

# Tiny Tigers pre-school Ltd

## Child Protection Policy

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date written: [September 2020](#)

Date agreed and ratified by [Natalie Brown](#)

Date of next review: [September 2021 or when updates occur](#)

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures

### Key Contacts

	Name	Contact information
Designated Safeguarding Lead (DSL)	Claire Wenman	07563 544325
Deputy Designated Safeguarding Lead	Natalie Brown	0780 921 6591
Manager/Proprietor	Natalie Brown	0780 921 6591
Other key staff		

# Contents

	Page no
What to do if you have a welfare concern flowchart	
1. Introduction and Ethos	
2. Policy Context	
3. Definition of Safeguarding	
4. Related Safeguarding Policies	
5. Policy Compliance, Monitoring and Review	
6. Responsibilities for Staff and Designated Safeguarding Lead	
7. Recognising indicators of abuse and neglect	
8. Child Protection Procedures	
9. Record Keeping	
10. Multi-Agency Working	
11. Confidentiality and Information Sharing	
12. Complaints	
13. Staff Induction and Training	
14. Safe Working Practice	
15. Supervision and Support	
16. Safer Recruitment, Suitable Persons and Disqualification	
17. Allegations Against Members of Staff and Volunteers	
18. Peer on Peer Abuse	
19. Mental Health	
20. Safeguarding Children with Special Educational Needs and Disabilities	
21. Online Safety	
22. Educational Programmes and Staying Safe	
23. Security	
24. Local Support	
Appendix 1: Categories of Abuse	
Appendix 2: National Support Organisations	

# What to do if you have a welfare concern in **Tiny Tigers pre school**

## Why are you concerned?

- For example
  - Something a child has said e.g. allegation of harm
  - Child's appearance – may include unexplained marks as well as dress
  - Behaviour change
  - Witnessed concerning behaviour

## Act immediately and record your concerns. If urgent, speak to a DSL first.

- Follow the settings procedure (speak to either Claire Wenman/Natalie Brown)
  - Reassure the child
  - Clarify concerns if necessary (**TED: Tell, Explain, Describe**)
  - Use child's own words
  - Sign and date your records
  - Seek support for yourself if required from DS (Claire Wenman/Natalie Brown)

## Inform the Designated Safeguarding Lead, or refer if appropriate

### Designated Safeguarding Lead

- Consider whether the child is at immediate risk of harm e.g. unsafe to go home
- Access the Kent Safeguarding support level guidance and procedures: [www.kscmp.org.uk](http://www.kscmp.org.uk)
- Refer to other agencies as appropriate e.g. Internal or community services, early help open access, LADO, Police or Request for Support for integrated children's services
- If unsure, consult with Area Education Safeguarding Advisor 03000 412 445) or Local Authority Social Worker at the Front Door.

### If you are unhappy with the response

#### Staff:

- Seek advice from the Education Safeguarding Service
- Follow Whistleblowing Procedures

#### Children and Parents/Carers:

- Follow setting complaints procedures

## Record decision making and action taken in the child's child protection/safeguarding file

### Monitor

#### Be clear about:

- What you are monitoring e.g. behaviour trends, appearance etc.
- How long you will monitor
- Where, how and to whom you will feedback and how you will record

## Review and Re-refer (if necessary)

At all stages, the child's circumstances will be kept under review  
The DSL/Staff will re-refer if required to ensure the **child's safety is paramount**

## 1. Introduction and Ethos

- *Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right.'* (EYFS 2017)
- Staff working with children at [Tiny Tigers pr-school Ltd](#) are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.
- Natalie Brown of [Tiny Tigers](#) believe that all those directly involved with our setting have an essential role to play in making it safe and secure. Our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential and we take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care.
- As part of the safeguarding ethos of the setting we are committed to:
  - Maintaining children's welfare as our paramount concern
  - Providing an environment and culture in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to
  - Developing appropriate and positive relationships between children and the adults that care for them
  - Providing suitable support and guidance so that children have a range of appropriate adults who they feel confident to approach if they are in difficulties
  - Using learning opportunities to increase self-awareness, self-esteem, assertiveness and decision making. This is so that young children develop a range of contacts and strategies to ensure their own protection and understand the importance of protecting others
  - Working with parents/carers to build an understanding of the setting's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations
  - Ensuring all staff have regular and appropriate training (including induction) to enable them to recognise the signs and symptoms of abuse and ensure they are aware of the setting's procedures and reporting mechanisms
  - Monitoring children who have been identified as 'in need' including the need for protection, keeping confidential records which are stored securely and shared appropriately with other professionals.
  - Developing effective and supportive liaison with other agencies.
- [Tiny Tigers pre-school](#) adheres to the KSCMP Safeguarding Children Procedures. The full KSCMP procedures document and additional guidance relating to specific safeguarding issues can be found on the KSCMP website: [www.kscmp.org.uk](http://www.kscmp.org.uk)

