



EATON MILL WRAPAROUND

(Trading as Eaton Mill Nursery & Out of School Day Care Limited)

Saffron Street, Mossmans Close, Bletchley, Milton Keynes, MK2 3AH
Tel: 01908 373621 Fax: 01908 367324 Email: emw@tpamk.co.uk



OFSTED Registration Number: **EY319429**

TERMS AND CONDITIONS

INTRODUCTION

Eaton Mill Nursery offers friendly, safe childcare provision, filled with stimulating activities based on educational play, to stimulate and develop young minds and bodies.

We offer high quality childcare for children aged 2 to 5 years and provide a well planned fun environment where children can learn through play to explore their ideas and experiences.

Our pre-school children get a good balance between structured activities and free play. We want to encourage learning through feeding their curiosity and responding to their increasing confidence and knowledge.

Our days are carefully planned with the government's Early Years Foundation Stage (EYFS) Curriculum in mind. The EYFS Development Matters outline what we can expect from children as they start school. We build our activities around these Development Matters, often without it being apparent.

The areas of focus are:

Prime Areas

- Personal Social & Emotional
- Physical Development
- Communication & Language

Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

OPENING TIMES

We are open from 7.30am to 6.00pm each week day during term time. There is a Holiday Club available on request during the school holidays except for the Christmas break, when the Nursery will be closed for two weeks. If you wish to book your child into the Holiday Club please ask in the Atrium for a booking form.

Please bear in mind that some of the term dates will differ to local authority nurseries as we operate over Learning Blocks instead of the more traditional six half terms.

SETTLING IN PERIOD

To help your child cope with their entry into nursery, it will be necessary for you to stay for at least the first session to help them settle in.

MEALS

Mealtimes are a very sociable occasion and we all sit down together at breakfast, snack, lunch time and for the evening meal. As well as enjoying their food, the children are encouraged to have good table manners and to have consideration for others.

Special Helpers will be chosen to help serve and tidy the tables. All meals are freshly prepared daily on the premises by our trained staff in our 5 star kitchen. Please let us know if your child has a food allergy or intolerance we should be aware of. A vegetarian option is always available.

Breakfast

Children arriving between 7.30am – 8.15am will be offered breakfast. The children are supported by a member of staff and encouraged to serve themselves.

Snacks

A mid-morning and afternoon snack and a drink is provided for every child. The children will sometimes be encouraged to try food from different cultures.

Lunch

Nursery provides a lunch to those children who are staying and sometimes the children prepare their own sandwiches and wraps.

Evening Meal

Those children staying until 6.00pm will select from a choice of hot meals and puddings which are prepared daily on the premises.

VISITS

From time to time outings are organised for small groups of children to visit local events or places of interest, for example to the local library or garden centre. In order for your child to participate, the consent forms which are included in this pack **must be completed**.

Additional consent will be required for visits which are organised for the whole of the Nursery to participate in. Permission forms and further details of the visits will be issued at the time.

GENERAL

If your child is still in nappies, you will be required to supply the Nursery with disposable wipes, nappies and nappy sacks; please ensure that a daily supply is always available.

Nappy sacks are also necessary for returning soiled clothing home.

When you begin toilet training your child at home please inform a member of the team and we will support you by reminding your child regularly.

All children also require a change of clothing with at least one complete set of underwear, socks, and trousers/skirts.

HOLIDAYS AND ILLNESS

All holidays taken during term time will be fully charged at the usual rates.

Full fees will be charged during illness.

SESSION CHANGES

We always try to accommodate parent's needs and understand that there may be a time when you require a change to your child's weekly sessions. However, please note that all requests to permanently amend sessions must be received in writing by the 10th of the month and will only take effect from the 1st of the following month. Sessions cannot be amended mid-month.

NURSERY GRANTS

Nursery Education Grants (**NEG**) are available for all 3 and 4 year olds, commencing the term after the child's 3rd birthday. Grants cover up to 15 hours per week depending on availability; applications should be made to Sharon or Terri in the Atrium.

