

Section 3-The Safeguarding and Welfare Requirements

Policy: Safeguarding Policy

Date: 1st December 2025

Review date: 1st December 2026, Updated 2nd May 2026

Written by Lisa Hearsey

At KellyTots Day Nursery, we aim to work with Children, parents, carers, external agencies and The Local Authority Safeguarding Children partnership and the community to ensure the welfare and safety of children and give them the absolute best possible start. Children will be treated with respect, will be listened to, and will be supported so that they can thrive and be safe from any abuse.

We support the children within our care, we protect them from maltreatment and have robust policies and procedures in place to prevent the impairment of any development.

In our setting we protect children from radicalisation, and we support British values and encourage children to have acceptance and tolerance of other beliefs and cultures, we support this through weaving fundamental British values throughout all our teaching and learning.

The fundamental British values are: - Democracy, Rule of law, Individual liberty and Mutual respect and tolerance for those with different faiths.

All staff follow this ethos and shares the understanding that Safeguarding is everyone's responsibility.

When preparing this policy, we have used the following statutory guidance and supporting publications.

- ✚ Statutory framework for the Early years Foundation Stage
- ✚ What to do if you are worried a child is being abused.
- ✚ Keeping Children Safe in Education.
- ✚ Working together to safeguard children.
- ✚ Inspecting Safeguarding in Early Years.
- ✚ The Prevent Duty.
- ✚ Female genital mutilation guidelines.
- ✚ SEND code of practice.

The definition of Safeguarding and Legal Framework can be referenced from the following: -

- ✚ Children Act 1989 and 2004
- ✚ Childcare Act 2006
- ✚ The Statutory Framework for the Early Years Foundation Stage (EYFS) 2025
- ✚ What to do if you are worried a child is being abused 2015

- ✚ Safeguarding Vulnerable Groups Act 2006
- ✚ Working together to Safeguard children 2023
- ✚ Counter- Terrorism and Security Act 2019
- ✚ Staffordshire Safeguarding Children Partnership

This policy complies with all relevant legislation and other guidance and advice from Staffordshire Safeguarding Children Partnership.

Safeguarding is a term which relates to the action taken to promote the welfare of children and protection from harm.

KellyTots is committed to safeguarding every child, we aim to do this by: -

- ✚ Keeping the child at the centre of all we do.
- ✚ Ensure all staff are trained with at least a level 1 child protection and safeguarding children qualification, staff will progress then to a level 2 and all senior management will have a level 3.
- ✚ All staff will have read this policy thoroughly and will be able to identify any signs of abuse or indicators that may indicate that a child may be at risk of significant harm.
- ✚ Staff will know who the designated safeguarding lead is and who to go to if they need support.
- ✚ Staff will understand that safeguarding is their responsibility.
- ✚ Be aware of increased vulnerability of children with Special Education Needs and disabilities.
- ✚ Management will ensure staff know how to complete the correct paperwork and any paperwork is completed in a timely way and correct information has been shared with the relevant people.
- ✚ Take any appropriate action relating to allegations of serious harm or abuse against any person working with children on the nursery premises including reporting such as allegations to Ofsted and other relevant authorities.
- ✚ Ensure parents/carers are aware of safeguarding policies and procedures when they register with the nursery and they are kept well informed of any changes.
- ✚ KellyTots will regularly review and update this policy in line with any changes.
- ✚ We will create and maintain an environment in which children feel secure and encouraged to talk and are listened to.
- ✚ We will ensure that all children have effective means of communication.
- ✚ We will notify Ofsted of any significant incident or accident and any changes in our arrangements that may affect the wellbeing of children.
- ✚ We will always abide by Ofsted requirements.
- ✚ The designated safeguard lead will support staff in recording initial concerns.

- ✦ The designated safeguard lead will look at records on a weekly basis to identify reports and support where necessary.
- ✦ We will only share information on a need to know basis, complying to safeguarding measures.

DBS Checks

All staff will have a clear up to date DBS check before their employment can commence. Monitoring systems are in place to check the suitability of our staff and they are given plenty of opportunities to declare changes that may affect their suitability.

Anybody visiting the nursery i.e. storyteller, animal man or photographer must have a valid DBS, and this is checked prior to booking.

Designated Safeguarding Lead

Lisa Hearsey (Nursery Manager) is the named DSL, alongside and Donna Gill and Kerry Hinks (Deputy Managers) The named person will take lead responsibility for safeguarding and co-ordinate child protection and welfare issues.

The DSL will liaise with the Staffordshire Safeguarding Children's Partnership.

They will receive regular updates to development within this field, access training and in turn will support the development and update the knowledge of all staff via staff meetings and supervisions.

We will also have a Deputy Designated Safeguard Lead who will support the DSL and manage DSL duties in the absence of the DSL.

The procedure we will follow in the event of a Safeguarding concern

- Safeguarding concern raised
- Safeguarding concern recorded
- DSL or DDSL to read concern/report and make the decision of next steps.
- The decision what the DSL or DDSL would be considering is- "Is this child at risk of significant harm or neglect.
- **If you are concerned about a child please call 0300 111 8007** Please note, this number is in use Monday to Thursday 8.30-5.00 and Friday 8.30-4.30pm. OR EDS (out of hours) 0345 604 2886
- Follow the advice given- Always ask for the call operators/ Social Workers contact number.
- The DSL or DDSL will then inform Gillian Kelly who is the Nursery's registered person.
- The DSL or Practitioners can also call the Education Safeguarding Advice Service (ESAS) to seek non urgent safeguarding advice. Contact details: 01785 895836 or email esas@staffordshire.gov.uk

Safeguarding: Staff Induction and Training

During staff induction, management will discuss Safeguarding in depth, and the employees will have time to fully read and understand the policies and procedures for Safeguarding and staff are encouraged to ask questions and explore the topic.