## 2. Policy Context

- This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and has due regard to the related guidance. This includes:
  - DfE Keeping Children Safe in Education 2020 (KCSIE)
  - Working Together to Safeguard Children 2018 (WTSC)
  - Ofsted: Education Inspection Framework' 2019
  - Framework for the Assessment of Children in Need and their Families 2000
  - Kent and Medway Safeguarding Children Procedures (Online)
  - Early Years and Foundation Stage Framework 2017 (EYFS)
- This policy has been implemented to ensure compliance with section 3, the safeguarding and welfare requirements of the EYFS.

- The way the setting is currently operating in response to coronavirus (Covid-19), however, our safeguarding principles in accordance with KCSIE 2020 and related government guidance, remain the same. We will continue to follow government guidance and will amend this policy, as necessary.
- We acknowledge that some children may return to the setting having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. We will work with local services (such as health and the local authority) to ensure necessary services and support are in place to support children and their families.

### 3. Definition of Safeguarding

- Working Together to Safeguard Children (2018) states that safeguarding and promoting the welfare of children is defined as:
  - protecting children from maltreatment.
  - preventing impairment of children's mental and physical health or development.
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
  - taking action to enable all children to have the best outcomes.
- It also reminds us that safeguarding **“is everyone’s responsibility”** (WTSC). *Everyone who comes into contact with children and families has a role to play.* Everyone should consider wider environmental factors in a child’s life that may be a threat to their safety and/or welfare.
- The setting acknowledges that this policy will incorporate a range of specific safeguarding issues including (but not limited to):
  - Abuse and neglect
  - Bullying (including cyberbullying)
  - Children and the court system
  - Children Missing Education (CME)
  - Children with family members in prison
  - Child missing from home or care
  - Child Sexual Exploitation (CSE)
  - Child Criminal Exploitation (CCE)
  - Contextual Safeguarding (Risks outside the family home)
  - County Lines
  - Domestic Abuse
  - Homelessness
  - Drugs and alcohol misuse
  - Fabricated or induced illness
  - Faith abuse
  - Female Genital Mutilation (FGM)
  - Forced marriage
  - Gangs and youth violence
  - Gender based abuse and violence against women and girls
  - Hate
  - Honour based abuse
  - Mental health
  - Missing children and adults
  - Online safety
  - Peer on Peer Abuse
  - Prevent duty (radicalisation and extremism)
  - Private fostering
  - Relationship abuse
  - Serious Violence
  - Sexual violence and sexual harassment between children
  - Human trafficking and modern slavery

- Serious Violence
- 'Upskirting'
- Youth produced sexual imagery or "Sexting"
- Annex A of 'Keeping Children Safe in Education' (KCSIE) contains important additional information about specific forms of abuse and safeguarding issues. Staff at the setting who work directly with children will read this annex.
- If staff have any concerns about a child's welfare, they should act on them immediately. They should follow this child protection policy and speak to the Designated Safeguarding Lead (or deputy).

#### 4. Related Safeguarding Policies

- [Tiny Tigers](#) will review this policy at least annually. The policy will be revised following any national or local policy updates, any local child protection concerns and/or any changes to our procedures.
- We are aware that safeguarding is fundamental to the welfare of all children in our care. This policy is therefore one of a series in the setting's integrated safeguarding portfolio and should be read in conjunction with the policies as listed below:
  - Behaviour Management
  - Online Safety: Mobile Technology and Social Media
  - Anti-Bullying
  - Data Protection and Information Sharing
  - Image Use
  - Drugs
  - Personal and Intimate Care
  - Health and Safety
  - Risk Assessments (e.g. trips, use of technology, setting reopening)
  - First Aid and Accidents (including medicines)
  - Managing Allegations Against Staff
  - Code of Conduct for Staff, including Acceptable Use of Technology (AUP)
  - Safer Recruitment
  - Whistleblowing

#### **Supporting Guidance (to be read and followed alongside this document)**

- "Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings" - Safer Recruitment Consortium, May 2019.
- "What to do if you are worried a child is being abused" – DfE, March 2015
- Early Years Foundation Stage 2017 Welfare Requirements
- These documents can be found in the safeguarding folder in the cupboard below the kitchen sink.

#### 5. Policy Compliance, Monitoring and Review

- Tiny Tigers will review this policy at least annually. The policy will be revised following any national or local policy updates, any local child protection concerns and/or any changes to our procedures.

