

# Welcome Pack



Springfields Day Nursery Ltd  
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Whether you are just returning to work, have just moved into the area, or would simply like your child to mix with his/her peers, thank you for considering Springfields. Welcome to our prospectus, which briefly introduces us to you. We have put this prospectus together to give you an introduction to our Nursery, but this is only a flavour, and to be able to give you a full Springfields experience we would love you to come and visit and see what we can offer.

Situated in a beautiful market town, Springfields offers every facility for babies, toddlers, pre-school and school age child, providing a homely and caring environment.

Our staff are qualified Nursery practitioners trained to care, encourage and stimulate all aspects of development, which in turn will prepare them for primary school life. Our children all learn through play that is why we pride ourselves on the standard of play we offer at Springfields.

We are committed to working in partnership with parents and families when providing for the needs of the children in our care.

Our premises have been fully inspected and registered by OFSTED who will continue to monitor our standards. <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/EY246900>

We have a full policy document held at the nursery. We recommend you read through all our Policies and Procedures. This booklet will inform you of our legal requirements, as well as good practice, and is reviewed at regular periods and updated.

This is only a brief description of Springfields, if you wish to know more about us, or would like to visit the nursery, please do not hesitate to contact myself or one of our team.

Regards

A handwritten signature in cursive script that reads "Halina". The signature is written in black ink and is positioned above a horizontal line that underlines the name.

Director

# Facilities

## Indoor Facilities

Each room is fully equipped with a variety of educational toys to stimulate development at each stage, including soft play equipment, sensory, construction toys, sand, water, dough, paint, glue, jigsaws and facilities for musical play.

## Outdoor Facilities

We have a large enclosed outdoor garden, comprising of a paved area and a grassed area complete with, slides, climbing frames, mud kitchen, cars and bikes. We have a vegetable patch to encourage the children to grow their own fruit and vegetables. We also have a pet corner to stimulate the caring instinct in each child.

## Baby Room 6wks-17mths

Our large newly redecorated Baby Room is equipped with everything a baby could need. Babies are fully stimulated by our caring staff with a wide range of toys and activities suited to their needs. Cots are available in our quiet sleep area and all children have their own sheets and blankets to ensure a more hygienic environment.

Babies have the freedom to settle into their own routine with the benefit of an individual approach.

*Ratio: 1 adult to 3 babies*

## Tweenie Room 17mths-2yrs

Our Tweenie room caters for early walkers and early talkers. Our team concentrate on developing your child's emerging language through their interactions and the use of story and song. There is a greater emphasis on creativity, artistry, the use of tools and child- led group activities.

*Ratio: 1 adult to 3 tweenies*

## Toddler Room 2-3yrs

Our extended and refurbished toddler room offers a wide range of carefully chosen equipment and toys encouraging all aspects of a child's development through supervised artwork and play, with many floor and table top activities.

*Ratio: 1 adult to 4 toddlers*

## Pre-school Room 3-4yrs

The pre-school children have the benefit of two rooms. Our first room consists of home corner, sand and water play, book corner, construction and mark marking areas. Our second room is a light and airy conservatory with similar play areas as well as a computer. The beauty of this room gives the children free choice to stay indoors or have free flow play outside while still being supervised.

The pre-school room will continue to develop the skills already nurtured in the toddler room in preparation for school life. The children work towards the areas of learning and activities are planned monthly around a topic or theme. All work is then evaluated and the children are assessed to ensure equal opportunities to develop to their full potential.

*Ratio: 1 adult to 8 children*

## Sensory Room

Our Sensory Room is a place where the children can explore and develop their senses and skills. Its features range from soft play area, interactive equipment, sound, lighting and fragrance. What are the benefits of a Sensory Room? Our sensory room engages children to learn through play. From following bright lights, shapes and patterns with their eyes to pressing buttons to make the sensory room change colour or even change colour to music.

# **Communications Between Nursery and Home**

## **Key Person**

Each child is allocated a key person within their particular room. When a child is new to the Nursery, their key person will be present at all visits. Not only is this to help the child build an attachment, but it is also to help the parent to have a familiar face to identify and relate to. The key person is responsible for filling in child development forms and communication books.