Free Nursery Education Funding is available for qualifying 2 year olds. Grants commence the term after the child's 2nd birthday and cover up to 15 hours per week, where available. For further information and to determine whether you qualify, please enquire in the Atrium.

Please see the table below for the birthdate ranges and the date from which you would be eligible to claim funding from:

Child's Birthday:	Eligible to claim NEG funding from:
1 April – 31 August	1 September following their birthday
1 September – 31 December	1 January following their birthday
1 January – 31 March	1 April following their birthday

On acceptance of a place at the Nursery we will need to take a copy of either your child's birth certificate or passport. This will be held in your child's confidential file and is essential to claim the NEG.

Unfortunately, if we do not receive this documentation your child will NOT be able to start at the Nursery.

HOURS AND FEES

The Nursery day is broken down into the following sessions and charged according to your child's age:

AGE	Breakfast 7.30am – 8.35am	Morning 8.35am – 11.35am	Lunch 11.35am – 12.20pm	Afternoon 12.20pm – 3.20pm	Evening 3.20pm – 6.00pm	FULL DAY 7.30am – 6.00pm	FULL TIME FEES (INC. DISCOUNT)
2 years old	£6.00	£14.67 or NEG	£5.00	£14.67 or NEG	£13.00	£53.34 1 x NEG = £38.67 or 2 x NEG = £24.00	£48.00 per day
3/4 years old	£6.00	£11.64 or NEG	£5.00	£11.64 or NEG	£13.00	£47.28 1 x NEG = £35.64 or 2 x NEG = £24.00	£42.55 per day

Children attending full-time, (7.30am – 6.00pm, Monday – Friday), are entitled to a discount, which is applied to the 'Full Time Fees' as indicated above.

Where you have two or more children attending the Nursery at the same time, the younger sibling/s is entitled to a 10% reduction in their fees, for the duration that they attend together.

FEES

On acceptance of a place, a two week deposit is payable in advance of your child's start date. (This applies to fee-paying children only). **The deposit will be fully refunded when your child leaves the Nursery**, providing you give one month's notice in writing that you intend to cancel the place and there are no fees outstanding.

Fees are calculated on a daily basis and can be paid by either cash, bank transfer * or by cheque made payable to 'Eaton Mill Nursery'.

* If you wish to pay by direct bank transfer, please see Sarah Bowsher in the Atrium for the relevant bank account information.

Please note: There will be a charge of £2.00 per minute for any child collected late in order to cover staffing costs to meet safety ratios.

All fees must be paid by the date specified on the invoice. Failure to pay by this date will incur a 10% surcharge being added to your account. If fees have still not been paid after a month following the due date stated on the invoice your child's sessions are at risk of being immediately withdrawn. Should you have any concerns about paying your fees please speak with either Sarah Bowsher or Diane Farquharson.

SHOULD YOU WISH TO CANCEL YOUR CHILD'S PLACE AT THE NURSERY, OR REDUCE YOUR CHILD'S SESSIONS, YOU MUST GIVE ONE MONTH'S NOTICE IN WRITING.

REGISTRATION FORM

Child's Surname: _____

Child's Forename: _____ Preferred Name: _____

Middle Name/s: _____

Date Of Birth: _____ Sex: Male / Female (please circle)

Child's Address: _____

_____ Postcode: _____

Proposed Starting Date: _____

Please tick ✓ the sessions you require below:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Full Day 7.30am - 6.00pm					
Breakfast 7.30am - 8.35am					
Morning 8.35am – 11.35am					
Lunch 11.35am – 12.20pm					
Afternoon 12.20pm – 3.20pm					
Evening 3.20pm – 6.00pm					



EATON MILL WRAPAROUND

OFSTED Registration Number: EY319429



Parent / Carer 1

Name:

Address:

(If different from child)

Postcode:

Phone number/s:

Email address:

Parent / Carer 2

Name:

Address:

(If different from child)

Postcode:

Phone number/s:

Email address:

Is this parent named on the child's Birth Certificate:

Yes

No

(A copy of the full Birth Certificate will be required.)