- All staff (including temporary staff and volunteers) will be provided with a copy of this policy and part one of KCSIE. This can be found in the settings policy folder in the cupboard below the kitchen sink.
- Parents/carers can obtain a copy of the Child Protection Policy and other related policies on request. Additionally, our policies can be viewed via our website ([tinytigerspreschool.co.uk](http://tinytigerspreschool.co.uk)).
- The policy forms part of our development plan and will be reviewed annually by the **Proprietor** which has responsibility for oversight of safeguarding and child protection systems.
  - The Designated Safeguarding Lead and manager will ensure the regular reporting on safeguarding activity and systems. They will not receive details of individual children's situations or identifying features of families as part of their oversight responsibility.

## 6. Responsibilities

### 6.1. All staff

- The EYFS 2017 requires providers *'to take all necessary steps to keep children safe and well'* and accordingly, everyone involved in the care of young children has a role to play in their protection. All members of staff in the setting are part of the wider safeguarding system for children and are in a unique position to observe any changes in a child's behaviour or appearance.
- All members of staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All members of staff have a duty of care to take appropriate action and work with other services as needed.

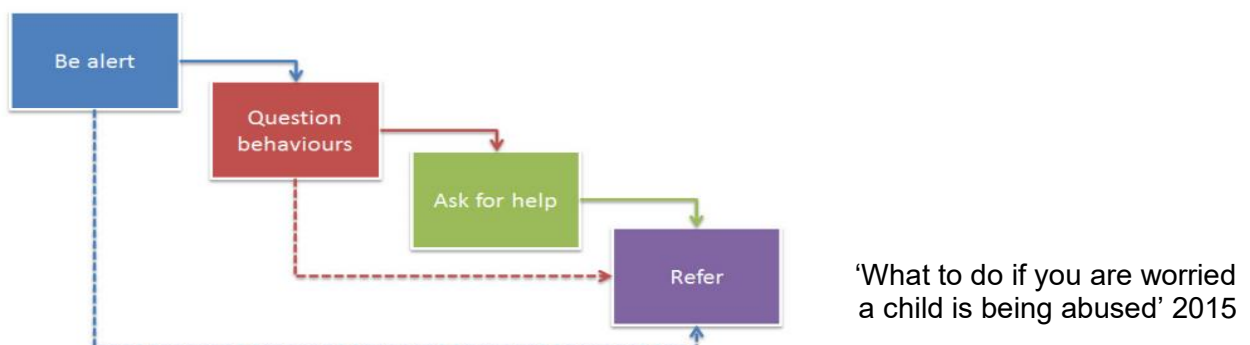
### 6.2 The Designated Safeguarding Lead (DSL)

- The EYFS 2017 states; *'a practitioner must be designated to take lead responsibility for safeguarding children in every setting'*. The **proprietor**, whose responsibility it is to ensure all legal requirements are met, have appointed an appropriately qualified and experienced Designated Safeguarding Lead (DSL) to fulfil this role in our setting.
- **Claire Wenman** is the Designated Safeguarding Lead. Additionally, **Tiny Tigers** have appointed Deputy DSLs **Natalie Brown** who have delegated responsibilities and will act in the DSLs absence.
- **Tiny Tigers** is committed to ensuring that the DSL is properly supported in being able to carry out this role fully, including providing them with appropriate time and resources away from other job commitments.
- The DSL has overall responsibility for the day to day oversight of safeguarding and child protection systems in **Tiny Tigers**. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated.
- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. Deputy DSLs are trained to the same standard as the DSL. The DSL and any deputy DSLs training will be updated formally every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.
- The manager will be kept informed of any significant issues by the DSL.

- The DSL (and deputies) will be provided with sufficient time so they can provide appropriate support to staff and children regarding any new safeguarding and welfare concerns following Covid-19. This may include handling of referrals to integrated social care and working with other agencies where appropriate.
- **It is the role of the DSL to:**
  - Act as the central contact point for all staff to discuss any safeguarding concerns
  - Maintain a confidential recording system for safeguarding and child protection concerns
  - Coordinate safeguarding action for individual children
    - When supporting children with a social worker or looked after children the DSL should have the details of the child's social worker.
  - Liaise with other agencies and professionals in line with WTSC 2018 and KCSIE 2020.
  - Ensure that locally established procedures as put in place by the three safeguarding partners (KSCMP), including referrals, are followed, as necessary.
  - Represent, or ensure the setting is appropriately represented at multi-agency safeguarding meetings (including Child Protection conferences)
  - Manage and monitor the settings role in any multi-agency plan for a child.
  - Ensure adequate and appropriate DSL cover arrangements in response to any closures and out of hours and/or out of term activities.
  - Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within EYFS 2017 and KCSIE (2020)

## 7. Recognising Indicators of Abuse and Neglect

- All staff in [Tiny Tigers](#) are made aware of the definitions and indicators of abuse and neglect as identified by Working Together to Safeguard Children (2018), EYFS 2017 and Keeping Children Safe in Education 2020. This is outlined locally within the [Kent Support Levels Guidance](#).
- [Tiny Tigers](#) recognises that when assessing whether a child may be suffering actual or potential harm there are four categories of abuse:
  - Physical abuse
  - Sexual abuse
  - Emotional abuse
  - Neglect
    - For further information see Appendix 1.
- All members of staff are expected to be aware of and follow this approach if they are concerned about a child:



- Members of staff are aware that concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. The indicators of child abuse and neglect can vary from child to child. Children develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child.



