

Child Welfare/Protection

Our Policy

1. Introduction

All children have the right to be safe from harm and abuse

This creche is committed to safeguarding and promoting the welfare of all its pupils. Section 175 of the Education Act 2002 places a duty upon the creche to safeguard and promote the welfare of children.

Safeguarding is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances.

Our creche will fulfil local and national responsibilities in line with the following:

- (a) Working Together to Safeguard Children 2015
[:https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)
- (b) Keeping Children Safe in Education 2016
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf
- (c) All staff should read and understand Part One of Keeping Children Safe in Education and staff can access a copy in the staffroom, creche office and shared staff drive.
- (d) 5th Edition London Child Protection Procedures 2015:
[London Safeguarding Children Board: Child Protection Procedures](#)
- (e) What to do if you're Worried a Child is being Abused
[What to do if you're worried a child is being abused - Publications - GOV.UK](#)
- (f) Information Sharing
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

All Cuckooz Nest staff are knowledgeable about what constitutes abuse and know the signs and symptoms of abuse.

The setting is committed to providing an environment where children can play, learn, develop and achieve and where they are safeguarded and are enabled to tell or

communicate if they are being harmed in some way. We are committed to ensuring that all staff are sensitive to issues of race, culture, gender and diversity but these issues should never be a barrier to sharing and reporting concerns about children.

All staff including teaching and non-teaching staff, temporary and supply staff, clerical and domestic staff, volunteers and staff working on site employed by other services and agencies and those working with children and families in the community, have a statutory responsibility to safeguard and promote the welfare of children and must be aware of and fully conversant with this policy. All staff must have access to the policy and follow the settings procedures and guidance at all times. Permanent staff attend internal safeguarding training on an annual basis. For the purposes of this document, the term 'staff' will apply to those listed above.

Because of their day to day contact with children, staff in this setting are well placed to observe possible signs of abuse in children.

It is neither the role nor responsibility of those working with children in the creche to assess, diagnose or investigate whether a child is at risk of or suffering harm or abuse. It is the responsibility of all staff to be aware of the need to report any concerns about a child to the Designated Safeguarding Lead as a matter of priority or to one of the deputy Designated Members of Staff in his/her absence.

Overall Aims

The purpose of our Child Protection Policy is to:

- Raise the awareness of all staff of the need to safeguard children and of their responsibilities in identifying concerns and reporting them as a matter of priority;
- Provide a framework to support staff in identifying concerns that a child may be suffering harm or abuse thereby enabling them to report those concerns without delay;
- Maintain an environment where children feel secure and are listened to and contribute to the establishment of a safe, resilient and robust ethos in the creche, built on mutual respect and shared values;
- Identify and protect the most vulnerable, identify individual needs where possible and developing plans to meet those needs;
- Ensure that the creche has sufficient Designated Safeguarding Leads to enable one of them to be available or contactable at all times during the creche day;
- Provide a systematic means of monitoring children who are thought be at risk of harm or who are subject to child protection plans;
- Provide structured procedures within the setting which will be followed by all staff when there are concerns about a child;
- Ensure that all adults working with children in the creche community have undergone appropriate checks as to their suitability to work with children in line

with the Department of Education, the Disclosure & Barring Service and Islington Council.

- Ensure that procedures are followed where an allegation is made against teachers and other staff in accordance with the Department of Education Keeping Children Safe in Education, Part 4, with the involvement of the Acting Principal Officer, Safeguarding in Education, Soola Georgiou, on 020 7527 5845/3747 and the Local Authority Designated Officer (LADO) on LADO@islington.gov.uk, Safeguarding & Quality Assurance, Children's Social Care on 020 7527 8102/8066.

Safeguarding Children

At *Cuckooz Nest* our prime responsibility is the welfare and wellbeing of all children in our care. Yet we recognize that we need to be dutifully aware that abuse does occur in our society. We believe we have a duty to the children, parent/carers and staff to act quickly and responsibly in any instance of concern that comes to our attention. *Cuckooz Nest* has a duty to report any suspicions of abuse and neglect to the Local Authority (*Islington Safeguarding Children Board*) who have a duty to investigate such matters. The creche will follow the child protection procedures laid out by the local authority and will seek their advice on all steps taken subsequently.