ETHNICITY INFORMATION

Our ethnic background describes how we think of ourselves. This may be based on many things, for example, our skin colour, language, culture, ancestry or family history.

Ethnic background is not the same as nationality or country of birth.

Please study the list below and tick one box only to indicate your child's ethnic background.

WBRI	White, British	
WIRI	White, Irish	
WIRT	Traveller of Irish Heritage	
WROM	Gypsy/Roma	
WOTH	White, any other white background	
MWBC	Mixed, White and Black Caribbean	
MWBA	Mixed White and Black African	
MWAS	Mixed White and Asian	
MOTH	Mixed, any other mixed background	
AIND	Asian or Asian British, Indian	
APKN	Asian or Asian British, Pakistani	
ABAN	Asian or Asian British, Bangladeshi	
AOTH	Asian or Asian British, Any other Asian Background	
BCRB	Black or Black British, Caribbean	
BAFR	Black or Black British, African	
BOTH	Black or Black British, Any other Black Background	
CHNE	Chinese	
OOTH	Any other ethnic background	
REFU	Did not wish to be recorded	
NOBT	Not obtained	

ADMISSION FORM

Child's Full Name:

Name to be used at the Nursery:

Siblings and School attended (if applicable):

Nursery/Pre-School previously attended (if applicable):

Religion (if applicable):

Language/s Spoken:

Who has legal contact with your child?

Who has parental responsibility for your child? (A full Birth Certificate will be required)

Doctor's Name:

Doctor's Telephone Number:

Doctor's Address:

Health Visitor's Name and Address/Telephone Number (if applicable):

EMERGENCY MEDICAL CONSENT FORM

In the rare instance where a child urgently requires emergency medical treatment either in Nursery or during an out of Nursery activity or visit and it is not possible to contact parents, the Nursery must be authorised to give consent for emergency treatment on the parents' behalf.

The Nursery would always make every effort to contact parents/carers or other persons named on the emergency contact list should an emergency situation arise, however if this is not possible, the care of the child is paramount.

Therefore, in the event of an emergency occurring, please sign the permission form below and return to the Nursery.

Please note: the Nursery must be kept updated with any allergies / medical concerns as and when they arise and it is vital that any changes to the emergency contact list are notified to us immediately.

EMERGENCY MEDICAL CONSENT FORM

I understand that Eaton Mill Nursery would always attempt to contact me/us if an emergency situation concerning my child should occur.

I agree that, if my child urgently requires emergency medical treatment either in Nursery or during an out of Nursery activity or visit and it is not possible to contact me/us, the Nursery is authorised to give consent on my/our behalf.

I confirm that I/we will keep the Nursery updated with any allergies and/or medical concerns should they arise.

I confirm that I will notify the Nursery in the first instance should there be a change to the emergency contact list.

Child's name in full: _____

Signed: _____ Parent / Carer

Date: _____

MEDICAL INFORMATION

Child's Full Name: _____

Name/s of Parents / Carers: _____

Is your child's development in line with age-related expectations?

Yes

No

(If yes, please provide as much information as possible):

Does your child have, or in the process of being diagnosed with, any significant health issues?

Yes

No

(If yes, please provide as much information as possible):

Does your child have any special dietary requirements?

Yes

No

(If yes, please provide as much information as possible):

Does your child have any allergies and/or intolerances?

Yes

No

(If yes, please provide as much information as possible):

What is the specific allergy or allergen? _____

How severe is the reaction (mild/severe)? _____

What treatment is required? _____

What are the symptoms of the reaction? _____

Is your child allergic to the item through touch? _____

Is your child allergic to the item through aroma? _____

Is your child allergic to food and/or items that have been in contact with the allergen?

