

## Safeguarding children

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Panda Nursery is committed to Safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

### Creating a Safer Working Culture

Panda Nursery will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

- Our Designated Safeguarding Leads are Ali Thompson & Heather Robson. Ali Thompson is also the contact for any Looked after child.
- Panda Nursery works within the Surrey Safeguarding Children Board guidelines and our DSLs are responsible for checking the online 'Quick Guide' regularly for updates.  
(<http://www.proceduresonline.com/sscb>).
- Panda Nursery provides adequate and appropriate staffing resources to meet the needs of children and volunteers do not work unsupervised.
- We follow a 'Safer Recruitment and Retention' policy outlined in this document.
- We expect all staff and volunteers to share our commitment to safeguarding and promoting the welfare of children. We ensure they are aware of their duty to report any concerns about a child or another member of staff. We make sure all staff are aware of how to do this and work hard to create a culture where they feel they can. Safeguarding is a topic that is regularly discussed within our team to create a culture of vigilance.
- All staff attend Safeguarding training to ensure that they are able to recognise the signs of possible physical abuse, emotional abuse, sexual abuse and neglect (PENS) and are aware of the local authority guidelines for making referrals.
- We have policies in place covering security, supervision, health & safety and child development to create a safe environment for all children to develop and flourish. All staff commit to following these and our code of conduct.

This policy was adopted on: December 2010

Last reviewed: February 2019

Date to be reviewed: February 2020

Signed on behalf of Panda Nursery:



Alison Thompson - Director

## Safeguarding children

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### Safer Recruitment & Employment

#### **Deciding / monitoring suitability to work with children**

Any positions which involve working directly with children are exempt from the Rehabilitation of Offenders Act 1974. All Panda employees must be prepared to disclose any convictions they may have and any orders which have been made against them. They are required to sign to confirm they are not disqualified from working with children, complete a DBS check and have an active DBS subscription. Staff will be asked to re-confirm this at Probation, ongoing termly supervision meetings and annually at Appraisals. All staff are reminded of their obligation to inform Panda Nursery if there is any change to their circumstances or their suitability to work with children.

#### **Induction and Probation**

All new staff members and volunteers will follow our Staff Induction Plan and are on probation for 3 months after which they have a review meeting with management. Annual appraisals, termly supervision discussions and training development plans are put in place for all members of staff.

#### **Training, support and development**

Health assessments are carried out for each employee to ensure they are fit and suitable to work. This also enables us to ensure we are adequately supporting all our staff. We support all employees with their long-term development plan. We also contractually ask them to undertake at least one training course a year and support any employee wishing to take a qualification. Training may be with outside providers, in house or at staff meetings.

#### **Volunteers, Students and Contractors**

We welcome volunteers, placement and work experience students. All are adequately supervised and go through the induction process when they start with us. They are expected to follow all our policies and procedures. Students under 18 are not counted in our ratios. Students requesting to conduct child studies will obtain written permission from the parents of the child to be studied. Occasionally Panda Nursery uses contractors to provide services for the Nursery. They are expected to share Panda Nursery's commitment to Safeguarding Children, follow our code of conduct and sign our confidentiality agreement.

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### Monitoring and Reporting

#### **Being alert and aware**

We are aware that abuse of children can take different forms - physical, emotional, sexual and neglect and look out for these signs by remembering the acronym (PENS). This may be demonstrated through the things children and adults say (direct or indirect disclosure) or through changes in their appearance, their behaviour, their play.

We also look out for possible indications of non-accidental injuries and bruising, monitoring untreated injuries or questioning injuries which don't fit the explanation given. Parents are asked to indicate on their registration form any birth marks a child has.

All staff attend regular safeguarding training to be aware of the signs to look for what to do if we are concerned and it is on the agenda of all staff meetings. We operate an open culture of communication and all staff are aware of their responsibilities.

Staff attend training and are aware of their duty to be alert, prevent and report:

Domestic Abuse, Female genital mutilation, forced marriage and honour-based violence.

#### **Bruising in non-cruising children**

Staff are also aware of their duties to report concerns regarding bruising in a child not independently mobile (any child not yet crawling, bottom shuffling, pulling to stand, cruising or walking independently) and we complete a body map form in all cases.

#### **Attendance and Lateness**

- We monitor all children's attendance and lateness. Registers are taken each session.
- Parents are asked to report any absence and the reason to the main Panda number or email address within 1 hour of the session starting. We use NHS study app as a quick way for parents to report absence due to illness
- The Panda Manager or Room Leader will call or email the parent if no reason is given for absence on the day of absence, to check the welfare of the child.
- All attempts to investigate are recorded down.