The designated person for dealing with any child protection issues is the creche Manager/ Safeguarding officer who is Heather Stallard and in their absence the Deputy Manager Jane Magnani. They have responsibility for providing appropriate staff training and support, information dissemination to staff, and liaison with child protection agencies and OFSTED. The designated person will continue to ensure that all staff regularly update their training and awareness on child protection issues.

It is the policy of the setting to provide a secure and safe environment for all children. To ensure that we safeguard children effectively, we aim to:

- Ensure that children are never placed at risk whilst in the charge of creche staff.
- Ensure that confidentiality is maintained at all times.
- Ensure that all staff are familiar with child protection issues and procedures.
- Regularly review and update this policy.

Definition of Abuse

Child abuse is the ill treatment or neglect of a child under the age of eighteen years of age. A child who has suffered from physical injury, physical neglect, failure to thrive, emotional or sexual abuse by a person who has custody, charge or care of the child, either caused or knowingly failed to prevent.

Parent/carers will be asked to inform staff of any accidents/injuries that the child sustained/been involved in whilst outside of the creche. This information must be recorded on the incident forms. Any sign of a mark/injury to a child when they come into creche will be recorded. These are kept and reviewed by the safeguarding officer.

If a child is found to be injured or there is cause for concern about the child's welfare, this

will be reviewed by the DSL, who may chose to discuss this with a parent. In some cases of suspected abuse, parent/carers may not be informed first. This is in order to provide protection to the child if they are deemed to be in severe risk. Our aim is to work with parents/carers in an open and professional manner in the interests of the wellbeing of the children.

Action in the Event of Concern

Should any member of staff have concerns for the welfare of any child they will immediately inform the setting's Manager who is the designated person for Child Protection. This person is Heather Stallard It is not creche staff responsibility to investigating any suspected abuse. However, staff must keep accurate records of their observations and of anything said to them by a child or others in connection with concerns over child protection issues. This should be written with full explanation of the context in which it was said, by whom and the date and passed on immediately to the safeguarding officer. The creche believes that it is always important to listen to children. Staff must keep information confidential and only discuss with the safeguarding officer. Staff must explain to children that they may have to share what has been said with someone else in order to protect the child and do what will best benefit them and keep them safe.

Physical Abuse

Action will be taken if staff have reason to believe that there has been a physical injury to a child. Examples of this may include shaking, squeezing, burning with a cigarette, hitting with hands, stick or strap.

Procedure

- Any sign, mark/injury to a child when they come into the creche will be recorded.
- Any concerns will be discussed with the parent/carers.
- Such discussions will be recorded and parent/carers will have access to such records.
- If staff remain concerned regarding the injury, the Safeguarding team in Islington will be notified.

Injuries and circumstances, which should always be reported:

- Black ear
- Two black eyes
- Belt marks
- Strap marks
- Grab marks
- Burns
- Adult bite marks
- Baby with any bite marks
- Signs of a Torn frenulum
- Marks on neck
- Knowledge of someone shaking a child

- A baby with bruising of any type
- Child saying he/she is frightened of a particular person
- Child reporting that he/she is being kicked, bit etc.
- A severe change in behavior

Emotional Abuse

Action will be taken if staff have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child likely to be caused by persistent or severe ill treatment or rejection. This can also involve a parent having unrealistic expectation of what their child is able to do and setting unrealistic goals and expectations.

Procedure

- The concern will be discussed with the parent/ carers
- Such discussions will be recorded and the parent/ carers will have access to such records.
- If staff remain concerned, the Islington safeguarding team will be notified.

Always Report:

- 1 Severe behavioral problems
- 2 Inability to play
- 3 Excessive withdrawal or timidity
- 4 Excessive sadness
- 5 Indiscriminate attachment
- 6 Failure to thrive

Sexual Abuse

Action will be taken if staff have witnessed occasions where a child indicated sexual activity through words, play, and drawing or has an excessive preoccupation with sexual matters or has an inappropriate knowledge of adult sexual behaviour.

Procedure

- The observed instances will be reported to the designated person.
- The matter will always be referred to the Islington's Safeguarding Unit. The creche and the Child Protection Unit will agree on who informs parent/ carers of any concerns.

Always Report:

- 1 Disclosure by child
- 2 Explicit sexual play
- 3 Sexual preoccupation
- 4 Child who is self-mutilating
- 5 Bleeding from vagina or anus
- 6 Persistent difficulty or pain in passing urine or faeces.
- 7 Persistent discharge.