## **Communication Books**

Each child has a home/nursery communication book, which is completed each day by the child's key person and gives details of the child's day. It also gives parents opportunity to let the nursery know anything relevant about the child e.g. any medication to be taken, if anyone different is collecting the child etc.

## **Development Charts**

Every child deserves the best possible start in life and support to fulfill their full potential. A safe, secure and happy childhood is important in it's own right, and it provides the foundation for children to make the most of their talents and abilities as they grow up.

At Springfields we follow the National Early Years Foundation Stage Framework (EYFS). This legal document relates to all elements of young children's learning, development and welfare outlining our obligations as a provider. The overarching aim of the EYFS is to help young children to achieve the five 'Every Child Matters' outcomes of feel safe, adopt healthy lifestyles, achieve and enjoy, make a positive contribution and develop skills for the future.

We use the document as essential advice and guidance to evaluate the practice and quality in our settings to ensure every child between birth and five make age appropriate progress. We work with you to carefully document the progress of your child through their home and nursery experiences. The EYFS will also be used in your child's reception year and this personalised learning journey/story then forms part of the smooth transition to school. The following link will provide more information.

[www.foundationyears.org.uk/parents](http://www.foundationyears.org.uk/parents)

## **Notice Boards**

The notice board carries general information about the nursery. We also have a policy folder, which we encourage parents to read as contains information about your child's safety and welfare while at nursery; this can be found in the main corridor. All parents will be asked to sign that they have familiarised themselves with it. We also have a photographic board with photos of the children's day so parents can see for themselves what fun they have whilst at Springfields.

Every 6 months we invite all parents to attend our open evenings and discuss their child's progress and general well-being whilst at nursery.

## **A New Child**

At Springfields we like to encourage parents to bring their child along for a series of approximately four visits to the nursery during the two weeks prior to their starting date. Where possible the length of each visit should increase from approximately half an hour to an hour. Initially parents are encouraged to stay with their child, gradually starting to leave them with us for short periods of time. This also gives an opportunity to discuss routines, comforts etc that the child is used to. Once the child has officially started to attend nursery, parents are welcome to speak to staff on the telephone, for reassurance throughout the day.

## [A New Room](#)

When a child is due to move up into a new room, their key person will speak to the parent and introduce both parent and child to their new key person. Both continuity and new routines will be explained and both child and parent will be given opportunity to visit the new room.

## [Parents as Partners](#)

Springfields is committed to and welcomes parental involvement in the Nursery. To keep you up to date we have a regular newsletter, this give information on special activities, contagious diseases and general information.

The Nursery organizes fun days, parties, day trips, and concerts. This allows staff and parents to relax and mix in an informal setting. We operate an 'Open Door Policy', which encourages good communication between parents and nursery staff.

## [Staff](#)

We have a committed team of staff at Springfields, each team member offers a range of experiences and personalities. The diversity of our team and their differing characters promotes an environment which aims to fully appreciate and nurture the individuality of each child whilst bringing them together as a group to form positive relationships.

Each of our rooms are run by qualified Nursery Nurses holding either Cache Diploma (formally NNEB), BTEC or NVQ3 qualifications.

The Nursery Manager holds a Foundation Degree in Early Years and Childhood Studies plus our pre-school is run by a BA Hons in Childhood Studies. All our Nursery Nurses are First Aid Trained and Safeguarding Level 1a or 1b. We also promote best practice through self evaluation, reflective practice and through developing staff skills. Ensuring that we are constantly improving and extending the learning experiences and opportunities we offer the children, amongst many other duties.

# **General Information**

## [Meals](#)

Recent government initiatives are trying to educate our children into becoming healthier.

A healthy Nursery is one that is successful in helping pupils to do their best and build on their achievements.

It also recognises the need to provide both a physical and social environment that is conducive to learning.

Jamie Oliver has campaigned to improve the diet offered to children in our schools nation wide. He has tried to change a typical meal consisting of burger, chips, tinned spaghetti and fizzy pop to quality meat, fresh fruit, vegetables and fresh drinking water.

