

Equal Opportunities

Named ENCO

Alison Wight

Charlotte Ferguson

Birchwood Private Day Nursery is open and welcoming to children we, parents and staff regardless of class, race and sex. We also recognise that many other groups are discriminated against, so we extend this policy to cover disabled people, children with special needs and other factors such as age, marital status or family circumstances.

The nursery aims to ensure that individuals are recruited, selected, trained and promoted on the basis of occupational skill requirements.

We expect all staff in the nursery to have regard to equal opportunities for all children and individuals, be free of racial or sexual stereotyping and to ensure that all children and individuals are offered the full range of opportunities and experiences.

All equipment and resources will be selected to show positive images of all people, races and cultures to avoid any form of stereotyping. The curriculum is planned to take account of individual needs and interests.

There will be arrangements for celebrating festivals from all cultures as well as birthdays. Parents will be informed of all planned celebrations.

The nursery aims to ensure that individuals are recruited, selected, trained and promoted on the basis of occupational skill requirements.

In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment on the grounds of age, gender, marital status, race, religion, colours, cultural or national origin or sexuality, which cannot be justified as being necessary for the safe and effective performance of the daily running of the nursery.

Any inappropriate remarks, attitude or behaviour made between adults or children will be challenged and discussed with the adults/children.

Children and adults should never be made to feel inadequate because of their disability or educational needs.

DATE:2015

REVIEWED:2016

Safeguarding Children

Designated Safeguarding Lead (DSL)
Alison Wight-Manager

Here at Birchwood Day Nursery we believe that children must be protected from harm at all times, every child should be valued, safe and happy. We want to make sure that children can tell us if they are suffering harm.

Parents and carers who use Birchwood should be supported to care for their children, promote health and wellbeing and keep them safe.

This policy has regard to the statutory guidance Working Together To Safeguard Children 2013. This policy is in keeping with Staffordshire Safeguarding Children Board and Stoke on Trent safeguarding Board.

If we discover or suspect a child is suffering harm we will notify Staffordshire's First Response Services or Stoke's Advice and Referral Team (ART) or the police in order that they can be protected if necessary.

All staff are asked to be vigilant with any safeguarding issues. As practitioners we strive to build strong relationships with both children and parents so they feel comfortable asking us for help and advice. Employees are required to obtain enhanced DBS checks.

There are 4 categories of abuse, neglect, physical abuse, sexual abuse and emotional abuse. All staff attend training sessions on spotting the signs and symptoms of each of the above categories and how to deal with the process, in order to protect all of the children within our care.

If any signs of abuse or a disclosure is made all information will be recorded and kept in a locked filing cabinet, information will be kept confidential and on a need to know basis. Staff will report any issues to the named DSL.

Procedure to follow in the event of a child disclosing information to a member of staff:

- *Listen to the child, make eye contact keep at the child's level, be supportive, don't act shocked by any of the information the child shares with you, do not ask direct questions.

- *Reassure the child but do not make any promises to keep the information a secret.

- *Record accurately all information in writing, including time, date and other relevant information and put it in the locked filing cabinet,

- *Information gathered to be shared with the DSL who will then contact the appropriate agencies and discuss the information with the relevant people.

- *If still unsure contact other agencies who may be able to advise you further.

- *Always maintain confidentiality.

Procedure to follow if in the event of a member of staff having an allegation made against them:

- *Allegations should be recorded in writing and filed away in a locked cabinet.
- *Allegations should be passed on to the DSL unless the DSL is the member of staff the allegation is being made about.
- *LADO should be informed by the DSL, OFSTED should be informed as soon as possible.
- *In the case of a child being physically harmed by an adult (staff, visitor, parent/carer) within the setting then the police will be contacted to deal with the situation.
- *The member of staff maybe suspended while the investigation is carried out and if the allegation is proven then the necessary procedure will be carried out.
- *Parents may wish to contact OFSTED themselves with any concerns about safeguarding, posters are displayed around the setting with all of the relevant phone numbers.

WHISTLE BLOWING

If a member of staff witnesses another member of staff putting a child at risk or acting inappropriately towards a child within their care then they must report the incident to the DSL or contact First Response or ART and ask for LADO and also contact OFSTED if the allegation involves the DSL.

If parents or staff are concerned they need to speak to the DSL (AlisonWight)

It is the duty of the manager to contact:

Staffordshire's First Response

0800 1313 126

EDS (out of hours)

0845 6042886

Staffs Police/Police

101

Stoke on Trent Advice and Referral Team (ART)

01782 235100

Emergency Duty Team (out of hours)

01782 234234

Inform OFSTED

0300 123 1231