



Tiny Town Nursery

Safeguarding Children Policy

Tiny Town Nursery believes that the welfare of the child is paramount. We have a strict recruitment policy written using Safer Recruitment guidelines.

To ensure continued high standards of practice when safeguarding children, we follow the interagency procedures as set up by the Warwickshire Safeguarding Partnership including the use of Threshold documents, Working Together to Safeguard Children September 2023 and Keeping Children Safe in Education September 2024.

All staff are required to provide full information about previous employments, a safeguarding self-disclosure, medical history, gaps in employment history and references when recruited. All staff hold an enhanced DBS disclosure and anyone who has yet to be cleared is not permitted to be left with the children.

If Tiny Town Nursery need to employ some short-term agency staff for shifts, the full security, vetting and DBS checks will be obtained from each individual agency used.

We have a strict collections policy and ensure the safety of children at all times through risk assessment, correct supervision and maintained ratios.

All visitors are asked for ID and accompanied by staff when in the nursery.

Any contractors who will be conducting work on the property will be appropriately DBS checked in line with the Keeping Children Safe in Education guidance.

Children's records are kept confidential and locked in the office.

Staff do not discuss information and are trained to adhere to the confidentiality policy at all times.

Records are kept of accidents and external injuries to ensure children's welfare is monitored.

Attendance/Absence Management Policy

If children do not attend their sessions at nursery, this will be documented in the Children's absence book. This details the date, reason for absence and if the parent/carer contacted us or we contacted them. If we do not receive information that the child will not be in for the day, then Nursery staff will call by 10am. This will then be recorded. If we are unable to contact anyone, this will also be recorded. In the event of excessive time away from Nursery, we will document this on a Logging Concern about a Child (Green) form and contact the Front Door for advice.

Policy Review Date: September 2024 Next Review Date: September 2025



Tiny Town Nursery

Safeguarding Children Policy

Children at the nurseries are encouraged to learn about safety. They are encouraged to be independent when toileting and staff talk to them about privacy. Children are encouraged to respect personal space and staff do not initiate physical contact. Nappy changing and toileting is carried out in secure facilities and no visitors are permitted in the area when a child is being changed or whilst children are using the bathrooms. At all other times, changing room doors must be kept open.

Children's safety on outings is detailed in the outings policy and the nursery staff encourage the children to be aware of issues such as stranger danger and use external agencies such as the police and local crossing guards to support their learning.

Parents are required to inform nursery of any special dietary requirements, allergies or other medical conditions and nursery management must ensure appropriate risk assessments are in place to protect the child.

Anyone with concerns about staff practice must refer their concerns to the nursery manager or owner following the setting's Child Protection policy.

The nursery implements the Prevent Duty requirements and staff are aware of their duty to report any concerns regarding radicalization and extremism. This includes changes in behaviour. This is also part of our child protection policy. It is the practitioner's duty to prevent such radicalization and extremism and to promote the children's welfare.

The setting is accessible only by a key pad, which the staff only will have a code to.