- Attendance and lateness are monitored to identify any concerning patterns
- Any concerns are first investigated with the parents (if it is considered safe for the child to do so), recorded and escalated to our reporting our concerns procedure if necessary.

### **Giving children a voice**

- We listen to children, without making any judgements and allow them time and space to talk
- We help children to understand that they have a voice and a right to be heard
- We observe children in their play and with other adults
- We are alert for signs of abuse above, changes in children's behaviour, their appearance and well-being and record, investigate and report any concerns.
- We are alert to parents and carers who prevent access to a child
- We focus on the needs of the child rather than the needs of parents and carers

### **Recording & reporting concerns about a child**

Where a child makes comments to a member of staff or a member of staff observes signs which give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect, the member of staff must:

1. Listen to the child, without making any judgements
2. Take what they tell you seriously, children rarely lie about such matters
3. Explain that you can't keep the information secret and must pass it on to someone who will know what to do
4. Don't interrogate the child and ask leading questions like "what did he do next?"
5. Try and convey to the child that they are not to blame for what happened, though at the same time avoid criticising the abuser
6. Don't make promises you can't keep but tell the child what you are going to do
7. Make a dated record of the observation or what the child said in the child's words and share with our DSLs
8. The DSL will initially ask the member of staff to record all concerns on our pink / purple Child Concern record which includes a body map. They will then monitor and investigate the concerns and when deemed appropriate make a referral to MASH.
9. If there is a real and immediate concern about a child suffering significant harm, then a referral will be made immediately. Where necessary Ofsted will be informed.

Please see <http://panda-nursery.com/safeguardingreporting/> for the latest Safeguarding referral (MASH) and advice contact details.

10. If a referral is made, Panda Nursery acts within the area's Safeguarding Children and Child Protection guidance in deciding whether to inform the child's parents at the same time. If requested, a Multi Agency Referral Form (MARF) will be completed within 48 hours. The latest form can be found on SSCB website: [www.surrey.gov.uk/safeguarding](http://www.surrey.gov.uk/safeguarding)
11. We will work with the MASH (Multi-agency Safeguarding Hub) on any concerns.

### **Reporting concerns about a member of staff (Whistle Blowing)**

The Public Interest Disclosure Act 1998 protects workers who 'blow the whistle' about wrongdoing. It applies where a worker has a reasonable belief that following offences or breaches have taken or are taking place:

- a criminal offence;
- the breach of a legal obligation;
- a miscarriage of justice;
- a danger to the health and safety of any individual;
- damage to the environment; or
- deliberate covering up of information tending to show any of the above
- safeguarding concern

Panda Nursery strongly supports measures which protect whistleblowers from any form of victimisation, ensuring concerns are dealt with efficiently and will do all possible to preserve the confidentiality of staff who raises such concerns. Staff who genuinely believe that people they work with are behaving in a way that seems wrong or have a serious concern about an aspect of service, will be doing their duty and acting in the public interest by speaking out.

Although a member of staff is not expected to prove beyond doubt the truth of the allegation, they will need to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred, is occurring or is likely to occur. Staff are regularly reminded of their duty to speak out and the protection in place.

### **How to raise a concern about a member of staff:**

1. Panda Nursery encourages all staff, parents or volunteers to report any genuine concerns about the behaviour of a staff member to our DSLs
2. Concerns may not necessarily be about child abuse but breaking the Panda Code of Conduct or push the boundaries beyond normal limits.
3. All concerns will be kept confidential, investigated and full support given.

4. Where appropriate, the DSL will refer concerns to the Local Authority Designated Officer (LADO):  
0300 200 1006 (option 4 Safeguarding Unit then option 3 LADO) or 0300 123 1650 (option 3) within 24 hours. We may also seek advice from Julie Page (Surrey EYCS) and Ofsted may be informed. This will be backed up in writing within 14 days.
5. The complaint will be investigated, and a risk assessment conducted within 5 days.
6. The member of staff may be suspended until a thorough investigation. This is not an indication of admission that an alleged incident has taken place, but is to protect the member of staff, children and families throughout the process.
7. When a member of staff is dismissed (or left) because they have harmed or put a child at risk of harm a barring referral is made to the DBS under The Safeguarding Vulnerable Groups Act 2006.