How many times has your child suffered the allergic reaction and what were the symptoms each time? _____

When did your child last experience the reaction? _____

Can you provide any medical information from your GP regarding your child's allergy?

- I do / do not* give permission for Nursery staff to apply Asda sun cream to my child.
*(Please delete as appropriate)
- I am aware that I can apply sun cream to my child on the Nursery premises and use the Asda sun cream which will be available in the Changing Room.
- I am aware that I can provide sun cream from home which is suitable for my children and label the bottle.

Any Other Relevant Information:

Signed: _____ Date: _____

IT IS ESSENTIAL THAT YOU LET THE NURSERY KNOW IF ANY OF YOUR CHILD'S MEDICAL DETAILS CHANGE.

CONSENT FORM

I / We hereby give Eaton Mill Nursery permission to:

- Take my child on outings (e.g. library, park, walks to local areas of interest)

Signature(s): _____

- Let my child have supervised access to play on large play equipment.

Signature(s): _____

- Seek emergency medical assistance / treatment for my child. (Eaton Mill Nursery staff to contact me as soon as possible.)

Signature(s): _____

- Transport my child in the event of an emergency.

Signature(s): _____

- Take my child's photograph within the Nursery and on visits. These may be used in displays and for observational or promotional purposes.

Signature(s): _____

- Take my child in the Nursery vehicle to local areas of interest or shops.

Signature(s): _____

- Share my child's records and/or summary reports of achievement with any future settings.

Signature(s): _____

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- I have read and agree to the Eaton Mill Nursery Equal Opportunities Policy.

Signature(s): _____

- I have read and agree to the Safeguarding Children policy.

Signature(s): _____

- I am aware that a full set of policies and procedures are available in the Nursery for me to read at any time.

Signature(s): _____

- Under the Early Years Foundation Stage Framework the setting must carry out a Review of all children between the age of 24-36months. Ideally this will be undertaken before your child's 2 Year Check with their Health Visitor. Could you please check with your child's Health Visitor when their 2 Year Check will be and inform the Nursery. The Nursery's Review will be carried out by your child's Key person along with a parent/carer. With permission, the Review will then be passed on to your child's Health Visitor. The aim of these reviews is to ensure that your Health Visitor is well informed about your child prior to their 2 Year Check.

I give permission for my child's 2 Year Review to be shared with their Health Visitor.

Signature(s): _____

- I understand that persistent late or non-payment of fees will jeopardise my child's place at the Nursery.

Signature(s): _____

STAFF WILL NOT ALLOW ANY PERSON/S TO COLLECT YOUR CHILD/REN UNLESS ADDITIONAL WRITTEN / VERBAL PERMISSION IS PROVIDED BY YOU.

- I allow my child to be picked up by the following people. Any changes which need to be made to the authorisation list must be made to the ladies in the Atrium and in writing.

Names of authorised people:

Relationship to child and telephone number:

I hereby give consent for my child to take a place at Eaton Mill Nursery and I agree to the terms and conditions set out in its policies and procedures.

I have understood the expectations and obligations relating to both myself and the Nursery, and agree to abide by them.

Signed: _____ Date: _____

Signed: _____ Date: _____

EMERGENCY CONTACT DETAILS

It is essential that we have the correct contact details for your child in the case of an emergency.

Please provide accurate details of who you would like the nursery to contact in an emergency, in order of priority.

PRIORITY 1: EMERGENCY CONTACT DETAILS

Full Name:

Relationship to child:

Telephone Number/s:

PRIORITY 2: EMERGENCY CONTACT DETAILS

Full Name:

Relationship to child:

Telephone Number/s:

OTHER EMERGENCY CONTACT/S

Full Name:

Relationship to child:

Telephone Number/s:

Full Name:

Relationship to child:

Telephone Number/s:

IT IS ESSENTIAL THAT YOU INFORM THE NURSERY IF ANY OF THE ABOVE EMERGENCY CONTACT DETAILS CHANGE.