All staff will be expected to attend Safeguarding training and update knowledge on a regular basis. Room leads will question staff within their room daily/weekly and also at every staff meeting there will be opportunity to explore Safeguarding updates and there will be a short quiz to ensure that staff have the knowledge required to safeguard all children.

Management will also ask Safeguarding related questions at random throughout everyday practice; this is to support management when preparing for staff performance meetings.

Any staff member who attends any Safeguarding related training will be expected to return to nursery and give information to Management and prepare a presentation which will be delivered in the next staff meeting to all staff.

Failure to be compliant with Safeguarding training will result in disciplinary action being taken.

Definition of Abuse

There are many different types of abuse. Children can be abused by an adult's direct actions for example hitting a child or because of their inactions for example not feeding or an adult's indirect actions for example domestic abuse. Children can be abused by adults or other young people. The local authority will be notified if any professional suspects that a child is either suffering or at risk of suffering significant harm. Sometimes a single event constitutes to 'significant harm' or there may be a build-up of incidents and concerns over a period that all constitutes to 'significant harm'. The law recognises the following categories of abuse under the Children Act (1989)

It is paramount that all staff working with Children are aware of the different categories of abuse and they can identify and recognise signs and symptoms of abuse.

Toxic trio

The term Toxic trio has been used to describe the issues of Domestic abuse, mental ill health and substance misuse which have been identified as common features of families where harm to children has occurred.

Domestic Abuse

Any incident of threatening behaviour, violence, or abuse between adults who are or have been intimate partners or family members, regardless of gender or sexuality.

Mental ill-health

Depression and anxiety, and psychotic illnesses such as schizophrenia or bipolar. Mental illness may also be associated with alcohol or drug use.

Substance misuse

Intoxication by. Or regular excessive consumption of/or dependence on psychoactive substances, leading to social, psychological, physical, or legal problems.

Categories of Abuse and Procedures to follow

In relation to this policy, the terms 'abuse' and 'neglect' are defined as follows

(Definitions are taken directly from the document 'working together to safeguard children March 2015)

Abuse- A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or more rarely by others.

Neglect- The persistent failure to meet a child's basic physical and/psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or caring failing to:

- Provide adequate food, clothing, and shelter
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsive to, a child's basic emotional needs.

The procedure we would follow is we suspect the child may be at risk of harm or neglect.

- The adult will reassure the child and listen.
- The observed signs or disclosures will be recorded immediately.
- The DSL will contact children's services to make a referral and complete relevant paperwork.
- Ensure all documentation is password protected.

Emotional Abuse

- ✚ Physical, mental, and emotional developmental delays
- ✚ Sudden speech disorders
- ✚ Continual self-depreciation
- ✚ Overreaction to mistakes
- ✚ Extreme fear of any new situation
- ✚ Inappropriate response to pain
- ✚ Neurotic behaviour
- ✚ Extremes of passivity or aggression.

Sexual Abuse

- ✦ Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age.
- ✦ Medical problems such as chronic itching, pain in the genitals, venereal diseases.
- ✦ Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdose, anorexia.
- ✦ Personality changes such as becoming insecure or clinging.
- ✦ Regression to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys.
- ✦ Sudden loss of appetite or compulsive eating.
- ✦ Being isolated or withdrawn.
- ✦ Inability to concentrate.
- ✦ Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or child minder.
- ✦ Starting to wet again, day or night nightmares.
- ✦ Become worried about clothing being removed.
- ✦ Suddenly drawing sexually explicit pictures.
- ✦ Trying to be 'ultra-good' or perfect; overreacting to criticism.

Physical Abuse

- ✦ Unexplained recurrent bruising, injuries or burns.
- ✦ Improbable excuses or refusal to explain injuries.
- ✦ Wearing clothes to cover injuries, even in hot weather.
- ✦ Refusal to undress.
- ✦ Bald patches.
- ✦ Chronic running away.
- ✦ Fear of medical help or examination.
- ✦ Self-destructive tendencies.
- ✦ Aggression towards others.
- ✦ Fear of physical contact.
- ✦ Admitting that they are punished, but the punishment is excessive.
- ✦ Fear of suspected abuser being contacted.

Child sexual exploitation (CSE)

- ✚ Fear of medical help or examination.
- ✚ Self-destructive tendencies.
- ✚ Aggression towards others.
- ✚ Fear of physical contact.
- ✚ Admitting that they are punished, but the punishment is excessive.
- ✚ Fear of suspected abuser being contacted.

Female Genital Mutilation (FGM)

This type of physical abuse is practiced 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. FGM can be carried out on a girl/woman at any age from as young as when a child is born. FGM may be better known as 'cutting'.

In the UK, the Home Office has identified girls and women from certain communities as being more at risk, these communities being: Somali, Kenyan, Ethiopian, Sierra Leonean, Sundance, Egyptian, Nigerian, Eritrean, Yemeni, Kurdish, Indonesian.

Children are at higher risk of FGM if it's already happened to their mother, sister or another member of their family.

Symptoms may include -

- Bleeding
- Painful areas
- Acute urinary Infection
- Difficulties urinating or incontinence
- Wound Infection
- Septicaemia
- Incontinence
- Virginal and pelvic infections with depression and post-traumatic stress disorder
- Death from blood loss or infections.

Breast Ironing

Breast ironing, also known as breast flattering, is the pounding and massaging of a pubescent girl's breasts using hard or heated objects to try to make them stop developing or disappear.

Fabricated illnesses

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 signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness.

Recordings

Staff should complete the relevant paperwork within the first hour of concern being raised or a discloser being made, this recording should include: -

- ✚ Date and time of the observation or the disclosure
- ✚ Exact words spoken by the child.
- ✚ Any body language or actions used.
- ✚ Any discussions held with the parent/carer.

Recordings should be accurate and timely. They must be signed by the member of staff that is recording the observation/discloser and by the DSL.