- It is important to recognise that indicators of abuse and neglect do not automatically mean a child is being abused however all concerns should be taken seriously and explored by the DSL on a case by case basis.
- Parental behaviour's may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- Safeguarding incidents and/or behaviours can be associated with factors outside the [setting](#) and/or can occur between children offsite or involve children's family members.
- Children can be at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.
- By understanding the indicators of abuse and neglect, we can respond to problems as early as possible and provide the right support and services for the child and their family.

## 8. Child Protection Procedures

- [Tiny Tigers](#) recognises that some children have additional or complex needs and may require access to intensive or specialist services to support them.
- [Tiny Tigers](#) adheres to the Kent Safeguarding Children multi-agency partnership procedures (KSCMP). The full KSCMP procedures and additional guidance relating to specific safeguarding issues can be found on their website: [www.kscmp.org.uk/](http://www.kscmp.org.uk/)
- All staff are aware of the process for making request for support referrals for statutory assessments under the Children Act 1989, along with the role they might be expected to play in such assessments.
- [Tiny Tigers](#) recognises that in situations where there are immediate child protection concerns identified in line with Support Level Guidance, it is NOT to investigate as a single agency but to act in line with KSCMP guidance which may involve multi-agency decision making.
- If a child is in immediate danger or is at risk of harm, a request for support should be made immediately to Integrated Children's Services (Front Door) and/or the police in line with KSCMP procedures.
- The DSL may seek advice or guidance from their Area Education Safeguarding Advisor from the Education Safeguarding Service before deciding next steps. They may also seek advice or guidance from a social worker at the Front Door service who are the first point of contact for Integrated Children's Services (ICS).
- In the event of a request for support to the Front Door being necessary, parents/carers will be informed and consent to this will be sought by the DSL in line with guidance provided by KSCMP.
  - Parents/carers will be informed unless there is a valid reason not to do so, for example, if to do so would put a child at risk of harm or would undermine a criminal investigation.
- If the DSL is not immediately available to discuss an urgent concern, staff can seek advice from the Deputy DSL. They may also seek advice from the Education Safeguarding Service or via consultation with a social worker from the Front Door. If anyone other than the DSL makes a referral to external services, they will inform the DSL as soon as possible.

- The DSL will keep all early help cases under constant review and consideration will be given to a request for support to the Front Door if the situation does not appear to be improving or is getting worse.
- If, after a request for support or any other planned external intervention, a child's situation does not appear to be improving, the DSL will consider following [KSCMP escalation procedures](#) to ensure their concerns have been addressed and, most importantly, that the child's situation improves. DSLs may request support with this via the Education Safeguarding Service.

## 9. Record Keeping

- All safeguarding concerns, discussions and decisions, and reasons for those decisions, will be recorded in writing on the settings safeguarding [incident/concern form/system](#) and pass them without delay to the DSL. A body map will be completed if injuries have been observed.
  - If members of staff are in any doubt about recording requirements, they should discuss their concerns with the DSL.
- Incident/Welfare concern forms are kept **in the safeguarding folder kept within yellow filing cabinet.**
- Records will be completed as soon as possible after the incident/event, using the child's words and will be signed and dated by the member of staff. If there is an immediate concern the member of staff should consult with a DSL before completing the form as reporting urgent concerns takes priority.
- Safeguarding records are kept for individual children and are maintained separately from all other records relating to the child in the setting. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only.
- All safeguarding records will be transferred in accordance with data protection legislation to the child's subsequent setting, under confidential and separate cover. These will be given to the new DSL and a receipt of delivery will be obtained.
- In addition to the child protection file, the DSL will also consider if it would be appropriate to share any information with the DSL at the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue to provide support

## 10. Multi-Agency Working

- [Tiny Tigers](#) recognises and is committed to its responsibility to work within the KSCMP multi-agency safeguarding arrangements. The leadership team and DSL will work to establish strong and co-operative local relationships with professionals in other agencies in line with statutory guidance.
- [Tiny Tigers](#) recognises the importance of multi-agency working and is committed to working alongside partner agencies to provide a coordinated response to promote children's welfare and protect them from harm. This includes contributing to KSCMP processes as required. Such as, participation in relevant safeguarding multi-agency plans and meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.