TERM DATES 2016 / 2017

LEARNING BLOCKS

OPENS

CLOSES

Learning Block One

Monday 13 June 2016

Thursday 21 July 2016

Learning Block Two

Tuesday 23 August 2016

Friday 16 September 2016

We will also be closed on the following date:

Monday 29 August 2016 (Bank Holiday Monday)

Learning Block Three

Monday 26 September 2016

Friday 21 October 2016

Learning Block Four

Monday 31 October 2016

Wednesday 21 December 2016

We will also be closed on the following dates:

Monday 21 November 2016

Tuesday 22 November 2016

Learning Block Five

Wednesday 4 January 2017

Friday 10 February 2017

Learning Block Six

Monday 20 February 2017

Friday 7 April 2016

We will also be closed on the following dates:

Monday 13 March 2017

Tuesday 14 March 2017

Learning Block Seven

Tuesday 18 April 2017

Friday 26 May 2017

Learning Block One

Monday 12 June 2017

Friday 21 July 2017

TERM DATES 2017 / 2018

<u>LEARNING BLOCKS</u>	<u>OPENS</u>	<u>CLOSES</u>
Learning Block One	Monday 12 June 2017	Friday 21 July 2017
Learning Block Two	Wednesday 30 August 2017	Friday 22 September 2017
Learning Block Three	Monday 2 October 2017	Friday 20 October 2017
Learning Block Four	Monday 30 October 2017	Friday 17 November 2017
Learning Block Five	Monday 27 November 2017	Friday 22 December 2017
Learning Block Six	Monday 8 January 2018	Friday 9 February 2018
Learning Block Seven	Monday 19 February 2018	Thursday 29 March 2018
Learning Block Eight	Monday 9 April 2018	Friday 25 May 2018
	<ul style="list-style-type: none"> <i>We will also be closed on Monday 7 May 2018 (Bank Holiday Monday)</i> 	
Learning Block One	Monday 11 June 2018	Tuesday 24 July 2018

EATON MILL WRAPAROUND



EQUAL OPPORTUNITIES POLICY

Our Setting is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.

The Setting's equal opportunities procedures aim to help everyone involved in the setting to counteract and eliminate both direct and indirect discrimination in decision-making, employment practices and service provision and to ensure that our services strive to achieve equality of opportunity for all.

The Setting aims to provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all. The Setting will endeavour to challenge any offensive behaviour, language or attitudes with regards to race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability.

The Setting recognises that achieving the objectives of our equal opportunities policy relies on the active involvement of parents/carers, as set out in the Parent Partnership Policy. As such, the Setting will both welcome and encourage parents/carers to get involved in the running and management of the Setting, and to comment on the effectiveness of its policies and procedures.

The Setting will facilitate regular opportunities for consultation with parents/carers about the service that the Setting provides, as a means of monitoring the effectiveness of the Equal Opportunities Policy.

Equal Opportunities Procedures

To realise the Setting's objective of creating an environment free from discrimination and welcoming to all, the Setting will:

- Ensure that its services are open and available to all parents/carers and children in the local community.
- Ensure that race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and/or disability does not inhibit a child from accessing the Setting's services.
- Treat all children and their parents/carers with equal concern and value.
- Have regard for promoting understanding, respect and awareness of diversity and equal opportunities issues in planning and implementing the Setting's programme of activities.
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
- Ensure that the Setting's recruitment policies and procedures are open, fair and non-discriminatory.
- Endeavour to recruit a staff team that reflects the make-up of the Setting's local community.
- Ensure that all members of staff are aware of, and understand, the Equal Opportunities Policy as it relates to all aspects of its work.