The healthy schools programme not only looks at the diet offered to children but the physical activity, environment and emotional well-being of the school as a whole because statistics show, children in the twenty first century are becoming prone to obesity, diabetes, high blood pressure and many other poor diet related illness.

As a childcare provider I feel strongly that our children should become healthier, therefore I use the Healthy Schools Programme as a guide to continually improve the diet and physical activity. As you can see from our menu's we use only the freshest ingredients consisting of fruit and vegetables. The children are also encouraged to participate in the preparation of meals. We recently had our annual Environmental Health inspection where we were put forward for 'The Young Heart of Stafford' award for our healthy approach to children's diets and well-being.

We also gained a full 5 grade rating. Our inspection report can be found on the following link.

<http://www.ratemyplace.org.uk/inspections/springfields-day-nursery-stafford>

Unlimited Fresh drinking water is available throughout the day

We do not provide baby formula milk, this must be provided by yourselves.

WHILE AT NURSERY THE CHILDREN ARE ENCOURAGED TO BRUSH THEIR TEETH AFTER MEALS.

### Illness

In all cases of illness please notify our Nursery Manager. It is important she is informed about infectious diseases common in childhood; such as chicken pox, measles, whooping cough, gastro intestinal upsets, etc.

Before we seek medical advice or attention, parental consent will be obtained, except in cases of emergency. Children showing any indication of illness during the previous 24 hours should not attend nursery. Unfortunately all absences will be charged for.

### Collection of Children/Security

We are very strict on security at Springfields, all our external doors are locked and outdoor play areas fenced off, our car park and main front door is shadowed by CCTV cameras. Any person unknown will have their identify checked. Please take into account that your child can only be collected by the persons named on their entry record form unless prior arrangements have been made, the person in question will be asked a security question and a form of identification to be shown on arrival. Springfields staff have all undergone Police, Medical and Clearance checks prior to employment as safety is high on our list in caring for your child.

### Removal of Children

It is necessary to give one month's written notice when removing children permanently from Springfields. If one month's written notice is not given then an invoice will be issued for a months fees.

(Verbal notice is not accepted)

### Fees

Are payable weekly/monthly and are required in advance and should be settled in full within seven days of receiving your invoice. In the event of absence no refund will be given. All 3 and 4 year olds are entitled to a government education grant towards free places.

### Childcare Vouchers

We are registered with many different childcare voucher companies to enable parents to make savings on their Nursery fees through salary sacrifice. Details are available on request.

## Tax Credits

Springfields is registered with Ofsted, therefore where appropriate parents/carers are able to claim tax credits. Details are available upon request.

## Funding

Springfields has been OFSTED inspected and therefore is able to accept Nursery Education Grants. Every child is eligible to claim the grant for the term immediately after their third birthday, but they must be registered with the Nursery by the headcount date. The grant provides 15 free hours per child per week during term time.

<http://www.staffordshire.gov.uk/education/childcare/families/EarlyEducation/earlyeducation.aspx>

## Think 2 Funding

Eligible children are entitled to 15 hours a week of free education during school term.

<https://www.staffordshire.gov.uk/education/childcare/families/earlyeducation/think2/fundedplacesfortwoyearolds.aspx>

## Holiday Club

In addition to term time we also offer a holiday club during school holidays. This is based at Springfields 26 Stone Road in Eccleshall.

As well as the above activities we also have fun days out to such places as bowling, the cinema, trips to museums, Farms, picnics and much more. The holiday club is open to children from all schools. For more details and prices please call Springfields on (01785) 851710.

## Wrap Around Care

We also collect children from and take them to the nursery class at Bishop Lonsdale Primary and Cooper Perry Primary, thereby offering full wrap around options to suit your own personal needs. Children are transported in fully insured 4x4's.

## Strong Links

We have extremely strong links with our local primary schools and also clubs based at Bishop Lonsdale Eccleshall and Cooper Perry Primary in Seighford where the same services are offered. We join up together regularly to play sports or to just have a picnic and a chat. We believe that this encourages strong friendships with others in the local community.