8 Evidence of warts in genital or anal area.

Neglect

Action will be taken if staffs have reason to believe that there has been persistent or severe neglect of the child, for example, by exposure to any kind of danger, including cold and starvation, which results in serious impairment of the child's health and/or development including failure to thrive. Neglect is always present if any other form of abuse is present.

Female Genital Mutilation (FGM)

Female genital mutilation (FGM) is a medical procedure in which females genital organs are altered or partially removed. This practice is illegal in the UK as well as being illegal to take a child abroad to have this procedure carried out. This procedure results not only in physical but emotional harm. Any concerns that this has occurred should be reported to the designated safeguarding lead who should then make a referral to the local authority.

The Prevent Duty

Prevent duty was established to protect children and staff who may be at risk of radicalisation and exposure to extremist views of any culture or religion. Indicators of this aspect of safeguarding would be changes in a child or family's behaviour, long unexplained absences or adverse views expressed by a child, family member or staff member. Any concerns should be recorded and reported to the designated safeguarding lead. They should then report this to the **Channel Programme**.

As a setting, we will aim to address this by promoting equality and inclusivity as well as promoting British Values in the setting. These are via the following:

- Democracy- allowing children to make their own choices
- Rule of law- establishing boundaries
- Individual liberty- being free to have our own beliefs, ideas and approaches
- Mutual respect- being tolerant and respectful within our approach to others and in our admissions/recruitment process
- Tolerance- being tolerant of other persons culture and religion and taking a celebratory approach to diversity

Our Role & Responsibility

It is the responsibility of Cuckooz Nest to be an impartial and neutral entity if there are any suspicions of neglect or abuse.. We will work as a team with outside agencies and parent/carers to ensure the best possible outcome for the child. However, we must take into consideration the overall well-being of the children that come into our charge and we will if necessary take the necessary steps to putting the 'child first'. We will if necessary contact outside professionals if children are showing signs of neglect or any other type of abuse we will always investigate and if necessary report the following:

1. Injury or illness of a child not being treated
2. Knowledge of child being left unsupervised
3. Knowledge that child is being expected to take care of other children
4. Persistently hungry child
5. Persistently dirty smelly child
6. Unhappy child
7. Child with inability to play
8. Child who is obviously underweight
9. Child who reports at being threatened, criticized unreasonably or shouted at

Staff Should:

- Look for a cluster of signs and symptoms.
- Bring any observed symptoms to the attention of the designated safeguarding lead.
- Write down and date and sign all observations of worrying marks/behavior and any explanations that have been given.
- On any occasion an observation is made this should be brought to the attention of the room leader and the creche manager/deputy. All records of this nature will be kept in a confidential file, as they may be required as evidence at a later date.
- If a reasonable explanation is given it may be that all which is required is monitoring to ensure the accuracy of the information given by the parent. On some occasions it may be necessary to report this matter immediately to Islington Safeguarding board. having discussed the matter with the Senior child protection Officer
- If staff believe a child has been the possible victim of abuse **they must** discuss it with
- the relevant person (child protection officer) who will contact either the social services, or the police. Do not interrogate the child or parent.

We recognize and adhere to information and protocol explained in the Working Together to Safeguard Children 2015'.¹ Where we feel there is cause for concern, we will use this document to assist our assessments. Our protocol is outlined below:

- Any concerns are shared with the designated safeguarding lead.
- Concerns should be written, dated and signed by the staff member and written in an objective and factual way.
- Information is kept confidential and in a locked file
- The designated safeguarding lead will make a judgement as to next steps which may involve communicating with the parents or making a referral to Islington safeguarding board.