## 11. Confidentiality and Information Sharing

- [Tiny Tigers](#) recognises our duty to share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity.
- All staff must be aware that they cannot promise confidentiality in situations which might compromise a child's safety or wellbeing.
- The manager or DSL will disclose information about a learner on a 'need to know' basis.
- All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard children.
- [Tiny Tigers](#) has an appropriately trained Data Protection Officer (DPO) as required by the General Data Protection Regulations (GDPR) to ensure that we are compliant with all matters relating to confidentiality and information sharing requirements. **Natalie Brown is our DPO.**
- The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.
- DfE Guidance on Information Sharing (July 2018) provides further detail. **In the cupboard below the kitchen sink.**

## 12. Complaints

- The setting has a complaints procedure available to parents/carers, children and members of staff who wish to report concerns. This can be found: **in the cupboard below the kitchen sink.**
- All reported concern will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific procedures for managing allegations against staff policy. This can be found: **in the complaints folder under the staff allegation section.**

## 13. Staff Induction and Training

- All members of staff are aware to read part one of 'Keeping Children Safe in Education' (2020) which covers safeguarding information for all staff.
  - The manager and the DSLs will have regard for the entire document.
- The DSL will ensure that all new staff and volunteers (including agency and third-party staff) receive child protection training to ensure they are aware of the settings internal safeguarding policy and procedures as part of their induction.
- All staff members (including agency and third-party staff) will receive appropriate child protection training to ensure they are aware of a range of safeguarding issues. This training will take place at least annually and will include online safety.
- In addition to specific child protection training, all staff will receive regular safeguarding and child protection updates (**online training, staff meetings, safeguarding news bulletins**) at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
- All staff members (including agency and third-party staff) will be made aware of the settings expectations regarding safe and professional practice via the staff [behaviour policy/code of conduct and Acceptable Use Policy \(AUP\)](#).

- Staff will be encouraged to contribute to and shape the settings safeguarding arrangements and child protection policies: **This is achieved by discussion at both supervisions and staff meetings, and collaboration meetings.**

## 14. Safer Working Practice

- All members of staff are required to work within our clear guidelines on safer working practice as outlined in the [settings behaviour policy/code of conduct](#).
- Staff will be made aware of the behaviour management and physical intervention policies, and any physical interventions/use of reasonable force must be in line with agreed policy and procedures and national guidance.
- All staff will be made aware of the professional risks associated with the use of social media and electronic communication (such as email, mobile phones, texting, social networking). Staff will adhere to relevant setting policies including staff behaviour policy, Acceptable Use Policies.
- All staff will be made aware of the expectations relating to use of mobile technology within the setting, including mobile phones and cameras. Staff will adhere to relevant setting policies including staff behaviour policy, Acceptable Use Policies, Image Use and Mobile Technology.

## 15. Supervision and Support

- The setting will ensure that members of staff are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage 2017.
- [Natalie Brown, the proprietor of Tiny Tigers](#) recognise regular, planned and accountable supervision, which is a two-way process, offers support and develops the knowledge, skills and values of an individual, group or team. We see its purpose is to monitor the progress of professional practice and to help staff to improve the quality of the work they do, thus improving outcomes for children as well as achieving agreed objectives. Supervision also provides an opportunity to discuss sensitive issues including the safeguarding of children and any concerns raised about an individual or colleague's practice.
- All staff and volunteers will receive regular and planned supervision sessions. Uninterrupted time will be set aside to ensure any supervision sessions effective for both practitioner and management. Further guidance on supervision can be found on [Kelsi](#).

## 16. Safer Recruitment, Suitable People and Disqualification

- [Tiny Tigers](#) is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with children and staff.
- [The proprietor, Natalie Brown of Tiny Tigers](#) are responsible for ensuring that the setting follows safe recruitment processes outlined within guidance, including accurate maintenance of the staff records/Single Central Record (SCR). The SCR is a list of staff, volunteers and proprietor/trustees/committee members and includes appropriate information which may include:
  - Dates of recruitment
  - References
  - Identity checks
  - Criminal records check reference number, including date and details of person who completed it
  - Eligibility to work in the UK checks
  - Other essential key data.

- The setting will obtain an enhanced check by Disclosure and Barring Service (DBS) in respect of every person aged 16 and over (including for unsupervised volunteers, and supervised volunteers who provide personal care) who:
  - works directly with children
  - lives on the premises on which the childcare is provided and/or
  - works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).
- An additional check by the DBS (or checks if more than one country) will also be made for anyone who has lived or worked abroad.
- [Natalie Brown](#) of [Tiny Tigers](#) is responsible for ensuring that the setting adopts an application, vetting and recruitment process which places safeguarding at its centre, regardless of employee or voluntary role.
- [Natalie Brown](#) of [Tiny Tigers](#) is responsible for ensuring that the [setting](#) follows safe recruitment processes outlined within guidance. At least one member of the interview panel must have completed safer recruitment training.
- [Natalie Brown](#) of [Tiny Tigers](#) is aware of the requirements to make appropriate checks regarding the disqualification status of all staff, including volunteers and temporary staff.
- We advise all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions and warnings.
- We will ensure that all staff and volunteers have read the staff behaviour policy/code of conduct and understand that their behaviour and practice must be in line with it.