## Closures

We shall be closed on all Public Bank Holidays and for one week at Christmas. No charge will be made for these closures. All closures will be posted on the notice board.

## Spare Clothing/Nappies

Each child will be given nursery bed sheets and a flannel which will be kept laundered on the premises. You will be requested to bring a spare set of clothes, soft shoes/slippers, tooth brush, toothpaste and nappies/wipes if applicable. All items should be clearly labelled with the child's name.

*Sun Protection:* We ask parents to provide sun cream and a hat for their own child which is clearly labelled and with a high factor protection.

*Winter Protection:* We ask parents to provide a warm coat, hat, gloves, scarf and appropriate footwear.

### [Policy Folder/Terms and Conditions](#)

Please read and understand our Policies/Terms and Conditions before signing the application form, they are in our policy folder in the main corridor. A member of staff will be more than happy to go through this with you. Please note policies are changed and updated regularly to meet current legislations; all changes are noted on the notice boards and in our Newsletter.

Our policies and procedures are always on display in the setting and copies are available on request. New parents will receive a copy of key policies and procedures upon enrolment of their child(ren). Compliance with all policies and procedures is essential.

### [Mobile Phone/Cameras](#)

Due to safeguarding children and staff please can we ask that whilst you are in our Nursery you do not use your mobile phone. Please could you leave it in the car or switch it off when entering the building.

### [Parking](#)

All parents and visitors are asked to park thoughtfully. The car park at the Nursery is for everyone's use, and is used at your own risk. Please do be aware of children at all times – both your own and other peoples. Please adopt a sensible attitude towards where your child is at all times. Instil in your child the importance of danger when around cars – basic road safety.



## Nursery Opening Times and Fees

### Opening Times

FULL TIME:	Monday to Friday	7.30am	-	6.00pm
PART TIME:	Mornings	8.30am	-	1.00pm
	Afternoons	1.00pm	-	5.30pm
	School Day	9.00am	-	3.30pm

### Annual Holidays

Nursery will be closed on all Public Bank Holidays and a week at Christmas.