### **Confidentiality**

All concerns will be treated with confidence and every effort will be made not to reveal a staff member's identity, if they so wish. However, at a certain stage in the investigation it will be necessary to make the origin of the complaint known to the person or persons the allegations concern. All concerns raised within the remit of this procedure will be assessed to determine if the confidentiality extends to withholding the name of the complainant. There shall be a substantial reason for doing so, such as a real risk of personal harm. Complainants should be aware however, that their identity may be revealed by inference.

### **Untrue allegations**

Panda Nursery accepts that deciding to report a concern can be very difficult and uncomfortable.

If a member of staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against him/her. If, however, a member of staff makes an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.

#### Legal framework

##### *Primary legislation*

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)

##### *Secondary legislation*

- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Equalities Act (2006)

### **Further Guidance**

- Surrey Safeguarding Children's Board Procedure manual (<http://sscb.proceduresonline.com>)

- Working Together to Safeguard Children (revised March 2015)  
([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working\\_Tgether\\_to\\_Safeguard\\_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Tgether_to_Safeguard_Children.pdf))
- What to do if you are worried (revised March 2015)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework (2006)
- Information Sharing: Practitioners' Guide (HMG 2006)
- Department for Education and Skills (2004) Every Child Matters: Change for Children
- Independent Safeguarding Authority: [www.isa.gov.org.uk](http://www.isa.gov.org.uk)
- PLA Safeguarding Children publication 2010
- [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding)

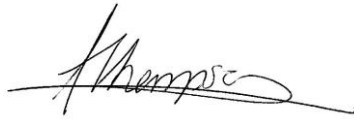
This policy was adopted on: December 2010

Last reviewed: February 2019

Date to be reviewed: February 2020

Signed on behalf of Panda Nursery:

Alison Thompson - Director

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## Safeguarding children

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### Authorised Pick-Up Processes

- We ask parents to state the name and provide a photo of anyone authorised to pick up their child from Panda Nursery. A password is issued for each child via email to the parent and it is their responsibility to share this with all Authorised pick-ups.
- An Authorised pick up must be over 18 years' old to be classed as an appropriate adult
- Parents must tell a member of the team when they drop off their child if their usual carer is not picking up.
- If someone requests to pick up a child and they are not registered as an Authorised pick up, and we haven't been informed we reserve the right not to hand over the child until the parent has been called and given permission.
- Identity and password checks will take place if any member of staff does not recognise the person picking up.
- On occasions that the persons normally authorised to collect the child are not able to do so, parents must complete the **Change to Authorised Person Form** to inform Panda Nursery of who will be collecting the child and add the person to their Authorised Pick up list. Changes to authorised pick ups will also be accepted in special circumstances, if they are phoned in by the parent, emailed or text sent to the Panda mobile 07812 522492 and acknowledged by Panda Nursery. This authorisation will be printed to keep as a clear paper trail of authorisation.

### **If a child is not collected at the end of the session, we follow this procedure:**

1. The child's file and daily message board is checked for any information about changes to the normal collection routines. The Room Leader checks with the Director for any messages
2. All reasonable attempts are made to contact the parents/carers /authorised pick-ups at home or work.
3. If the child is not collected after one hour and no-one can be contacted, we apply the procedures for uncollected children:
  - We will contact The Surrey Multi-Agency Safeguarding Hub (MASH)
    - please refer to [www.panda-nursery.co.uk/safeguardingreporting](http://www.panda-nursery.co.uk/safeguardingreporting) to the latest contact numbers
  - The child stays at Panda Nursery in the care of two members of staff until the child is safely collected either by the parents or by a social care worker / Police.



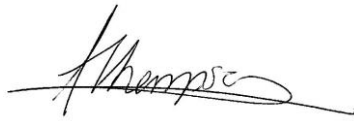
- Social Services will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
  - Under no circumstances will staff go to look for the parent, nor will they take the child home with them. A full written report of the incident is recorded in the child's file.
4. Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
  5. Ofsted may be informed.

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## Safeguarding children

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### Maintaining children's safety and security on our premise

- All children are always supervised by adults. Whenever children are on the premise under Panda Nursery care, at least two adults are present.
- We carry out a daily risk checklist.
- Children are counted in and out of our premise. A staff member acts as the sweeper at the back to check all children are accounted for. The number of children in the room is recorded on our room white boards.
- Systems are in place for the safe arrival and departure of children:
  - Only parents or authorised people to collect a child can do so
  - The parent or authorised person signs the child in and out of Panda Nursery
  - The arrival and departure of visitors is recorded.
  - Our security door system prevents unauthorised access to our premises and nursery rooms and prevents children from leaving our premises unnoticed.