## 17. Allegations Against Members of Staff and Volunteers

- [Tiny Tigers](#) recognises that it is possible for any member of staff, including volunteers, contractors, agency and third-party staff (including supply staff) and visitors to behave in a way that:
  - Indicates they have harmed a child, or may have harmed a child;
  - Means they have committed a criminal offence against or related to a child;
  - behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
  - behaved or may have behaved in a way that indicates they may not be suitable to work with children.

**Please refer to our Allegations against a member of staff policy.**

- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the setting safeguarding regime. The leadership team at [Tiny Tigers](#) will take all concerns or allegations received seriously.
- Allegations should be referred immediately to the manager who will contact the [Local Authority Designated Officer](#) (LADO) to agree further action to be taken in respect of the child and staff member.
- In the event of allegations of abuse being made against the SLT, staff are advised that allegations should be reported to the next senior management who will contact the LADO.

- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the leadership team.
- All members of staff are made aware of the settings Whistleblowing procedure (**please refer to [whistle blowing procedure policy](#)**). It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.
- Staff can access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally.
  - Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).
- **Tiny Tigers** has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person.
- **Tiny Tigers** have a duty to inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations. Notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made and are aware that to not do so would be an offence.

## 18. Peer on Peer Abuse

- All members of staff at Tiny Tigers recognise that children can abuse their peers. Tiny Tigers believes that abuse is abuse and it will never be tolerated. All victims will be taken seriously and offered appropriate support, regardless of where the abuse takes place.
- **Tiny Tigers** recognises that peer on peer abuse can take many forms, including but not limited to:
  - bullying (including cyberbullying)
  - physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
  - sexual violence and sexual harassment
  - 'upskirting', which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
  - sexting (also known as youth produced sexual imagery)
  - initiation/hazing type violence and rituals
- **Tiny Tigers** recognises youth produced sexual imagery (also known as "sexting") as a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).
  - We will follow the advice as set out in the non-statutory UKCIS guidance: '[Sexting in schools and colleges: responding to incidents and safeguarding young people](#)' and the local [KSCMP](#) guidance: "Responding to youth produced sexual imagery".
- Staff and leadership are mindful that some peer on peer abuse issues may be affected by gender, age, ability and culture of those involved.
- All allegations of peer on peer abuse will be recorded, investigated and dealt with in line with the settings associated policies, including child protection, anti-bullying and behaviour.
- Alleged victims, perpetrators and any other child affected by peer on peer abuse will be supported by:

- **informing the police and/or Front Door.**
- **Giving pastoral care and support**

## 19. Mental Health

- All staff will be made aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff are aware of how children's experiences, can impact on their mental health, behaviour and education.
- Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.
- If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy.

## 20. Safeguarding Children with Special Educational Needs and Disabilities

- **Tiny Tigers** acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening. The DSL will work closely with the SENCO **Natalie Brown** to plan support as required.
- **Tiny Tigers** will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.
- All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse. To address these additional challenges, our setting will always consider extra pastoral support for children with SEN and disabilities.

## 21. Online safety

- It is recognised by **Tiny Tigers** that the use of technology presents challenges and risks to children and adults both inside and outside of the setting.
- **Tiny Tigers** identifies that the breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:
  - content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views
  - contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults
  - conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying
- **Tiny Tigers** will empower, protect and educate the whole community in their use of technology and establish mechanisms to identify, intervene in, and escalate any incident where appropriate.
- The DSL has overall responsibility for online safeguarding within the setting but will liaise as necessary with other members of staff or support.