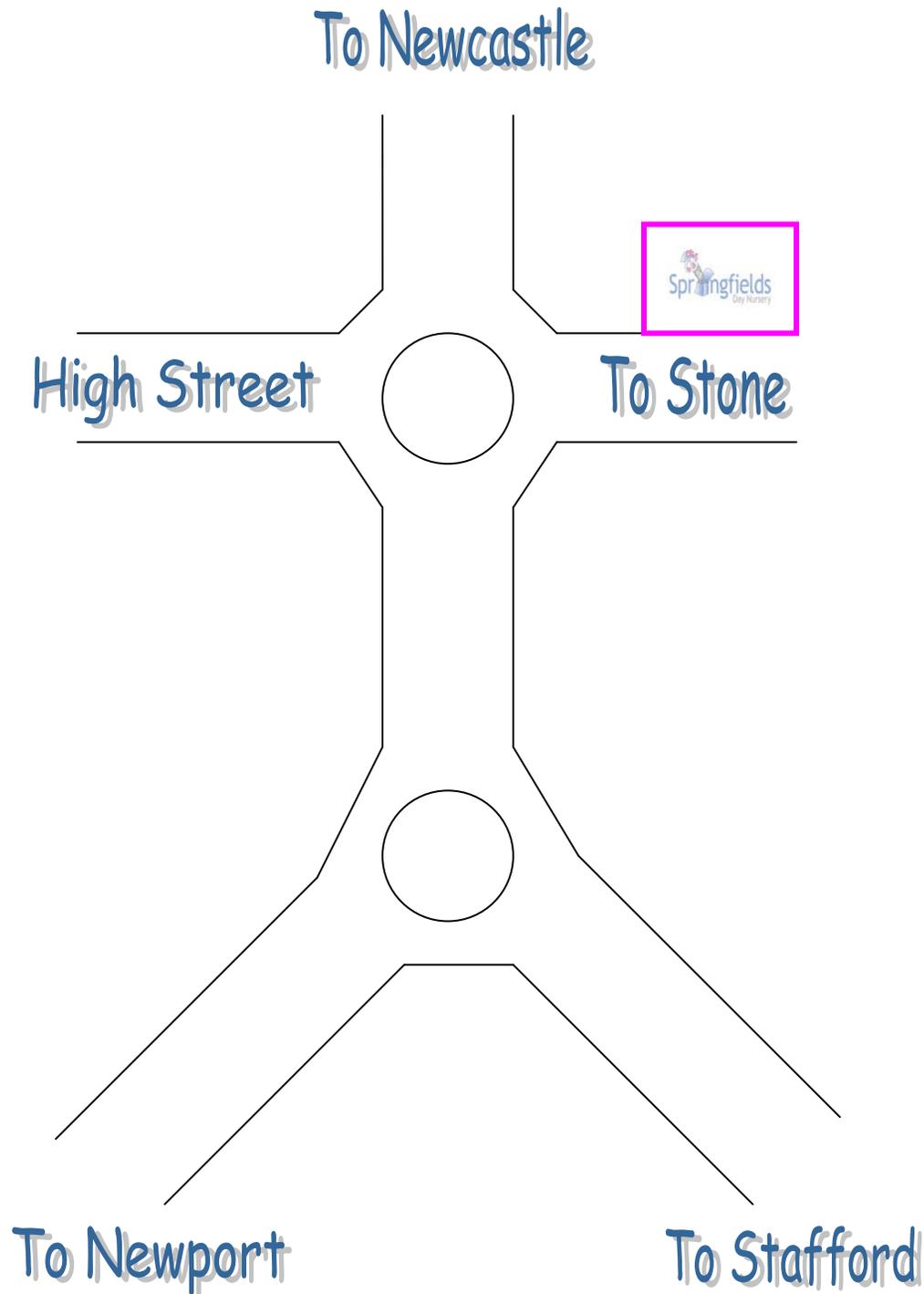
### Charges:

	<u>Baby &amp; Toddlers</u>	<u>Pre-School</u>
FULL TIME CHARGE	£156.00	£151.00 per week, including meals.
PART TIME CHARGE	£34.00	£32.00 Full Day (7.30 – 6pm)
	£32.00	£30.00 School Day (9 – 3.30pm)
	£22.00	£21.00 Session (8.30 – 1pm or 1-5.30pm)
	£5.50	£5.25 Extra hour
LUNCH	£2.10	£2.15
TEA TIME SNACK	£1.10	£1.20
<b>(BOOKING FEE - £50.00)</b>		

\*We require a **£50.00** booking fee to hold your place, which is **non** refundable. All prices are subject to change. The above charges **MUST** be paid in advance. No refunds will be given in the event of absence.



# Springfields



**To Find Us:**

From Stafford follow the A5013 towards Eccleshall. On entering Eccleshall, approaching the mini-roundabout, turn right, at the next mini-roundabout turn right again towards Stone and we are situated approx 100 yds on the left hand side.

# Breakfast Menu

Milk, Water

Fresh Fruit

Wholemeal Toast

***Vegetarians/Allergies and all dietary requirements catered for.***

# Lunch Menu

## DISHES FROM AROUND THE WORLD

Cottage Pie, Vegetables and Gravy (ENGLAND)

Roast Joint (Chicken, Pork, Lamb), potatoes, vegetables and gravy (ENGLAND)

Lasagne and salad (ITALY)

Macaroni cheese and salad (AMERICA)

Broccoli and cheese bake

Fish pie, vegetables

Pasta Bolognese (ITALY)

Pizza and Ploughman salad

Chilli and rice or Jacket potato (MEXICO)

Sausage and pasta bake with vegetables

Casserole with vegetables and potato gratin

Cheese and Potato pie and beans

Chicken Fricassee and rice (PUERTO RICO)

Noodle stir fry and vegetables (CHINA)

Spanish omelette and salad (SPAIN)

Mild vegetable curry and rice (INDIA)

Sweet pepper and vegetable cous cous (TUNISIA)