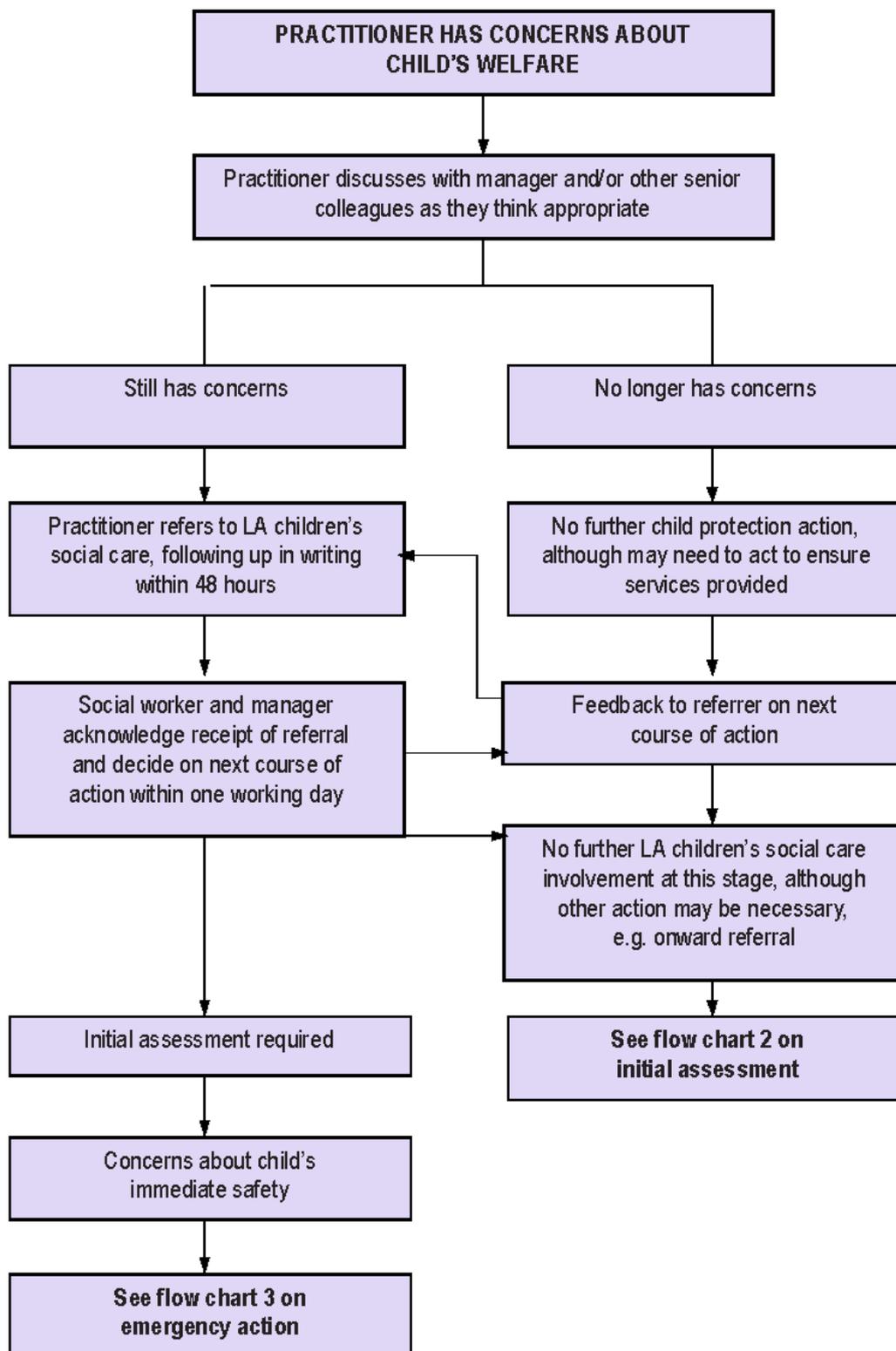
We also follow the protocol set out in the document "What to do if you're worried a child is being abused" (2006)² and use the flowchart below (taken from page 12) if we have any

¹ HM Government (2015) Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children. [online] Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf [Accessed on 16/04/2018]

² Department for Education and Skills (2006) What to do if you're worried a child is being abused".

concerns

10.8 Flow Chart—Referral



Staff Concern That Action is Not Being Taken

Although extremely unlikely, it is possible that staff may feel that the designated person is not taking appropriate action, which as a consequence is exposing a child to potential harm. If members of staff believes this to be the case, despite having made the designated person aware of their concerns for a child, then they should regard themselves as having responsibility to raise the issues directly with the Islington MASH (multi-agency safeguarding hub) team on 020 7527 7400. They should immediately advise the creche owner that they have done so.