### Operational procedure for outings

- On admission to Panda Nursery parents sign a general consent for their children to be taken out of our building as a part of the daily activities.
- Parents are always asked to sign specific consent forms before major outings and often asked to accompany their child.
- Room Leaders and Management ensure a risk assessment is carried out before an outing takes place, which includes consideration of the number and which staff are needed and whether there is mobile phone signal at the outing.
- A register and any medication needed by the children is taken.
- High ratio of staff to children go on every outing including a first aid trained member of staff
- The Panda outing bag is taken with mobile phone is taken. Equipment taken is dependent on the outing. Yellow safety jackets are worn by all staff where roads are crossed.
- Our Insured Drivers policy is followed if transporting the children.
- The register / head count is taken before leaving our setting, when we arrive at the outing, before we leave the outing and when we return to our setting.

## Missing Child

Children's safety is always maintained as the highest priority both on and off premises. In the unlikely event of a child going missing this procedure is followed:

1. As soon as it is noticed that a child is missing the Room Leaders are informed.
2. The Director or Room Leader will carry out a thorough search of the premise / outing location. All other staff will look after the rest of children, keeping them calm with a story.
3. The child's file, signing out folder and daily message board is checked for any information about changes to the normal collection routines. All staff present are asked for relevant information.
4. A headcount takes place to ensure all other children are present.
5. Doors and gates are checked to see if there has been a breach of security. If on an outing the venue's security will be contacted to help with the search.
6. When the child is found they are checked for injuries. The incident will be recorded on Internal Incident Report. A full risk assessment will be conducted to prevent this happening again. The Director is informed.
7. If the child is not found, the parent and Police are contacted on 999. Police instructions are followed.
8. An Internal Incident Report is carried out including a risk assessment to prevent it happening again.
9. If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved. In the event of disciplinary action needing to be taken, Ofsted is informed in this case and our Insurance provider.

### Managing people

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible. The Director will ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- When dealing with a distraught and angry parent, there should always be two members of staff. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police may be called.
- Staff must not discuss any missing child incident outside the nursery or with the press.

This policy was adopted on: December 2010

Last reviewed: December 2018

Date to be reviewed: December 2019

Signed on behalf of Panda Nursery:

Alison Thompson - Director



## Safeguarding children

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### Using photographs and videos of children

We take photographs and videos of children while they are involved in the activities of Panda Nursery. We may use the images to record the child's involvement and achievements and to promote Panda Nursery. Parents are asked for their consent for the use of photos on our registration form.

Parents retain the right to withdraw consent at any stage by writing to the Panda Director.

We follow guidance from the Surrey Safeguarding Children Board (SSCB) and the Department for Education and Skills (DfES): If a photograph is used, we only use first names or no names at all.

We allow parents to take photos or videos of events like our Christmas Play or Sports Day for their own personal and family use as this is not covered by the Data Protection Act. We ask on our registration form if parents are happy for this to happen. If one parent objects, we will prevent photos taken at events. We also ask that parents do not post photos on the internet and social networking sites. Parents sign to say they accept these conditions and are reminded at the beginning of any event.

Under no circumstances are staff personal cameras, cameras on personal mobile phones or other devices to be used at Panda Nursery, to take photographs or audio recordings. The Panda cameras, video camera and Panda tablet are the only devices that can be used to take photos and should be used for the purposes laid out below:

- To take photos / videos to be uploaded to Tapestry
- For staff assessment and course work as approved by a Panda Director
- To display around Panda Nursery
- For use in promotional and marketing activities

All parents are asked for their consent to include their children in the above. Where consent isn't given then a child's photo or a video including them cannot be used for any of the above.

All parents give permission for their children to be in group as well as individual photos on our online journals. They consent that their child may appear in another child's profile as part of a group photo. All parents have the right to opt out of this and their child will not be included in any groups shots.

### **Photo Storage and administration**

All photos are copied off the camera weekly and deleted from the cameras. In line with GDPR photos are stored on the Panda Laptop and photo drive which only the Director and approved photo administrator have access to. This device is password protected and used for the purpose of Panda Nursery. Photos are not stored on any personal device. Photos from the Panda Laptop are only uploaded to Tapestry by the Director or approved photo administrators. Both Panda cameras are stored in access-controlled nursery rooms.