Staff must cooperate with the local authority children's social care, LADO, LSCB, Police, and Ofsted in any way necessary to ensure the safety of the children.

All Safeguarding records are subject to the GPDR May 2019 and freedom of Information Act 2000.

Children Transferring settings.

When a child moves to a new setting, we will contact the DSL of receiving setting to share information. Safeguarding will override General Data Protection Regulations.

Policy: Attendance Policy- Monitoring Children's attendance

Date: 1st December 2025

Review date: 1st December 2026

Written by Lisa Hearsey

Part of our requirements under the statutory framework and guidance document, we are required to monitor attendance and make notes of any patterns.

Room leads must inform management of any child who is absent, this will be recorded and monitored.

Parents are requested to inform the nursery of any planned holidays, days off or child illness where a child may be of nursery.

A daily register will be carried out daily, on the third day of absence if no contact has been made, the nursery staff will contact to check on the wellbeing of the child. This is called a wellbeing call.

If the first point of contact does not answer the wellbeing call, then we will contact the emergency contact number to seek clarification.

Policy: LADO

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Written by Lisa Hearsey

Allegations against a person in a Position of Trust (POT)

All staff have a duty to raise any concerns regarding the actions or attitudes of their colleagues.

If a child makes an allegation, then the Nursery Manager and Owner must be informed immediately.

All staff will be made aware of the nursery Whistle blowing policy through their induction and will have a copy to read and sign.

An allegation could be related to harming the child for example, hitting, smacking, or speaking to them in an appropriate manner.

All allegations will be reported to LADO and Ofsted.

If the allegation concerns the behaviour of the Nursery Manager, the Nursery Owner will be informed as well as the Local Authority Designated Officer. (LADO).

In the event of any allegations being made, we will follow the procedure below.

- The Local Authority Designated Officer (LADO), Ofsted and Staffordshire Safeguarding Children Partnership (SSCP) will be informed for this to be investigated by the appropriate bodies promptly.
- LADO will be contacted for advice and guidance.

- A LADO referral will be completed in a timely manner. Please note this form can be found on Staffordshire LADO referral form. Once you click on the link this will take you to an electronic form.
- A full investigation will be carried out.
- The Nursery will follow all instructions given from LADO.
- The Nursery reserves the rights to suspend any member of staff during the investigation.
- All investigations will be recorded and kept confidential.
- The Nursery retains the rights to dismiss any member of staff in connection with founded allegations following the inquiry.

Policy: Whistleblowing Policy

Date: 1st December 2025

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Written by Lisa Hearsey

Whistleblowing is intended to prevent wrongdoing and protect children, including reporting concerns about safeguarding issues. Raising and, where necessary, escalating these concerns helps to keep children safe.

At KellyTots Day Nursery, we always expect all our colleagues to be professional and have the welfare and safety at the centre of everything we do.

We require all employees to act responsibly; the management team will act swiftly and constructively in the event of this not happening.

Should colleagues not act appropriately and there is a need to investigate we will follow this policy and procedure.

The Nursery will not tolerate harassment and /or victimisation of any employee raising concerns.

Disclosure of Information

If you believe that a child is/may be or is likely to be at risk of danger you must follow the nursery safeguarding Policy.

If you become aware of information which you reasonably believe indicates the following, you must use the nursery's disclose procedure set out below.

- That a criminal offence has been committed or is being committed or is likely to be committed.
- That a person is failing or is likely to fail to comply with all legal obligation to which they are subject (EYFS)
- That a miscarriage of justice has occurred, is occurring, or is likely to occur.
- That the health or safety of any individual has been, is being, or is likely to be endangered.

- That the environment, has been, is being, or is likely to be damaged.
- That information tending to show any of the above, has been, is being, or is likely to be deliberately concealed.

Disclosure Procedure

- If you believe that one or more of the above circumstances has occurred, you should discuss this promptly with the management team. If you feel that the disclosure relates to the manager, then you should always seek guidance from the next person in charge. This may be Gillain Kelly or a team leader.
- Employees will not face unfair treatment of any sort for making a disclosure.
- Any disclosure or concerns raised will be actioned immediately and treated seriously in a fair, consistent and confidential manner.
- All staff are given the telephone number for the Local Authority Designated Officer (LADO) on their induction and they are given this policy to read and understand. If staff feel that they wish to discuss their concerns externally they are advised to do so, although discussing internally is encouraged.

Legal Framework

The Public Interest Disclosure Act 1998, commonly referred to as the ‘Whistleblowing Act’, amended the Employment Rights Act 1996 to provide protection for employees who raise legitimate concerns about specified matters. These are called ‘qualifying disclosures’. In June 2013, there were some legal changes to what constitutes a qualifying disclosure. A qualifying disclosure is one made in the public interest by an employee who has a reasonable belief that: A criminal offence, A miscarriage of justice, An act causing damage to the environment, A breach of legal obligation, A concealment of the above or any other unethical conduct.

The Public Interest Disclosure Act has the following rules for making a protected disclosure.

- You must believe it to be substantially true.
- You must not act maliciously.
- You must not seek any personal gain.

Please find useful contact number, these can be used in the event if needing advice, guidance or when making a disclosure.

Nursery Designated Safeguard Lead (DSL): Lisa Hearsey 01922 403255

Local authority Designated Officer (LADO): 0800 1313 126 (Day time contact) or 0845 6042 866 (outside office hours contact) or www.staffordshire.gov.uk/reportconcern

Informing Parents/Carers

Any Incidents or Issues of Concern will be discussed with Parents/Carers immediately, unless we feel that to do so would place a child at risk of or cause further significant harm

The Prevent Duty

KellyTot's Day Nursery promotes the fundamental principles of British Values; these being democracy, the rule of law, individual liberty, mutual respect, and tolerance, this is weaved throughout all our practice.