**Vegetarians/Allergies and all dietary requirements catered for.**

Fresh drinking water provided throughout the day

# Pudding Menu

**Fruit crumble**

**Fresh fruit**

**Rice pudding**

**Sponge and custard**

**Fruit yogurt**

**Fruit mousse**

**Fromage frais**

**Fruit Jelly**

**We also provide a selection of homemade baked cakes and biscuits.**

***Vegetarians/Allergies and all dietary requirements catered for.***

# Tea Time Snack

1, Selection of sandwiches,  
Egg  
Tuna  
Ham  
Chicken  
Cheese

2, Crackers, cheese and vegetable sticks

3, Baked beans/spaghetti on wholemeal toast

4, Oatcakes filled with melted cheese

5, Crumpets with selection of toppings

6, Pizza fingers and salad nibbles

7, Toasted tea cake or fruit bread and banana

8, Quiche and salad

9, Cold pasta or couscous salad

10, Breadsticks, dips and raw vegetable sticks

- ***All above served with a piece of fruit or yogurt and juice or Freshwater.***

***Vegetarians/Allergies and all dietary requirements catered for.***



## **Safeguarding/ Child Protection Policy**

**DSCO : Halina Eve & Andrea Berry**

At Springfields we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the setting's other policies and procedures.

### **Legal framework and definition of safeguarding**

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
- Working together to safeguard children 2015
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015 (PREVENT DUTY)

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the 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.

*(Definition taken from the HM Government document 'Working together to safeguard children 2015).*

### **Policy intention**

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

The setting is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The setting aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including through annual safeguarding newsletters and updates.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Staffordshire Safeguarding Children Board.
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times
- Ensure that children are never placed at risk while in the charge of setting staff
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the setting premises including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the setting and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Staffordshire Safeguarding Children Board.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

## Contact telephone numbers

Local authority children's social care team

Local authority Designated Officer (LADO) **01785 278997 / 278640 / 278958**

Ofsted **0300 123 1231**

Local Safeguarding Children Board (LSCB) **01785 277151**

Non-emergency police **101**

Government helpline for extremism concerns **020 7340 7264**

## Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

*What to do if you're worried a child is being abused (advice for practitioners) 2015.*

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

## Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children, and will take advice from the appropriate bodies on this area.

## Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure, supported by the setting manager or Designated Safeguarding Co-ordinator<sup>1</sup> (DSCO). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the \*manager/\*DSCO/\*supervisor, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is

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not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted, and/or Common Assessment Framework (CAF)\*\*\* **Staffordshire Early Help Assessment** needs to be initiated. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The setting expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

### **Physical abuse**

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the setting manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the setting manager.

### **Female genital mutilation**

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. For those nurseries caring for older children in their out of school facility this may be an area of abuse you could come across. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, you should contact children's social care team in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed in our setting.

### **Fabricated illness**

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

### **Procedure:**

- All signs of marks/injuries to a child, when they come into setting or occur during time at the setting, will be recorded as soon as noticed by a staff member
- The incident will be discussed with the parent at the earliest opportunity, where felt appropriate
- Such discussions will be recorded and the parent will have access to such records
- If there are queries regarding the injury, the local authority children's social care team will be notified in line with procedures set out by the Local Safeguarding Children Board (LSCB).

## **Sexual abuse**

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing the procedure below will be followed:

### **Procedure:**

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the setting manager or DSCO
- The matter will be referred to the local authority children's social care team.

We will be aware of the possibility of child sexual exploitation (CSE) and the signs and symptoms this may manifest as. If we have concerns we will follow the same procedures as for other concerns and we will record and refer as appropriate. As this mainly happens with older children we will have heightened awareness in our out of school facilities.

## **Emotional abuse**

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

### **Procedure:**

- The concern should be discussed with the \*setting manager/DSCO/\*room supervisor/\*registered person
- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- An Assessment Framework form may need to be completed
- If there are queries regarding the circumstances the matter will be referred to the local authority children's social care team.