Photo administrators sign to say they agree to follow this policy.

All staff sign the code of conduct to agree to follow this policy.

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## Safeguarding children

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### Use of mobile phones & other technical devices

This policy applies to all staff, visitors and parents entering Panda premises.

#### Use of staff mobiles or handheld devices (including iPhones, iPads, and other tablet devices)

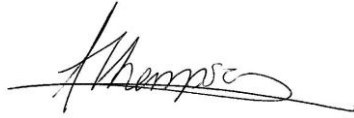
- All staff personal mobiles should be turned off or on silent and kept in staff lockers in the kitchen. Staff may check their personal mobile at break times, in the kitchen. Staff are asked to give out the Panda numbers below as their emergency contact number during work hours.
- Staff are responsible for their own belongings and to ensure their mobile phone is password protected and insured. No liability for loss or damage will be accepted by Panda Nursery. Staff are responsible for ensuring that mobile phones brought into nursery do not hold inappropriate or illegal content.
- The Panda mobile phones: 07930 687451 / 07812 522492 are the only mobile phone permitted to be used in the nursery rooms, office or reception. Their use is controlled and monitored by the Panda Director. The Panda tablets, 3 office laptops, and Panda DVD player are the only other electronic devices to be used in the nursery rooms.
- All parents and visitors are not permitted to use their mobile phones in the reception area or nursery rooms. Visitors entering the nursery rooms are asked to leave their mobile phones in their bags in the kitchen area in a locker or the office.
- No cameras to be used in the toilet area of nursery rooms.
- Parents are only to be called from the Panda mobile phone, not from personal mobile phones, except for emergencies and with permission from the Room Leader of the day.
- Staff required to drive on behalf of Panda must not use mobile phones or devices while driving, they should pull over, park, stop the engine and only make calls or text when it is safe to do so.
- Under no circumstances are staff personal cameras, cameras on personal mobile phones or other devices to be used at Panda Nursery, to take photographs or audio recordings. Please refer to our *use of photos* policy.

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### Named Drivers

On occasions we transport children for outings. Parents will always be informed, and their permission asked for. We hold a record on all named drivers which checks their MOT, Tax, insurance

Guidance is given on transporting children:

- No child is ever transported on its own, two members of staff are always present
- Children should never be left on their own in the vehicle
- Mobile phones should never be used while driving
- However, a driver should carry a mobile phone to contact the setting in an emergency. Use of any camera phone is strictly forbidden as per our mobile phone policy
- A person in the car must be first aid trained and a first aid kit should be carried

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## Safeguarding children

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### Visitor Procedure

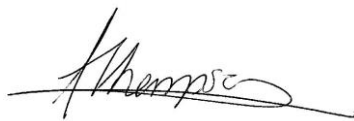
- All visitors only gain access through a main security door and have supervised access to the access-controlled nursery rooms.
- All visitors must have their identity checked if not a planned visit and authorised by the Director.
- Visitors are required to wear a visitor badge and complete the Visitor record, to ensure no unauthorised access to the children.
- Visitors to the nursery who stay longer than a quick tour are asked to leave their bags and mobile phones in the kitchen area in a locker if available or in the admin office. These visitors are given the Visitor guide, made aware of who our DSL is, basic safeguarding and health and safety information.

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### Cuddle Policy

We aim to create a safe, happy environment where children feel secure, settled and confident. Our environment is often the first-time children have been away from their main carer and they need to feel safe and secure.

In order to support upset and unsettled children we do allow staff to give a child a cuddle, but this is in the context of our strict Safeguarding Policies which are engrained in our culture.

In addition to following all our Safeguarding Policies, staff must:

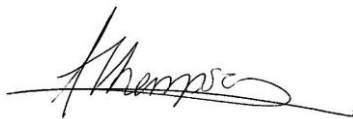
- follow our Physical Intervention guidelines as part of our Behaviour Policy
- staff must encourage children to sit by their side, once they are settled
- Support children with words of encouragement, distraction activities where possible instead of physical contact
- avoid picking up a child or carrying them around, unless they are injured or upset or to prevent injury

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Last reviewed: February 2019

Date to be reviewed: February 2020

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## Safeguarding children

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### Intimate Care and toileting

Policy aims:

- to safeguard the rights and promote the welfare of children
- ensure all staff are aware of their duty of care to all children
- to provide guidance and reassurance to staff whose role includes intimate care
- to assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into account.

