

LOCAL SAFEGUARDING POLICY

Policy implemented: 14 February 2018
Last reviewed: 12 March 2019
Next review due: 12 March 2020

In addition to this policy, local authorities and other commissioners may have their own policies, procedures and guidance which Services must comply with. These policies should complement this policy.

However, there may be additional requirements put in place by local authorities and other commissioners and these must be adhered to. This local safeguarding policy must be read alongside Ambito's corporate Safeguarding Policy and Procedure and associated guidance documents.

The application of this policy and its associated documents is mandatory for all services staff, volunteers, agency staff and all other Ambito representatives. Staff understanding of this policy and associated documents will be assured through training, assessment of competency and supervision.

INTRODUCTION

The aim of this local policy is to highlight individual information about Walton Nursery & Early Years Centre and to demonstrate how the corporate policy must be implemented locally.

POLICY STATEMENT

- Safeguarding and protecting the people we support effectively is central to all Ambito's work and supports Ambito's strategy to maximise the life opportunities and the health and wellbeing of disabled people. All staff and volunteers recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for our customers or not.

Walton Nursery & Early Years Centre core safeguarding principles are:

- The Nursery's responsibility to safeguard and promote the welfare of children is of paramount importance
- Safer children make more successful learners
- Policies will be reviewed annually unless an incident or new legislation or guidance suggests the need for an interim review.
- The Nursery will work with other agencies and share information appropriately to ensure the safety and wellbeing of our children.

Child protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will act quickly and follow our procedures to ensure children receive early help and effective support, protection and justice.

PRINCIPLES

LOCAL SAFEGUARDING TEAM

- At Walton Nursery & Early Years Centre we have a following staff provide key duties related to Safeguarding:

Name	Contact Details	Responsibilities
Service Manager	Lyndsey Murphy	Overseeing the safety, security and wellbeing of children and staff. Responsible for ensuring staff remain competent and vigilante and for ensuring that reporting processes are maintained. Liaison point for LADO, Liverpool Care Line and other appropriate professionals, families and carers as required.
DSAs	Lyndsey Murphy Mary Forshaw Louise Kelly	Specific responsibilities for training staff, raising awareness, supporting individual through the safeguarding process. All DSA's receive specific training to support the safeguarding process.
Designated Child Looked After	Lyndsey Murphy Mary Forshaw Louise Kelly	As above
Any other relevant staff		All staff receive safeguarding training.

LOCAL AUTHORITY DETAILS

- The host local authority in which this site is situated is: **Liverpool**
- The local authority's contact details are: **0151 233 0853 Liverpool LADO Ray Said**

- The procedure explaining how to contact the local authority is available to all staff. It is displayed at: **Main office and parent board located in the reception area.**
- We support children/young people from a variety of different local authorities, contact numbers for the relevant local authorities (where relevant) can be found in Appendix A.

LOCAL SAFEGUARDING PROCESSES

As part of the local induction process, all staff receive initial safeguarding awareness training and further refresher training during their employment. More detailed and specific training is scheduled throughout the year. The induction process is supported by an induction pack that contains the main safeguarding policy and procedures.

There are safeguarding information boards in the staff room and the main office.

The parent notice boards identify emergency external contact numbers if they wish to raise a concern.

All concerns raised are treated in the strictest confidence and the nursery complies fully with GDPR

- Section on how local records are made and stored
- All confidential files are stored in main office in locked cabinet
- Staff are trained to observe signs of abuse and the competent in alerting staff training as Designated Safeguarding Advisors
- Local on-call procedures are: we follow our local safeguarding procedures, which is clearly shown on our safeguarding displays. These information boards have contact numbers and information on what to do in a safeguarding incident
- Procedures for other activities, for example off site. We have policies and procedures to follow when children and staff are off site. These can be located in main policy & procedure file in main office.

PARENT / CARERS' EMERGENCY CONTACTS

- We recognise the importance of maintaining our parent/carers' contact details and ensuring that these are the most recent and up to date. For each children or young person, we ensure details are held for more than one individual in the event of an emergency where one person may not be contactable or if there is a safeguarding concern.
- To maintain the most up to date information we will send out annual update forms for parents/carers to complete and sign – we also encourage parents and carers to notify the nursery of any changes.

- Contact details are stored in secure and locked cabinets and an electronic record is maintained on 'Nursery in a Box'. Nursery in a box complies fully with the Data Protection Act 2018.
- The nursery adheres fully with the Data Protection Act 2018. Only members of the nursery senior team can access contact information.
- We are also aware that for children looked after by the local authority there may be specific guidance around contact and we will adhere to advice obtained from their allocated social worker. The confidentiality of these records is maintained as above.

E-SAFETY MEASURES

- We recognise the positive aspects that information technology and the Internet have on the lives of our students and we promote the safe use for educational purposes when appropriate. We are aware however, that the nature of the Internet may pose risks towards children and students. In accordance with the Keeping Children Safe in Education (2018), the site has taken measures to reduce risk.
- Filters are in place which can only be amended by direct contact with the internet service provider, Google
- We follow our Mobile Phone policy, which states ALL staff must sign in and out phones in cabinet in main office.
- 3G/4G we have protective software and our children can not access certain apps or see not age appropriate websites.
- Corporate guidance and training on e-safety is available on the organization's shared (P) Drive.

LEARNING AND DEVELOPMENT

Ambito is committed to ensuring that all staff are aware of what is expected of them so that everyone is appropriately supported. Staff should speak to their line manager in relation to their learning needs using supervision and the Performance and Development Process (PDP).

All new staff and volunteers must attend the online E-Learning course provided by eLFY as part of their induction and within the first six months of their employment. All staff within schools must also read Part 1 and Annex A of Keeping Children Safe in Education (2018).

In addition, refresher training is provided by DSAs/Managers, ongoing L&D, e.g. through team meetings and supervisions and Local Authority Training

Senior management at the nursery have undertaken the CEOP training as delivered by a CEOP Ambassador.

ASSOCIATED DOCUMENTS

- Safeguarding Children and Young People Policy and Procedure
- Safeguarding Adults Policy and Procedure

USEFUL LINKS

- Anti-bullying Policy and Procedure
- Early Years Foundation Stage (EYFS)

APPENDIX A: LOCAL AUTHORITY CONTACTS

We support children and young people from a variety of different local authorities, contact numbers for the relevant local authorities can be found below.

Knowsley Council

Knowsley Safeguarding Children Board: 0151 443 2600

Sefton Council

Sefton Local Safeguarding Board: 0345 140 0845

DOCUMENT CONTROL

Policy Development

Version	Date completed	Lead	Others involved	Stage
0.1				Agreement of initial purpose
0.2				First draft completed
0.3				Technical review completed
0.4				Stakeholder consultation completed
0.5				Final Quality Check
0.6				Sign off for release
1.0				Issued (go live date)

Key Dates

Policy implemented:	
Last reviewed:	
Next review due:	

Policy Amendments and Reviews

This procedure and the associated documents have been written with expert contribution from appropriate stakeholders. This procedure and the associated documents will be reviewed and updated every year from implementation by the Service Manager unless changes demand a more timely amendment.

Version	Date of change	Date of release	Changed by	Reason for change