All staff 'have a due regard to prevent people from being drawn into terrorism' (Prevent Duty Guidance in the Counterterrorism and Security Act 2015)

We have a duty to safeguard children and prevent people from being drawn into terrorism. All concerns regarding this, must be reported to Staffordshire safeguarding children's board where they will give guidance on next steps. All conversations, actions or observations of inappropriate behaviour must be logged using our Incident reporting log of concern.

Our Extremism and Radicalisation Policy will give more details, also the prevent Duty Guidance in the Counter-terrorism and Security Act 2015 document will give full guidance and information.

Please

follow the flow charts below when deciding on what best action to take.

- ✚ What to do if you have welfare/Safeguarding concerns about a child.
- ✚ Managing Allegations against staff and volunteers
- ✚ Staffordshire & Stoke-on-Trent Prevent Referral Route
- ✚ Delivering Early Help in Staffordshire

Policy: Extremism and Radicalisation

Date: 1st December 2025

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Written by: Lisa Hearsey

What is Extremism?

Extremism is vocal or active opposition to fundamental British values. We understand that the British values are: Democracy, the rule of law, individual liberty, respect and tolerance of different faiths and beliefs.

What is Radicalism?

Radicalism refers to the process by which a person comes to support terrorism and forms of extremism. Protecting children from risk of radicalisation is seen as part of our safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people from being radicalised.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Specific background factors can contribute to vulnerability which are often combined with various influences.

The Statutory framework for the Early Years' Foundation Stage links with the expectation that early years practitioners will promote fundamental British values and comply with the Prevent Duty.

How can practitioners support:

- Report any concerns
- Listen to children
- Listen to parents
- Share information with parents
- Challenge any behaviour
- Help children develop a positive self-image

What to do if you have any concerns?

All concerns will be shared with the initial Response Team at Staffordshire Safeguarding Children Partnership and we will follow the advice given, this will be keeping in line with our Safeguarding Policy. (Please refer to Policy 7A for full details)

First Response Services (Staffordshire) 0300 111 8007

The Department for Education has dedicated a telephone helpline (020 7340 7264), this direct line enables staff to raise concerns. You can also email counter.extremism@education.gsi.gov.uk.

Please note, this is not an emergency email or contact line, therefore if you feel a child is at immediate risk, you should continue to follow the normal procedures for making a referral.

The Prevent Duty March 2015 Publication was explored when preparing this policy. All staff have the responsibility to read the publication. Staff can find this located in the office and via the internet.

Always remember it is everyone's responsibility to Safeguard.

Policy: Lost Child Policy

Date: 1st December 2025

Review date: 1st December 2026

Written by Lisa Hearsey

We have many policies and procedures in place to ensure the safety of all children therefore the likelihood of a child being lost is small. The time children arrive and depart are clearly marked on the register, so it is always clear which children are present in the nursery.

Children are regularly accounted for during the day as staff will make a regular head count checking the numbers of children present against the names of the children signed in on the register. The head count will be noted on the register along with the time and staff name.

Lost Child Procedure from Nursery

In the event of a child going missing KellyTots Day Nursery will make sure the safety of everyone else on site is not compromised. The following guidelines should be followed:

- The Manager must be notified immediately.
- Inform other staff of the situation immediately to establish when the child was last seen.
- An immediate search of both and inside and outside perimeter of the Nursery.
- If after a thorough search no more than 5 minutes, the Manager should contact the police.
- The manager should document the incident
- The manager must contact the child's parents/guardians, informing them of what has happened.
- The manager will contact Ofsted
- In the event of the Media contacting the Nursery, no staff member is to speak with the media.

Lost Child Procedure from Outing or Trip

We have a policy in place for outings and trips. In unlikely event of a child going missing whilst on an outing we have the following procedure which we implement immediately:

- The group leader will be notified immediately, and all staff present will be informed. A thorough search of the area.
- If appropriate, on-site security will also be informed and a description given.
- The designated person in charge will immediately inform the police.
- The designated person in charge will then inform the Nursery Manager who will contact the child's parents giving details of what has happened. If the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children.

- It will be the designated person in charge or the manager's responsibility to ensure that there are adequate staff to care for the children and get them back safe, a member of staff to meet the police and someone to continue the search.
- Any incidents must be recorded in writing as soon as possible, including the outcome, who was lost, time identified, findings etc.
- Ofsted must be contacted and informed of any incidents

When the Child is found

We recognise that during the time a child is missing, however briefly all involved parents and others suffer great fear, guilt and distress.

- That the child also might have been afraid and distressed and might now need comfort.
- Remain calm and reassure the child.
- Ensure the child is not hurt.
- Acknowledge that it was not the child's fault.

Following the Incident

- The situation will be fully investigated by the Nursery Manager.
- We will review our current procedures.
- We will evaluate processes and make necessary adjustments to ensure future effectiveness

If a Child is not Found

In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure.

Policy: Child Arrivals and Departures Policy

Date: 1st December 2025

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Written by Lisa Hearsey

We aim to give all our children and families a warm welcome to the setting.

Arrivals procedure

On arrival into the nursery, parents/carers are encouraged to share any information with the child's key person or staff member and then they **MUST** sign their child into nursery, clearly writing the child's name, time of arrival and a printed name with their Signature.

If a parent/carer requires medication to be administered, then this **MUST** be shared with a Level 3 member of staff who will give parent/carer a medication form to be completed. No medication will be given to a child without this being completed.

If a child has had an accident/Incident prior to coming to nursery, this also **MUST** be shared with a level 3 member of staff who will ask the parent/carer to complete an existing injury form.

If someone unfamiliar is going to be bringing the child to nursery, then we ask parents/carers to advise a member of staff of this.

Departure Procedure

On departure, staff will give feedback of the child's day, for our younger children, parents/carers will be issued with a daily information sheet and for our older children, this information will be on a group record which will be shared with parents.