## **Neglect**

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at setting unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at setting in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at setting. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

## **Procedure:**

- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- An assessment form may need to be completed
- If there are queries regarding the circumstances the local authority children's social care team will be notified.

## **Monitoring children's attendance**

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the setting prior to their children taking holidays or days off, and all sickness should be called into the setting on the day so the setting management are able to account for a child's absence. This should not stop parents taking precious time with their children, but enables children's attendance to be logged so we know the child is safe.

## **Staffing and volunteering**

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the setting to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the setting regardless of whether or not they have a DBS clearance.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the setting. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children's services team, the Local Safeguarding Children Board (LSCB) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have named persons within the setting who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Co-ordinators (DSCO), there is always at least one designated person on duty during all opening hours of the setting.

These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The setting DSCO's liaise with the Local Safeguarding Children Board (LSCB) and the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to ensure cover at all times, we have two/three designated leads in place. This enables safeguarding to stay high on our priorities at all times.

The Designated Safeguarding Co-ordinators (DSCO) at the setting are: **Halina Eve and Andrea Berry.**

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children
- This information is also stated within every member of staff's contract
- We request DBS checks/declaration signature on an annual basis/or we use the DBS update service to re-check staff's criminal history and suitability to work with children
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors to the setting and take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- As a staff team we will be fully aware of how to safeguard the whole setting environment and be aware of potential dangers on the setting boundaries such as drones, Pokémon hotspots, strangers lingering. We will ensure the children remain safe at all times
- The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- The deployment of staff within the setting allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

### **Informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCB/ local authority children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely

abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

### **Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the LSCB.

### **Support to families**

The setting takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the setting.

The setting continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

### **Employees, students or volunteers of the setting or any other person living or working on the setting premises**

We have a Staff Behaviour Policy in place that supports us to monitor staff and changes in their character. Staff are aware of the need to disclose changes to circumstance and use the whistle blowing policy where required.

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the setting premises regardless of whether the allegation relates to the setting premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the \*owner/\*registered person/\*DSCO/\*deputy manager instead.

The Local Authority Designated Officer (LADO), Ofsted and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled
- The setting will follow all instructions from the LADO, Ofsted, LSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The setting reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The setting will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated

- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The setting retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the setting who is affected by an allegation, their colleagues in the setting and the parents.

### **Extremism – the Prevent Duty**

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further.

### **e-Safety**

Our setting is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the setting we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- Ensure management monitor all internet activities in the setting
- Using approved devices to record/photograph in the setting
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the internet watch foundation (IWF [www.iwf.org.uk](http://www.iwf.org.uk))
- Ensuring children are supervised using internet devices
- Using tracking software to monitor suitability of internet usage (for older children)
- Integrating e-safety into setting daily practice by discussing computer usage ‘rules’ deciding together what is safe and what is not safe to do online
- Talking to children about ‘stranger danger’ and deciding who is a stranger and who is not, comparing people in real life situations to online ‘friends’
- When using Skype and FaceTime (where applicable) discussing with the children what they would do if someone they did not know tried to contact them
- We encourage staff and families to complete a free online e-safety briefing which can be found at <https://moodle.ndna.org.uk>
- We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated
- Children’s screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.

Our setting has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the \*setting manager/\*owner/DSCO/\*registered person at the earliest opportunity.



## Booking Form

Child's Full Name : .....

Address: .....

..... Post Code: .....

Date place required from?

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Child's D.O.B

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Please tick sessions required:

	FULL DAY	SCHOOL DAY	A.M.	P.M	LUNCH	TEA
MON						
TUES						
WED						
THURS						
FRI						

SPECIAL REQUIREMENTS

**PARENTS' NAMES:**

..... CONTACT NO. ....

..... CONTACT NO. ....

Please specify where you heard of Springfields:      Recommendation   
    Yellow Pages        
    Local Guide Book        
    Newspaper     

Other.....

**\*SIGNATURE.....DATE.....**

*\*We require a £50.00 booking Fee to hold your place, which is non refundable*  
 I have received a prospectus and agree to abide by the terms and conditions of Springfields. *Director : Ms Halina Eve*