- Encourage and support staff to act as positive role models to children by displaying and promoting tolerant and respectful behaviour, language and attitudes and challenging any discriminatory incident, according to the provisions set out in the Staff Disciplinary Procedures, the Behaviour Management, and Dealing with Racial Harassment policies.
- Treat seriously any member of staff found to be acting, or have been acting, in a discriminatory way, according to the provisions of the Staff Disciplinary Procedures Policy.
- Work to fulfil all the legal requirements of the Human Rights Act 1998 and the Equality Act 2010.

The Manager will be responsible for ensuring that the Equal Opportunities Policy is implemented and that its effectiveness is regularly monitored. They will be responsible for ensuring that:

- All staff receive appropriate training.
- The Equal Opportunities Policy is consistent with current legislation and guidance.
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes become apparent.

All the Setting's policies and procedures will be kept under review to ensure that they do not operate in a discriminatory manner or in any way against its commitment to equal opportunities.

As part of the Setting's admissions procedure all parents/carers are asked to read and sign to state that they are happy to adhere to this policy.

EATON MILL WRAPAROUND



SAFEGUARDING CHILDREN POLICY

Our Setting believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.

The Setting's Designated Lead on Safeguarding is Sarah Daniells, who has suitable experience, training and expertise, and will be responsible for liaising with Milton Keynes Children and Families Practice (MKCFP), Children's Social Care, Milton Keynes Safeguarding Children Board (MKSCB) and Ofsted in any child protection matter. The Deputy Leads are Susan Watson and Collette Butler.

The Nursery's Safeguarding Children procedures comply with the guidance in the documents 'Working Together to Safeguard Children' (2013), 'What to do if you are worried a child is being abused' (2006), the MKSCB policies and procedures and other relevant legislation.

The Setting is committed to reviewing its Safeguarding Children policy and procedures at regular intervals. The policy and its procedures will be shared with parents/carers when they register their child at the settling.

Recognising Child Abuse

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff have had safeguarding training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

Sexual Abuse

Sexual abuse is a form of Significant Harm which involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the Internet).

Children under 16 years of age cannot lawfully consent to any sexual activity occurring, although in practice young people may be involved in sexual contact to which, as individuals, they may have agreed.

Emotional Abuse

Emotional abuse is a form of Significant Harm which involves the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious

bullying (including cyber bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in most types of ill treatment of children, though emotional abuse may occur alone.

Neglect

Neglect involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development. Neglect may occur during pregnancy as a result of maternal substance misuse.

Once the child is born, neglect may involve failure to:

- Provide adequate food, clothing or shelter (including exclusion from home or abandonment)
- Protect from physical and emotional harm or danger
- Meet or respond to basic emotional needs
- Ensure adequate supervision including the use of adequate care-takers
- Ensure access to appropriate medical care or treatment

Staff Support and Training

The Nursery is committed to ensuring that it meets its responsibilities in respect of safeguarding children through the provision of support and training to staff.

Therefore, the Setting will ensure that:

- All staff, students and volunteers are carefully recruited, have verified references and have full and up to date Disclosure and Barring Service checks.
- All staff and volunteers are given a copy of the Safeguarding Children Policy during their induction, and have its implications explained to them.
- Staff will be made aware of the booklet, 'What to do if you're worried a child is being abused' (2006).
- All staff receive regular training and supervision in safeguarding children issues and are provided with any relevant information and guidance.
- All staff are provided with supervision and management support commensurate with their responsibilities in relation to safeguarding children and their requirement to maintain caring and safe relationships with children.
- All staff are provided with safeguarding training which covers inappropriate behaviour by adults.
- All staff are aware of the main indicators of child abuse; they are also aware that information is also available on the MKSCB website.
- All staff are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the Designated Safeguarding Lead.
- The Nursery will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of children and uphold fair processes for staff, students and volunteers.
- Any member of staff, a student or volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary Policy.