Allegations Against a Member of Staff- Whistleblowing

Any allegation made against a member of staff will be treated seriously and investigated immediately. The Creche Manager will work with the creche owners and management team to take appropriate action as quickly as possible. An initial investigation will take place to determine the exact nature of the allegation. Advice will be sought from the Islington LADO (Local authority designated officer). For Islington, the LADO contacts are Laura Eden and Timur Djavit who can be contacted on: 020 7527 8102. If appropriate, in accordance with company procedures for staff conduct, the member of staff will be suspended pending the final outcome of the investigation. All investigations will take place in accordance with company procedures, and with the safety of children as paramount. Following the preliminary investigation, if there is evidence to substantiate allegations, disciplinary action will be taken. If the allegations made are found to be unsubstantiated, all relevant parties will be informed and it shall be made clear that the member of staff is exonerated.

Any allegations against a member of Staff will be reported to OFSTED and they will be kept informed of the outcome of any investigations. We adhere to our responsibility under the Safeguarding Vulnerable Groups Act 2006³, to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

We agree to notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided, producing written legal report explain the reasons and legal action taken with 14 days of the event.

We take child protection issues very seriously. It should therefore be noted that action will be taken against any persons making allegations that are found to be malicious, mischievous or spurious.

³ The Stationary Office Limited (2006) *Safeguarding Vulnerable Groups Act*. [Online] Available at: <http://www.legislation.gov.uk/ukpga/2006/47/contents> [Accessed on 25/09/2014]

How We Help a Child Who has been a Victim of Abuse or Neglect

We recognize that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame they may also mimic behaviour. The creche may be the only stable, secure and predictable element in the lives of children at risk. We appreciate that when at creche their behaviour may be challenging and defiant or they may be withdrawn.

Cuckooz Nest will endeavour to support the children through:

1. The content of the curriculum.
2. The creche's ethos which promotes a positive, supportive and secure environment and gives children a sense of being valued.
3. The creche behaviour policy which is aimed at supporting vulnerable children in the creche. The creche will ensure that the child knows that some behaviours are unacceptable but they are valued and not to be blamed for any abuse which has occurred.
4. Liaison with other agencies that support the child such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.

Contact Numbers

To make a referral to Islington Children's Services Contact Team

222 Upper Street,
N1 1XR
Telephone 020 7527 7400
Switchboard 020 7527 7000
Fax 020 7527 7042

Email CSCreferrals@islington.gov.uk
Emergency Out of Hours Duty Social Worker Telephone 020 7226 0992

Camden and Islington Police Child Protection Team

Anthony McKeown (Detective Inspector)
020 8733 4286

Fax: 020 8733 6504

National Society for the Prevention of Cruelty to Children (NSPCC)
South East London Child Protection Team
44, High Street, Penge
London SE20 7HB
Tel 020-8659 7777

2.- Nappy Changing & Toileting

At *Cuckooz Nest* we fully understand the necessity of keeping to a policy that has the child safety, dignity and wellbeing in mind when changing nappies and toileting. The highest standards of child protection and well-being will be taken into account when toileting and changing nappies.

Nappy changing for children of any age takes place in accordance with the child's individual needs as well as the creche's routine. Our nappy changing area is carefully designed for the purpose of making nappy changing and toilet training an enjoyable social time. Our practitioners will use this time to talk to and engage the children. The children however young will be told that they are going to have their nappy changed and will be engaged in song and chat throughout.

The following guidelines should always be followed when changing children:

- 1 Only person that are members of staff, vetted and DBS checked will escort children to the toilet.
- 2 Barrier clothing must always be worn including; gloves and aprons-gloves will be changed after each child and aprons will be wiped over with an appropriate cleaner
- 3 Children's will be allocated their own individual boxes which contain their changing material in including any barrier creams, barrier creams will only be used on the named person to prevent any cross infection occurring
- 4 Children that require bathing will be bathed in our changing area, taps are thermostatically controlled to the appropriate temperature
- 5 The changing area will always be clean to the highest standards using an appropriate cleaning/disinfectant solution to prevent cross infection
- 6 The area will always be left organised and clean, staff will always follow the guidelines concerning this area
- 7 Children will have their hands washed after toileting, nappy changing or will be reminded to wash their hands.

- 8 All nappies will be put in the appropriate nappy sacks, into a nappy bin then into a clinical waste bin ,soiled clothes will be put into a nappy sack
- 9 If a child is suspected of needing changing, the child will be approached in a respectful manner, investigations will be carried out by a key worker or Key Person, the child will be spoken to softly and respectfully and guided to the changing area

Potty Training

We will work in partnership with parents when helping children understand and use the potty. There are many different methods of training which can and will be used to ensure that the child is both comfortable and eager to learn this new experience.