If a child has had a minor accident throughout their day, the parent/carer will ask for an accident form to be read and signed. A copy of this will be issued to the parent/carer.

If someone unfamiliar who is not on the child's contact form is going to be collecting, then we will ask for a password.

We **will not** allow someone unknown to collect a child. We will always put the child's safety and well being first.

Parents/carers **MUST** sign their child out, clearly writing the actual time of departure with a printed name and signature.

Adults arriving under the influence of Alcohol or Drugs

Our prime focus is the safety and well being of our children, therefore if a parent/carer arrives to collect a child and they are deemed to be under the influence of alcohol or drugs, the duty manager will assess if this will be detrimental to the child's safety and welfare if released into this persons care.

The decision will be discussed and where needed, another name responsible adult will be contacted to collect the child, if this is not possible then the nursery will contact the initial response team for advice and guidance. During this time, the child will be kept fully engaged in the playroom with a member of staff.

The nursery has a duty to record, report and share information with external agencies, this is to safeguard our children. To do this, we ask staff to follow our safeguarding procedure.

Parental Disputes/Separations

Occasionally we are asked by one parent not to allow another parent to collect their child. By law, we can only accommodate this request with a formal court order in place stating this arrangement.

Whilst we understand this can be a stressful time, we cannot be seen to be taking sides and we must remain professional and comply with requirements set by law.

We ask all parents/carers to be polite, open, honest and have high levels transparency, this will enable KellyTots to best support both the child and family.

Policy: Late and Non-collection Policy

Date: 1st December 2025

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Written by Lisa Hearsey

Late Collection

Staff understand and are aware that there may be occasions or unforeseeable circumstances which could result in a delay when collecting a child from nursery.

We ask parents/carers to notify nursery staff at the earliest possible time if they are going to be late.

We ask parents/carers to arrange an alternative responsible adult to collect, if this is an unknown adult, we ask parents/carers to provide detailed description of the person, including their date of birth and the password.

Non-collection

If staff have not received a phone call and the child is being late collected, the procedure below will be followed.

- ✚ Two staff will always stay with the child on site. One staff must be part of the management team.
- ✚ Staff will allow 15 minutes for possible delays before acting.
- ✚ Staff will reassure the child and give comfort where needed.
- ✚ If a parent/carer is not contactable the emergency contact numbers that are supplied on the registration form will be called.
- ✚ All calls to both parent/carers and emergency contact people will be logged.
- ✚ Staff will allow 30 minutes of calling time and if there is still no contact made a member of staff will contact the initial response team. Parents are advised of this policy on induction to the nursery. The contact number for First Response team is 0800 1313 126

Consistent late collections will be monitored and failure to comply with policy will result in the child's place being removed.

Late Collection fee

There is no fee for the first 10 minutes of a late collection, however we will then charge £5.00 per five minutes that a parent/carer is late.

Each time a parent/carer is late this is recorded on a late collection register.

Late fines MUST be paid immediately.

Policy: Intimate Care Policy

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Written by Lisa Hearsey

KellyTots Day Nursery aims to support children's care and welfare daily in line with the individual needs of the child.

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This will include, nappy change, support with toileting, changing clothes where required, first aid treatment and any other specialist medical support. Where possible, we will encourage children to be independent and attend to their own care needs, however staff will always be available to help and support where is needed.

To maintain privacy for the child, these care routines will be carried out on a one to one basis and where possible we aim for this to be carried out by the child's key person.

Nappy Change Procedure

- ✚ Ensure that you are in sight/hearing of staff members and always make them aware that you are changing a child's nappy
- ✚ Put on a white apron and gloves
- ✚ Show the child their Nappy as an object of reference and explain you are going to be changing their nappy
- ✚ For baby room nappy changing, take the baby to the changing station and ensure the screen is around the child.
- ✚ For toddlers or pre school nappy changing or toileting routine, ensure a member of staff knows you are going into the bathroom and always ensure the bathroom door is open
- ✚ Proceed to change the child, clean the area from front to back using the chosen methods what have been supplied by parents/carers
- ✚ Apply any creams, ensure these creams are purchased from the parents/carers and have been requested
- ✚ Dress the child and remove from the changing are
- ✚ Clean the area using antibacterial spray
- ✚ Dispose of any PPE
- ✚ Wash hands
- ✚ Record on sheet.

Throughout care routines, in specific nappy change, we aim to make the child feel safe, secure, and comfortable. We will achieve this by:

- ✚ Promote consistent and caring relationships through the key person approach and where possible ensure the key person carries out all care routines.

- ✦ Ensure staff are meeting safeguarding requirements and they are never left feeling vulnerable.
- ✦ Ensure all staff who are undertaking care routines have an enhanced Disclosure and barring checks.
- ✦ If students need to carry out care routines to support their own learning, then parents will be notified of this and they will always be fully supported and supervised.
- ✦ Ensure all staff act upon any safeguarding concerns what may arise while carrying out care routines, staff would follow the safeguarding policy.
- ✦ The setting has a whistleblowing policy which staff can refer to if they feel they have concerns regarding staff while carrying out care routines.
- ✦ Management conducts regular risk assessments on all aspects of the setting and this area is no exception.

Policy: Mobile phones, Camera and Recording Devices

Date: 1st December 2025

Review date: 1st December 2026

Written by Lisa Hearsey

During the induction process and paperwork, parents/carers will have given written permission for photographs and recording on children. Parents will be able to give consent as to what they wish for their child. Photographs will be used for nursery display purpose and part of the child's learning journey. We will also ask if parents/carers give consent for children to have photographs taken for marketing purposes or to be used on social media. All staff will be informed of who is and who is not allowed.

Parents/carers are not permitted to take any photographs or recordings of any child at nursery.

During special events such as ceremonies, parties, or play & stay sessions, staff may take photographs of groups to distribute to families, in this case individual permission will be asked prior to this being done.