Definition of Intimate Care: 'care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body'

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear) -changing wet / solid clothes
- helping someone use a potty or toilet
- changing nappies
- cleaning / wiping / washing intimate parts of the body.

All staff read and sign to say they understand our full safeguarding policies.

Risk assessments are carried out of the toileting process and areas used.

All staff are aware of their responsibilities to share concerns about child and / or a member of staff. This is particularly important during this process. Staff are regularly reminded of their responsibility and how to report any concerns to our DSLs.

### Nappy Changing Procedure

We accept children in nappies and work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

- All Panda Staff are responsible for taking children to the toilet, monitoring the need and conducting nappy changing.

- No child is to be left in a soiled or wet nappy or clothes. All children are supported and comforted through the process and never humiliated.
- We ask parents to provide nappies and a change of clothes.
- Changing areas are warm and safe areas to lay a child to change a nappy
- Disposable gloves and aprons are put on before changing starts and the areas are prepared. The area is wiped down afterwards with antibacterial wipes.
- Our Nappy Changing record is completed at each nappy change, if any child is supported to go to the toilet or their clothes are changed.
- All staff follow our safeguarding policies regarding the strict no use of mobile phones in the nappy changing / toilet area.

#### **Toilet Procedure**

- All children are encouraged to sit on the toilet, wipe and dress themselves. Staff will step in when the children need help. In particular Adventurer children in the year before they go to school are encouraged to wipe themselves, supported by staff.
- All children are encouraged to wash their hands thoroughly
- As far as possible children are involved in their own intimate care and are encouraged to carry out these tasks independently when they are developmentally ready to do so. The views of all relevant parties, including the child (if appropriate), should be sought and considered to inform future arrangements to support this process. (For example, a child may want to use a toilet seat or may be scared of the hand dryers and want them switched off).

This policy was adopted on: December 2010

Last reviewed: February 2019

Date to be reviewed: February 2020

Signed on behalf of Panda Nursery:

Alison Thompson - Director



## Safeguarding children

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### Social Media Policy

This social media policy applies to parents, members and ex members of staff, students and volunteers at Panda Nursery.

**This policy includes (but is not limited to) the following technologies:**

- Social networking sites (e.g. Facebook, Bebo, Snap Chat)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)

**As part of our duty to safeguard children it is essential to maintain the privacy, confidentiality and security of all our families. We therefore require that:**

- No photographs/videos taken within the Panda setting or at Panda events and outings with the children, are to be posted for public viewing on social media sites without the explicit consent of the parents of the children in the photo and /or the staff member included in the photo. Parents are advised that they do not have a right to photograph anyone else's child.
- This excludes those photographs taken by staff for the children's password protected online learning journal (Tapestry), (please refer to our registration form where parents are asked for permission on how Panda Nursery uses photographs of their children).

### Social Media – Staff usage

- Staff sign our Code of Conduct to acknowledge their responsibilities that they must not post or comment on anything regarding Panda Nursery or any child, including text, photos and videos on any website or social media site (other than the Tapestry Online journal) unless agreed with Ali Thompson.
- No public discussions are to be held or comments made on social media sites regarding Panda Nursery (except appropriate use for marketing, fund raising events and recruitment) that could be construed to have any impact on Panda Nursery's reputation or that would offend any member of staff or parent using the nursery.
- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should not accept Panda children and parents as friends on social media sites due to it being a breach of expected professional conduct unless they already know them in a personal capacity before

their child starts at Panda. Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.

- In the event that staff name the organisation or workplace in any social media they do so in a way that is not detrimental to Panda Nursery or its service users.
- Staff observe confidentiality and refrain from discussing any issues relating to work online
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the Designated Safeguarding Lead in their setting.
- Any member of staff, student or volunteer found to be posting remarks or comments that breach confidentiality, bring Panda into disrepute or that are deemed to be of a detrimental nature to Panda Nursery or other employees, or posting/publishing photographs of the setting, children or staff may face disciplinary action in line with the Panda Nursery disciplinary procedures.

**General guidelines for Staff for using social media:**

- Personal security settings should be managed to ensure that information is only available to people you choose to share information with.
- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.
- Maintain professionalism, honesty and respect at all times.
- Apply a “good judgement” test for every social media post you make.

This policy was adopted on: December 2012

Last reviewed: February 2019

Date to be reviewed: February 2020

Signed on behalf of Panda Nursery:



Alison Thompson - Director