason to do so (e.g. to help to protect a child), the DSL may share information without consent and will make clear records of the reason for the information being shared.

Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that parents do not have an automatic right to see them. The day care will retain this information on the pupil file and transfer it to the next school/archive the information in line its Data Retention policy. The day care will only share information about children with adults who have parental responsibility for a pupil. Please see Hertfordshire's Pupil Safeguarding Records Guidance at http://www.thegrid.org.uk/info/welfare/child_protection/proformas/index.shtml for further information.

9.6. Curriculum

The day care is committed to ensuring that children are aware of behaviour towards them, that is not acceptable and how they can keep themselves safe. The planned environment and ethos encourages all children to feel that they can be heard and listened to which is further supported through our Key Person system. Staff use circle time sessions to teach children how to manage risks. The curriculum aspirations enable children to develop their personal, social and emotional skills.

9.7. Health & Safety

We have a Health & Safety Policy together with a comprehensive suite of risk assessments, which demonstrate the consideration we give to minimising any risk to the children when on the setting premises and when undertaking activities out of the setting under the supervision of our staff.

At all times there must be appropriate staffing levels and, when off-site on local walks, appropriate and agreed pupil / adult ratios are maintained. The lead adult always assesses outings as to the level of risk and all trips are finally authorised by the Day Care Management Team.

Our day care has lone working risk assessments in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

A copy of the Health and Safety Policy is published on the website.

9.8. Inclusion and Diversity

Some children may be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

Batford Day Care's ethos promotes and accepts the differences between all children and adults. In practice, this is about ensuring the inclusion of individuals and treating them fairly and equally, no matter the diversity of their race, gender, age, disability, religion or sexual orientation.

Promoting equality and diversity in education is essential for both staff and children. The aim is to create a classroom environment where all children can thrive together and understand that individual characteristics make people unique and not 'different' in a negative way.

In line with Keeping Children Safe in Education, to ensure that all our pupils receive equal protection, we will also give special consideration to additionally vulnerable groups (as outlined in our Child Protection Policy), for example children with disabilities or special educational needs. Special consideration is also given in the provision of safeguarding information and resources in accessible formats for adults with communication needs.

9.9. Managing Allegations against Staff and Volunteers

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children in our setting. We do recognise that sometimes the behaviour and actions of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in **Hertfordshire** Safeguarding Children Partnership Inter-agency Procedures and Part 4 of 'Keeping Children Safe in Education', DfE are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The Hertfordshire LADO Service can be contacted on **0300 123 4043**.

9.10. Online security

We have an online safety policy, which is published on our website.

Our policy includes how we teach families to stay safe when using the internet in and out of the setting- including the risks of sharing content and images online and tackling bullying, including cyber bullying. Cyber-bullying will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

The nursery school will ensure that appropriate filtering methods are in place to ensure that children are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

9.11. Partnership with Other Services partners

The day care recognises that it is essential to establish positive and effective working relationships with other agencies who are part of the Hertfordshire Safeguarding Children Partnership. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

9.12. Partnership with Parents/Carers

Batford Day Care is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

The day care shares a purpose with parents/carers to educate, keep children safe from harm and have their welfare promoted. We are committed to working with parents/carers positively, openly and honestly. The day care will share with parents/carers any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents/carers to discuss any concerns they may have with their child's key person.

9.13. Safer Working Practice

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

All staff will be provided with a copy of our day care's code of conduct and staff handbook at induction. These set out sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

9.14. Abuse of Position of Trust

All day care staff are aware that inappropriate behaviour towards children is unacceptable and that their conduct towards children must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over to intentionally behave in certain sexual ways in relation to a child aged under 18, where the adult is in a position of trust in respect of the child, even if the behavior is consensual.

10. Acting on safeguarding concerns

If anyone is concerned that a child is at risk of being abused or neglected, they should not ignore their suspicions and should not assume that someone else will take action to protect that person.

Concerns about children should be referred immediately to the school's Designated Safeguarding Lead, who will follow the day care's Child Protection policy to investigate and refer to other agencies if appropriate.

We will promote a culture in which staff feel confident and safe to highlight any concerns about individual children or about poor or unsafe practice regarding children. Such concerns will be addressed sensitively and effectively in a timely manner in accordance with the child protection policy and whistle blowing policy if applicable.

11. Legislation and guidance

This policy has been devised in accordance with the following legislation and guidance:

- **Arrangements for Managing Allegations** of Abuse Against People Who Work With Children or Those Who Are in A Position of Trust, Hertfordshire Safeguarding Children Partnership Interagency Procedures Manual <https://hertfordshirescp.trixonline.co.uk/>
- **Disqualification under the Childcare Act 2006** - Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools, DfE (February 2015) www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006
- **Education Act 2002**

Section 175 – requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view of safeguarding and promoting the welfare of children.

Section 157 and the Education (Independent Schools Standards) (England) Regulations 2003 - require proprietors of independent schools (including academies and technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.

- **Guidance for Safer Working Practice**, Safer Recruitment Consortium (Feb 2022)
- **Information Sharing: Advice for practitioners**, DfE (July 2018)
- **Keeping Children Safe in Education**, DfE (updated annually)
- **Sexual Offences Act**, HM Government (2003)
- **What to do if you're worried a child is being abused**, DfE (March 2015) - Non statutory advice which helps everyone who works with children to identify abuse and neglect and take appropriate action
- **Working Together to Safeguard Children**: A guide to inter-agency working to safeguard and promote the welfare of children, DfE (2018)