A camera will be used in setting and will be taken out on visits, this is to capture special moments and will be printed for display purpose and to be part of the child's learning journey. The camera will always be kept at nursery in a locked cabinet and images will be deleted when used for the intended purpose.

Mobile Phones

Staff are not permitted to have camera mobile devices in the playrooms where children are cared for. All mobile phones or other devices will be switched off and kept in a locked locker.

Staff will have access to a nursery mobile phone which will be used for evacuation purposes or outdoor visits only.

No photographs or videos will be recorded on this mobile phone.

Our non-use of mobile phones within the nursery applies to all parents/carers and visitors.

E-Safety

We are aware of the Internet growth and the challenges and risks that this brings, however we will ensure that we use this in then correct manner and consider safety elements so that it can be used to support children, staff and families in a positive way.

We will ensure this by:

- ✚ Having the correct antivirus and anti-spyware software on all devices, this will be updated regular.
- ✚ Ensure management monitor the usage and purpose of internet use.
- ✚ Ensure content blockers and filters are on all devices.
- ✚ Always use the Nursery email only, no one use of a personal email should be used when contacting parents or professionals in relation to nursery information.

- ✚ Children's screen time is to be monitored and there must be a planned purpose when using a device.

If any staff member feels that anyone is not following this policy correctly, it is their duty to bring this to management attention.

Policy: Anti-Bribery Policy

Date: 1st December 2025

Review date: 1st December 2026

Written by Lisa Hearsey

The Bribery Act 2010 came into force on 1st July 2011. A bribe is an inducement or reward offered, promised, or provided to gain any commercial, contractual, regulatory or personal advantage.

Excepting gifts

It is acceptable to receive gifts from a third party, providing the following requirements are met.

- ✚ It is not offered with the intention of influencing a promotion.
- ✚ It does not include cash or a cash equivalent.
- ✚ It is given openly, not secretly.
- ✚ The gift is gifted for an appropriate reason.
- ✚ It is not gifted with the intention as bribery.

When is not acceptable?

- ✚ Engage in any activity that might lead to a breach of policy
- ✚ Accept a gift or payment what exceeds the value of £50 or more
- ✚ Threaten or retaliate against another worker who has refused to commit a bribery offence or who as raised a concern.

Donations

Only charitable donations that are legal and ethical under the law and practices, are made. Any donations or charity events should be discussed and approved by management first.

Policy: Staff Suitability Policy

Date: 1st December 2025

Review date: 1st December 2026

Written by Lisa Hearsey

KellyTots Day Nursery has effective systems in place to make sure that staff, students and volunteers looking after children are suitable to carry out the requirements of their role.

Qualifications

Our aim is for all our staff to have a current paediatric first aid (PFA) certificate. Staff who do not hold a current up to date certificate will be booked onto a course as soon as possible.

There will, however, will also be at least one person from the management team on site who always holds a certificate and at least two level 3 practitioners on site who also holds a certificate.

Each room will be led by a qualified Level 3 practitioner, they will also be accompanied by a level three who will have responsibilities of leading the room in the absence of the room leader.

Alongside the level three practitioners there will also be a level 2 or an apprentice. Please note, a level 2 or an apprentice will not be left to lone work.

Disqualification

We have used the government statutory guidance documentation “Disqualification under the childcare Act 2006” when preparing this section of the policy.

The criteria for disqualification under the 2006 Act and 2009 Regulations include those set out in the list below.

- a) Inclusion in the Disclosure and Barring Service (DBS) Children’s barred list,
- b) Being found to have committed certain violent and sexual criminal offences against children and adults referred to in regulation 4 and Schedules 2 and 3 of the 2009 Regulations (note that Regulation 4 also refers to offences that are listed in other pieces of legislation);
- c) Certain orders made in relation to the care and children which are referred to in regulation 4 and listed Schedule 1 of the 2009 Regulation.;
- d) Refusal or cancellation of registration relating to childcare, or children’s homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2009 Regulations.
- e) Living in the same household where another person who is disqualified lives or is employed (disqualification ‘by association’) as specified in regulation 9 of the 2009 Regulations;
- f) Being found to have committed an offence overseas which would constitute an offence regarding disqualification under 2009 Regulations if it had been done in any part of the United Kingdom.

Staff maybe disqualified ‘by association’ this applies to a staff member if they live in a household with someone who is disqualified. All staff members are asked to complete a staff suitability declaration when they begin their employment.

All staff are responsible for notifying the manager in person if should any circumstances arise that may affect their suitability to work with children. This will include any incidents occurring outside the nursery, disclosure of convictions, cautions, court orders, reprimands and warnings. Staff will face disciplinary action should they fail to notify the manager in a reasonable timescale.

The Management team will review any significant changes to an individual’s circumstances that may suggest they are no longer suitable to work with children. Appropriate action will be taken to ensure any unsuitable or potentially unsuitable employee does not unsupervised contact with children until the matter is resolved. This may include requiring the individual to obtain a waiver from Ofsted in relation to any disqualification.

Upon receiving information and being satisfied that an individual working in a relevant setting falls within one of the disqualification criteria in the 2009 Regulations, we will have a duty to inform Ofsted. The relevant individual will be informed that Ofsted has been notified and that they must apply for a waiver.

Health

All members will complete a medical questionnaire upon starting employment, we will then request staff to update this if and when changes occur, in addition to the responsibility being placed upon the member of staff, the management will also request an update form to be completed annually.

If staff are on any form of medication, a full risk assessment will be carried out so we can best support the employee.

Deployment

The nursery will be managed by a Nursery Manager, who will hold a level 6 qualification in childcare and family studies, alongside this qualification they will also hold a qualification in leadership and management.

The Nursery Manager will work closely with the Owner, together they will decide on best outcomes for the setting.

In addition to the nursery owner and manager there will also be a deputy manager and room leads.