The child will always receive great encouragement during their training it is important to help the child gain confidence and self-esteem during this time. Accidents will be treated as accidents and an understanding will be reiterated to the child as to what has happened and what we could have done to prevent it.

There are a number of methods used in potty training however there are many factors that need to be taken into account before training can begin such as:

1. Children need to be physically ready to train, they need to be able to manipulate clothing, be walking and able to sit appropriately
2. Show an interest in training and in using the toilet/ potty
3. Tell you verbally and physically that they are going to the toilet in their nappy
4. They develop bladder control (their nappies stay dryer for longer)
5. They have verbal language and understanding that they are going to the toilet

Our role is to give plenty of praise when they attempt to use the toilet even if at first they are putting their doll on or sitting fully clothed on the potty. We can then build on this experience, and when control is in place look at different methods to encourage children to use the potty.

There are many different methods from wall charts and stickers to clapping hands or both. The most important part of potty training is being patient with the child and showing that we are interested in helping them use the potty.

There are many different books that we can use to encourage your child to use the potty and help them understand that accidents do happen.

Working together with Parents we will help the child master the potty and potty training, what may have worked at home we can carry on, using step by step guidance from the parents.

3. - Naptimes

We follow the sleep routine instruction which parents provide us for their baby's sleep times. We have a separate baby sleep room and all babies have their own cot, floor mat or coracle. All mattresses are firm and all babies have their individual bed linen which is changed frequently as and when needed.

Although we follow a routine set by parents we hope to encourage a joint sleep time

Babies will naturally sleep in a position that is comfortable to them once they reach around 5-6 months however before this age we will endeavor to follow government guidelines in the prevention of cot deaths which is as follows;

- 1 Place babies on their back to sleep, in a cot in a room that is supervised.
- 2 Never to smoke in these premises.
- 3 The sleep room is cool and set at an appropriate temperature.
- 4 The baby is wrapped to the appropriate temperature to the room.
- 5 Place the baby feet to foot in the crib, never have covers any higher than the shoulders.
- 6 Covers should never be over babies head.

Babies will not be left (unless specified by parent) until they are comfortable and settled. Babies will be monitored using the screen to ensure that they are restful and safe.

We encourage sleeping aids and familiar objects from home including sleep bags for the babies.

The room will be checked to ensure that the temperature is appropriate and the room will be ventilated if necessary.

4. - Suitable Person

It is the responsibility of the recruitment team (Manny & Me) to ensure that all persons working with children undergo essential checks. We will look at the working history of the staff and check this by references. Under the guidelines in the Statutory Early Years Framework⁴ we will not employ persons whom have been disqualified from Early Years practice. No adults, paid or voluntary will have unsupervised access to children without the adequate checks being made. All practitioners will:

Have DBS checks

References

⁴ Department for Education (2017) Statutory framework for the early years foundation stage: Setting the standards for learning, development and care for children from birth to five. [Online] Available at: https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf [Accessed on 16/04/2018]

Full employment history

Interviews

Identity checks

Qualifications checks

And any other checks such as medical checks

Training staff and students will not be left in charge of children unsupervised.

Staff must inform management of any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). This will also be reviewed annually in a staff declaration.

When working with children, all members of staff, trainee staff, volunteers or adults on visits, that will come into contact with children within the creche, will be asked to leave if they are in any way influenced by alcohol or any other substance, that may affect their ability to care for children or act responsibly in front of children.

Practitioners on certain medication will need to produce information on whether it may affect their abilities to care for children.

Cuckooz Nest will be heading for 100% trained Staff, however staff that are not trained will be employed under the Suitable Person and Equal Opportunities Act, and suitable training will be found for them.

It is the responsibilities of management to give clear guidelines as to the roles and responsibilities of all staff.

Only Practitioners with a suitable level of training will be employed as Room Leaders or Key Persons or Key Workers. A suitable level of understanding of working with children, their development and care will be required from all staff. Immediate training both in-house and external will be carried out to bring all staff up to the highest level.

The Management Team (Manny & Me) will carry out regular staff appraisals to ensure that Staff are working to the best of their abilities. All Staff will be given the opportunity to have staff training.