Safe Caring

All staff understand the Setting's Safeguarding Children procedures and have had appropriate training and guidance in the principles of safe caring. To this end:

- Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If staff are alone with a child, the door of the room should be kept open and another member of staff should be informed.
- Staff will follow the guidance in the Intimate Care Procedure Policy.
- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.

Dealing With Suspicions/Making a Referral

The Setting is committed to ensuring that it meets its responsibilities in respect of safeguarding children by treating any allegation seriously and sensitively. The Setting will not carry out any investigation itself into a suspected child abuse incident.

The following principles will govern any suspected or reported case of abuse:

- Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality.
- Where actual or suspected abuse comes to the attention of staff, they will report this to the Designated Safeguarding Lead at the earliest possible opportunity.
- Full written records of all reported incidents will be produced and maintained. Information recorded will include full details of the alleged incident/suspicions; details of all the parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting information or evidence from members of staff. The Setting will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
- The Designated Lead on Safeguarding will be responsible for ensuring that written records are dated, signed and kept confidentially.
- The Designated Lead on Safeguarding will discuss the concerns with the child's parent/carer unless this is deemed to put the child at greater risk of harm or the allegation is against a parent/carer. In this situation an immediate referral to the Milton Keynes Multi-Agency Safeguarding Hub (MASH) on 01908 253169 or 01908 253170 will be made.
- If there are still concerns after the discussion with the parent, the parent will be notified that the Designated Lead on Safeguarding will make a referral to the Milton Keynes Multi-Agency Safeguarding Hub (MASH) on 01908 253169 or 01908 253170.
- The Setting will assist Milton Keynes Multi-Agency Safeguarding Hub (MASH) and the police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
- The Setting Manager will liaise with the Designated Lead on Safeguarding when appropriate.
- At all times, the safety, protection and interests of children concerned will take precedence. The Manager and staff will work with and support parents/carers as far as they are legally able.

Dealing with a disclosure

- Any children involved in alleged incidents will be comforted and reassured.

In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:

1. Listen fully to all the child has to say.
2. Make no observable judgement.
3. Ask open questions that encourage the child to speak in their own words. **WILL NOT** ask leading questions.
4. Ensure the child is safe, comfortable and not left alone.
5. Make no promises that cannot be kept; such as promising not to tell anybody what they are being told.
6. Do not attempt to investigate the allegations of abuse, report concerns to the Designated Lead on Safeguarding.

Dealing with allegations against members of staff

Where it is alleged that a member of staff, student or volunteer has:

- Behaved in a way that has harmed or may have harmed;
- Possibly committed a criminal offence against, or related to, a child;
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

Either on the premises or during a visit or outing the following procedure will apply:

- All allegations made by a child against a member of staff, student or volunteer will be reported to the Designated Lead on Safeguarding who will fully record the allegation. In the event of there being a witness to an incident, they should sign the records to confirm this.
- The Designated Lead on Safeguarding will refer the allegation immediately to the Local Authority Designated Officer (LADO) for Allegations Against Staff on 01908 254300. The LADO will be responsible for conducting the investigation and notifying the Police and Milton Keynes Multi-Agency Safeguarding Hub (MASH)). The Setting will comply with all aspects of the investigation.
- Immediately after referring the allegation to the LADO the Designated Lead on Safeguarding will inform Ofsted on 0300 123 1231. Ofsted will be informed of the outcome of the investigation.
- The member of staff may be suspended during the investigation. Further disciplinary action may be taken depending on the outcome of the investigation.
- The parent/carer of the child making the allegation will be notified of the referral and the outcome of the investigation.
- If an allegation of abuse is made against the Manager or the Designated Lead on Safeguarding, the Local Authority Designated Officer (LADO) will be informed as soon as possible.
- All suspicions and investigations will be kept confidential and shared only with those who need to know.
- If there is an allegation against a member of staff that is substantiated and that staff member disciplined or dismissed because of the way they have behaved then a referral will be made to DBS (Disclosure and Barring Service) via www.homeoffice.gov.uk/dbs .