The deputy manager will manage the nursery in the absence of the manager and the room leads will manage and lead best practice within each individual room.

The room leads and deputy manager will report directly to the manager who will then report to the nursery owner.

All staff have the rights to speak directly to the owner if they feel the manager can not respond to their request or if it is a conflict of interest.

Policy: Safe Recruitment for staff

Date: 1st December 2026

Review date: 1st December 2026

Written by Lisa Hearsey

We are extremely vigilante in our recruitment procedures; this will ensure the safe robust recruitment for all employees.

Advertising

- ✚ We will use reputable websites and job centres to advertise any vacancies within the company.
- ✚ We will ensure all candidates are issued with an application pack, this will include an application form, a job description and a person specification.
- ✚ All candidates will agree to having a DBS check, complete a staff suitability declaration and give names for two independent references.

Interview Stage

- ✚ Firstly, we will shortlist candidates, matching them against the person specification and qualification check list.
- ✚ All candidates who meet the person specification and qualification check will be called in for an interview.
- ✚ On arrival for the interview, the candidate will be asked to produce their identity documents, show qualifications and declare they are suitable to work in the UK.
- ✚ The interview will consist of two parts, these being:
 - Part 1 will be to deliver a 20-minute activity within one of the playrooms.
 - Part 2 will be a formal interview with the owner, the manager and a senior nursery nurse.

During Part 2, the candidates will be asked a series of questions relating to the job description, Safeguarding questions will be asked and two scenarios will be shared and candidates will be given the opportunity to share how they would deal with them in a real life situation.

- ✚ All candidates will be offered the opportunity to share their thoughts regarding their interview experience and will be asked if they felt they was treated with respect and fairly.
- ✚ The interview panel will discuss all candidates and will only reach a final decision once all candidates have been interviewed.
- ✚ The interview panel will select the best person, this will be based on how well the candidate worked directly in the playroom, their knowledge through the interview questions and how well they reacted to the scenarios asked. The interview will have incorporated The Statutory framework for the early year's foundation stage.

- ✚ Someone from the interview panel will contact the successful candidate with the decision within two days of the interview taking place.
- ✚ Unsuccessful candidates will also be contacted and will be offered a reasonable answer to why they were not successful.

Starting employment

- ✚ The successful candidate will be offered the position, subject to a clear DBS, two references, and copies of all qualifications provided.
- ✚ A contract of employment will be issued to the employee and will be signed by both parties.
- ✚ Employees will be asked to complete a staff suitability document, a health declaration form and emergency contact information form.
- ✚ The employee will be given copies of all the policies and procedures they must adhere to whilst employed.
- ✚ The employee will be on a three-month probation period. During this probation period, they will be monitored by a senior practitioner and the nursery manager. Attendance, time keeping and knowledge of the EYFS will all be monitored throughout this time.

Safe Retention

All staff will receive on going checks to ensure that they are still suitable to be working with children.

Staff will have monthly supervisions with the nursery manager where this will be discussed.

Staff also have the responsibility to notify the owner or manager in person of any circumstance what may have arisen what may affect their suitability to work with children. This will include any incidents occurring, any disclosures of convictions, cautions, court orders, reprimands and warnings.

Staff will face a disciplinary action if they fail to bring this to the owners/managers attention.

Legal Requirements

The nursery will abide by all legal requirements when recruiting employees. This will all be in line with the Early years foundation stage (EYFS) and other accompanying regulations.

All employees will not commence employment until they have a current DBS.

Policy: Induction Policy for staff

Date: 1st December 2025

Review date: 1st December 2026

Written by Lisa Hearsey

At KellyTots we have a duty to maintain the safety and welfare of all children in our care. To achieve this, all staff will receive a full safe induction, this will ensure that they are familiar with all policies & procedures and understand what appropriate practice is.

Before any suitable person commences work, the management team will have ensured that all checks have been completed and the new employee is compliant. These checks will be in line with the Safe recruitment policy.

The management team will upload the employee's details onto BrightHR.

BrightHR is an online programme where it stores and manages employee's information such as contracts, sickness, holiday entitlement and nursery announcements can all be found on personal accounts.

On the employee's first day, a new member of staff will be given:

- ✚ A full tour of the nursery, discussing key elements such as fire evacuation assessable points, rest room and specific rooms where they will be expected to carry out their work.
- ✚ Induction checklist will be given, and this will be discussed
- ✚ Information shared and a BrightHR account login details will be given.
- ✚ A copy of the employee's certificates will be obtained and photocopied, these will then be put in a staff file which will be kept locked away and will comply with general Data Protection Regulation (GDPR)
- ✚ Key Safeguarding and Health & Safety Policies and Procedures will be shared and there will be an expectation for staff to read and understand.
- ✚ A discussion regarding shift patterns, holiday and TOIL entitlement, sickness and absence policy will be held and any questions will be answered.
- ✚ Forms will be given for completion, these will be a suitable person declaration, Personal details, emergency contact details and a medical health questionnaire.
- ✚ Uniform Policy will be shared and discussed; the employee will also be given three T-shirts which will be expected to be worn to work. *(Please refer to uniform policy for full details)*

After the first week, the employee will meet with the nursery manager to discuss:

- ✚ How their first week was and will have the opportunity for a discussion regarding their first week experiences.
- ✚ Staff team roles and responsibilities will be discussed.
- ✚ Supervision and Appraisal dates will be discussed and how these are conducted.

- ✚ Observations and performance management will be discussed and what this involves.
- ✚ Week one induction checklist will be completed.

After the first month, the employee will meet with the nursery manager to discuss:

- ✚ How their first month has been.
- ✚ How they plan to support and extend their current knowledge and what support they require from the management team.
- ✚ Continuous personal development (CPD) and how this can be supported.
- ✚ Discussion and the opportunity to read wider policies and procedures
- ✚ First month Induction checklist will be completed.