We will carry out induction training of all new staff to help them understand the day to day running of the provision including Fire drills, Health and Safety and Child Protection.

The creche Manager; has the responsibility of the overall daily running of the creche, and of all staff. creche managers are required to have a minimum of two years senior childcare experience and hold at least a Level 3 Qualification. Will also be a named officer such as Child protection officer.

The Deputy Manager; assists the creche Manager of the daily running of the creche and has the overall responsibility of the creche in creche Manager's absence. May also be a named officer

The Room Leader; has responsibility of her/his room, staff including supervisions and planning also may be a named officer such as SENCO.

The creche Nurses and creche Assistants work as team members ensuring that all children attending the creche receive high quality care and are kept safe and receive rich and stimulating play experiences, which meet their individual needs. Staff must have a good level and understanding of verbal and written English in order to complete their role with competence.

Students and Volunteers will have light duties and will not be left in charge of children, however will help with children's experiences and play.

We recognise that a trained workforce is a strong workforce who can better support, plan for and care for individuals and their families. Practitioners who have a good understanding and knowledge of child development, statutory frameworks and theoretical knowledge about learning and parental partnerships, can provide a more considered and thorough approach to their practice. We therefore encourage staff to gain qualifications and use these within their practice. We adhere to government regulations as follows:

- Within our baby room, the room leader will hold a full and relevant level 3 qualification, and must be suitably experienced in working with children under two and received specific baby training. At least half of all other staff must hold a full and relevant level 2 qualification. The ratio is one adult to three children.

5.- Confidentiality

All practitioners are fully aware before they begin working at *Cuckooz Nest* that information is kept on a need to know basis. However as previously stated there will be occasions when information is shared in order to protect the child.

Information shared with Practitioners that has been specifically requested to be kept confidential will be. If for any reason this information is shared without consent of Parent/ carers a full investigation will be undertaken and if necessary verbal warnings or appropriate disciplinary action will be taken.

All personal information is kept in a locked cabinet, this area is only accessible to senior staff and when management is present. Development observations on children will be kept in the classroom these will be used for future planning. Observations that are necessary for Special Education Needs or Specific Observation necessary for the Welfare of the child will be kept in a secure cabinet assessable to Key Person, SENCO and Management.

6.- Missing Child Policy

We at *Cuckooz Nest* ensure the safety of children whilst they are on our premises. To certify this, a secure system is put into place and carried out by Parent/ carers, staff and all who are involved in the creche.

We have a security system for entering the premises reiterating to Parent/carers, or any one bringing their child into the creche or leaving the creche, that they close the door behind them. Under no circumstances is a parent/carer allowed to bring any other person to enter the building with them who has not been allowed in by a member of staff. Also children are only allowed out of the classroom with person that is collecting them (their parent /carer or named person)

We will vet all person/s picking up children; they will not be able to take any child from our premises until we have established who they are. Parents are asked to let staff /Key Person know if there is any change to the normal person picking up their child, this will be recorded. If the person picking up the child is not the named emergency person, a temporary password will be used this being given by the Parent/Carers to the Manager/ Deputy manager. If an unknown collector arrives without the staff being informed, the child will not be handed over until a member of staff has phoned or contacted the Parent/carers. A full description will be obtained and the reason why we have not been informed.

We use our electronic systems to log children in and out. This is the responsibility of the staff members. A paper copy is always available and should be used alongside the electronic register. This should be take outside and when there is a fire drill

Children are supervised at all times, however in the unlikely event that a child does go missing we will implement the following procedure:

1. A full search of the premises and site will be undertaken keeping to the child /adult ratio or if necessary an adult led activity will be initiated to contain children
2. The Parent /carers will be contacted immediately if the child cannot be found
3. if the child cannot be found on the premises, the police will be informed, relevant information will be given and a wider search will be initiated
4. If the child is immediately found the Parent/carers will be informed at the end of the day.
 - A missing child report will be completed with all details this will be kept on file
 - A verbal/ written report must be given to parents regardless of outcome and a full risk assessment will be carried
 - A full investigation will be carried out to understand how and why.
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7. -Non Collection of child policy

If a child has not been picked up we will endeavor to contact Parents/Carers, within five minutes of lateness.

If we cannot reach an appropriate adult and the child has still not been picked up within half an hour of closing time, we will contact the local police department.

If the child is known to Social services and is included on a child protection plan we will contact their known Social Worker.