After three months, a further discussion will be held with the management team and this will be a probation meeting.

During this discussion we will complete a probation documentation, this will look at the employee's performance during the first three months of employment and whether we feel the employee has met all requirements from the job specification.

Following the completion of this documentation we will inform the employee whether they have successfully passed the probation period.

Policy: Student and volunteer Policy

Date: 1st December 2025

Review date: 1st December 2026

Written by Lisa Hearsey

KellyTots understands the need for students and volunteers to gain experience and we aim to provide this, we are committed to providing students and volunteers with the essential knowledge and best practice in order for them to gain a qualification in the childcare sector.

We will accept students who are part of a school, college, or university. We will invite potential students into the nursery to meet the management team and to discuss the work experience they will be gaining whilst on placement.

Following this first initial visit we will require a letter from their school, college or university detailing the number of hours required and what qualification they will be working towards.

We will ask all students or volunteers to provide essential documentation and complete paperwork. This must all be complete prior to attending the nursery setting.

Staff or volunteers will:

- ✚ Provide a letter from their school, college, or university
- ✚ Provide a clear DBS
- ✚ Provide a character reference
- ✚ Complete an emergency contact form
- ✚ Completed a health declaration
- ✚ Complete the staff suitability form
- ✚ Read and understand our Safeguarding policy
- ✚ Read and understand Health & Safety Policy
- ✚ Read and understand Fire Safety Policy
- ✚ Read and understand Confidential Policy
- ✚ Complete online training for Prevent and FGM.
- ✚ Completed a young person in the work force risk assessment completed by the nursery manager.

On completion of providing all the above documents, they will be able to start their placement.

Whilst gaining experience and being a valuable part of our setting,

we will:

- ✚ Always supervise students.
- ✚ Never leave students on their own.

- ✦ We will provide students with opportunities to develop confidence, positive work ethic and outstanding practice.
- ✦ We will provide a student coordinator who will be on hand to support as and when required.
- ✦ Complete any documentation required as part of their development progress.

We expect all students to adhere to the same code of conduct as permanent staff and this also applies to time keeping and dress code. We always expect the highest levels of confidentiality.

If students or volunteers have relatives who either work at the nursery or have children who attend the nursery then this must be declared to the management team.

Policy: Disqualification

Date: 1st May 2024

Review date: 1st May 2025

Written by Lisa Hearsey & Gillian Kelly

Disqualification

We have used the government statutory guidance documentation “Disqualification under the childcare Act 2006” when preparing this section of the policy.

The criteria for disqualification under the 2006 Act and 2009 Regulations include those set out in the list below.

- a) Inclusion in the Disclosure and Barring Service (DBS) Children’s barred list,
- b) Being found to have committed certain violent and sexual criminal offences against children and adults referred to in regulation 4 and Schedules 2 and 3 of the 2009 Regulations (note that Regulation 4 also refers to offences that are listed in other pieces of legislation);
- c) Certain orders made in relation to the care and children which are referred to in regulation 4 and listed Schedule 1 of the 2009 Regulation.;
- d) Refusal or cancellation of registration relating to childcare, or children’s homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2009 Regulations.
- e) Living in the same household where another person who is disqualified lives or is employed (disqualification ‘by association’) as specified in regulation 9 of the 2009 Regulations;
- f) Being found to have committed an offence overseas which would constitute an offence regarding disqualification under 2009 Regulations if it had been done in any part of the United Kingdom.

Staff maybe disqualified ‘by association’ this applies to a staff member if they live in a household with someone who is disqualified. All staff members are asked to complete a staff suitability declaration when they begin their employment.

All staff are responsible for notifying the manager in person if should any circumstances arise that may affect their suitability to work with children. This will include any incidents occurring outside the nursery, disclosure of convictions, cautions, court orders, reprimands and warnings. Staff will face disciplinary action should they fail to notify the manager in a reasonable timescale.

The Management team will review any significant changes to an individual’s circumstances that may suggest they are no longer suitable to work with children. Appropriate action will be taken to ensure any unsuitable or potentially unsuitable employee does not unsupervised contact with children until the matter is resolved. This may include requiring the individual to obtain a waiver from Ofsted in relation to any disqualification.

Upon receiving information and being satisfied that an individual working in a relevant setting falls within one of the disqualification criteria in the 2009 Regulations, we will have a duty to inform Ofsted. The relevant individual will be informed that Ofsted has been notified and that they must apply for a waiver.

Policy: Staff taking medication/other substances

Date: 1st May 2024

Review date: 1st May 2025

Written by Lisa Hearsey & Gillian Kelly

Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

In the event of prescribed medication needed to be taking. All staff must inform the Nursery Management who will then conduct a risk assessment.

Any medication on the premise must always be securely stored and out of reach of children.

Policy: First Aid

Date: 1st December 2025

Review date: 1st December 2026

Written by Lisa Hearsey

Practitioners are required to have a paediatric first aid (PFA) certificate to register and must continue to always hold this that they are registered. At least one person who has a current (PFA) must always be on the premises and available when children are present and must accompany children on outings. continue to hold this

Policy: Safer Eating

Date: 1st December 2025

Review date: 1st December 2026

Written by Lisa Hearsey

Whilst children are eating there must always be a member of staff in the room with a valid Paediatric first aid certificate.

On induction, practitioner must obtain information about any special dietary requirements, preferences, food allergies and intolerances that the child has, and any other special health requirements.

There must be ongoing discussions with parents/carers and, where appropriate health professionals to develop allergy action plans for managing any known allergies and intolerances.

Practitioners must ensure all staff are aware of the symptoms and treatments for allergies and anaphylaxis, the difference between allergies and intolerances and that children can develop allergies at any time.

Children must prepare food in a way to prevent choking. Practitioners must understand developmental stages and know how to prepare food for the age and stages of the baby/child.