- **Tiny Tigers** uses a wide range of technology. This includes tablets and other digital devices, the internet, Tapestry our online learning journal and email systems.
  - All setting owned devices and systems will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.
- **Tiny Tigers** recognises the specific risks that can be posed by mobile technology, including mobile phones and cameras. In accordance with EYFS 2017, Natalie Brown has appropriate policies in place that are shared and understood by all members of the community.
  - Further information reading the specific approaches relating to this can be found in our Mobile Technology, Online Safety, Acceptable Use and Image Use Policies which can be found ***in the policy folder in the cupboard under the kitchen sink.***
- **Tiny Tigers** will do all we reasonably can to limit exposure to online risks through our IT systems and will ensure that appropriate filtering and monitoring systems are in place.
  - **We have installed Qustodio security onto every device to protect both staff and children.**
    - If learners or staff discover unsuitable sites or material, they are required **turn off monitor/screen, use a screen cover widget, report the concern immediately to a member of staff, report the URL of the site to technical staff/services.**
  - All users will be informed that use of our systems can be monitored, and that monitoring will be in line with data protection, human rights, and privacy legislation.
  - Filtering breaches or concerns identified through our monitoring approaches will be record and reported to the DSL (or deputy), Manager and technical staff as appropriate.
  - Any access to material believed to be illegal will be reported immediately to the appropriate agencies, such as the [Internet Watch Foundation](#) and the police.
- **Natalie Brown** acknowledges that whilst filtering and monitoring is an important part of our online safety responsibilities, it is only one part of our approach to online safety.
  - Children’s internet use will be directly supervised by staff.
- **Tiny Tigers** will ensure to provide age appropriate online safety education to children to as part of providing a broad and balanced curriculum. **We use ‘Smartie’ the penguin story to help teach children online safety.**
- **Tiny Tigers** will build a partnership approach to support parents/carers to become aware and alert to the need to keep early years children safe online by:
  - **Include details here e.g. providing information on our website and through existing communication channels.**
- **Tiny Tigers** will ensure that online safety training for staff is integrated, aligned and considered as part of our overarching safeguarding approach.
- The DSL will respond to online safety concerns in line with the child protection and other associated policies.
  - Internal sanctions and/or support will be implemented as appropriate.
  - Where necessary concerns will be escalated and reported to relevant partner agencies in line with local policies and procedures.

## 22. Educational Programmes and Staying Safe

- **Tiny Tigers** recognises that children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. Our setting will provide a welcoming, safe and stimulating environment where children can enjoy learning and grow in confidence.



- We recognise that early years settings play an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.
- **Tiny Tigers** will provide age appropriate educational programmes and opportunities to enable early years children to develop self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that they have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others, including online.
- Systems have been established to support the empowerment of children to talk to a range of staff. Children at Tiny Tigers will be listened to and heard and their concerns will be taken seriously and acted upon as appropriate.

## 23. Security

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. Staff will be expected to adhere to any safety arrangements implemented because of Covid-19.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into the setting as outlined within guidance. Visitors will be expected to, sign in and out via the office visitors log and to display a visitor's badge whilst on site. Visitors will be expected to adhere to any safety arrangements implemented because of Covid-19.
- Any individual who is not known or identifiable on site should be challenged for clarification and reassurance.
- The setting will not accept the behaviour of any individual (parent or other) that threatens the settings security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the setting site.

## 24. Local Support

- All members of staff in **Tiny Tigers** are made aware of local support available.
  - **Contact details for Area Safeguarding Advisor (Education Safeguarding Service)**
    - [Insert local details here: www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding/safeguarding-contacts](http://www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding/safeguarding-contacts)
  - **Contact details for Online Safety in the Education Safeguarding Service**
    - 03000 415797
    - [esafetyofficer@theeducationpeople.org](mailto:esafetyofficer@theeducationpeople.org) (non-urgent issues only)
  - **Contact details for the LADO**
    - Telephone: 03000 410888
    - Email: [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)
  - **Integrated Children's Services**
    - Front door: 03000 411111
    - Out of Hours Number: 03000 419191
  - **Kent Police**
    - 101 or 999 if there is an immediate risk of harm

- **Kent Safeguarding Children Multi-Agency Partnership (KSCMP)**
  - [kscmp@kent.gov.uk](mailto:kscmp@kent.gov.uk)
  - 03000 421126
  
- **Adult Safeguarding**
  - Adult Social Care via 03000 41 61 61 (text relay 18001 03000 41 61 61) or email [social.services@kent.gov.uk](mailto:social.services@kent.gov.uk)

## Appendix 1: Categories of Abuse

**All staff should be aware that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.**

**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. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children.

**Sexual abuse:** 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). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### Signs that MAY INDICATE Sexual Abuse

- Sudden changes in behaviour and school performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a child minder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

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

### Signs that MAY INDICATE physical abuse

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.

- Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 a 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 cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

### **Signs that MAY INDICATE emotional abuse**

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection

**Neglect:** 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 or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Signs that MAY INDICATE neglect.**

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance at School
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

## Appendix 2: National Support Organisations

### Support for staff

- Education Support Partnership: [www.educationsupportpartnership.org.uk](http://www.educationsupportpartnership.org.uk)
- Professional Online Safety Helpline: [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline)

### Support for Learners

- ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
- Papyrus: [www.papyrus-uk.org](http://www.papyrus-uk.org)
- The Mix: [www.themix.org.uk](http://www.themix.org.uk)
- Shout: [www.giveusashout.org](http://www.giveusashout.org)
- Fearless: [www.fearless.org](http://www.fearless.org)

### Support for adults

- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Crime Stoppers: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- The Samaritans: [www.samaritans.org](http://www.samaritans.org)
- NAPAC (National Association for People Abused in Childhood): [www.napac.org.uk](http://www.napac.org.uk)
- MOSAC: [www.mosac.org.uk](http://www.mosac.org.uk)
- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)
- Shout: [www.giveusashout.org](http://www.giveusashout.org)

### Support for Learning Disabilities

- Respond: [www.respond.org.uk](http://www.respond.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)

### Domestic Abuse

- Domestic abuse services: [www.domesticabuseservices.org.uk](http://www.domesticabuseservices.org.uk)
- Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)
- Women's Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)
- Men's Advice Line: [www.mensadvice.org.uk](http://www.mensadvice.org.uk)
- Mankind: [www.mankindcounselling.org.uk](http://www.mankindcounselling.org.uk)
- National Domestic Abuse Helpline: [www.nationaldahelpline.org.uk](http://www.nationaldahelpline.org.uk)
- Respect Phoneline: <https://respectphoneline.org.uk>

### Honour Based Abuse

- Forced Marriage Unit: [www.gov.uk/guidance/forced-marriage](http://www.gov.uk/guidance/forced-marriage)
- FGM Factsheet:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496415/6\\_1639\\_HO\\_SP\\_FGM\\_mandatory\\_reporting\\_Fact\\_sheet\\_Web.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf)
- Mandatory reporting of female genital mutilation: procedural information:  
[www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information](http://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information)

### Contextual Safeguarding, Peer on Peer abuse, Sexual Exploitation and Criminal Exploitation:

- Contextual Safeguarding Network: <https://contextualsafeguarding.org.uk>
- National Crime Agency: [www.nationalcrimeagency.gov.uk/who-we-are](http://www.nationalcrimeagency.gov.uk/who-we-are)
- Rape Crisis: <https://rapecrisis.org.uk>
- Lucy Faithfull Foundation: [www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)
- Brook: [www.brook.org.uk](http://www.brook.org.uk)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Anti-Bullying Alliance: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
- Disrespect Nobody: [www.disrespectnobody.co.uk](http://www.disrespectnobody.co.uk)

- Upskirting – know your rights: [www.gov.uk/government/news/upskirting-know-your-rights](http://www.gov.uk/government/news/upskirting-know-your-rights)

### **Substance Misuse**

- We are with you (formerly Addaction): [www.wearewithyou.org.uk/services/kent-for-young-people/](http://www.wearewithyou.org.uk/services/kent-for-young-people/)
- Talk to Frank: [www.talktofrank.com](http://www.talktofrank.com)

### **Mental Health**

- Mind: [www.mind.org.uk](http://www.mind.org.uk)
- Moodspark: <https://moodspark.org.uk>
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- We are with you (formerly Addaction): [www.wearewithyou.org.uk/services/kent-for-young-people/](http://www.wearewithyou.org.uk/services/kent-for-young-people/)

### **Online Safety**

- CEOP: [www.ceop.police.uk](http://www.ceop.police.uk)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)
- Think U Know: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- Childnet: [www.childnet.com](http://www.childnet.com)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Report Harmful Content: <https://reportharmfulcontent.com>
- Parents Info: [www.parentinfo.org](http://www.parentinfo.org)
- Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- NSPCC/ Net Aware: [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety) and [www.net-aware.org.uk](http://www.net-aware.org.uk)
- Get safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)
- Stop it Now!: [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)

### **Radicalisation and hate**

- Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)
- Counter Terrorism Internet Referral Unit: [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)
- True Vision: [www.report-it.org.uk](http://www.report-it.org.uk)

# **Coronavirus Policy (COVID-19)**

## **Tiny Tigers Pre School**

### **Introduction**

This policy applies to all employees and service users including parents, children and third party users, social care, police and fire rescue services and any other person wishing to gain reasonable access to the setting (this list is not exhaustive of all users defined).

### **Purpose of the Policy**

To protect all employees and service users of Tiny Tigers pre school, including parents and children, from encountering Coronavirus (COVID-19).

To maintain the minimum level of staff needed to continue to provide early years education service and to meet the welfare and care needs of the children who attend the setting.

To ensure that the prevention of the spread of Coronavirus (COVID-19) remains at a minimum risk.

### **Infection prevention and system of controls**

Keeping children and staff safe is our utmost priority. This section sets out the public health advice that early years settings must follow to minimise the risks of coronavirus (COVID-19) transmission. This guidance has been developed with advice from Public Health England (PHE).

The public health advice in this guidance makes up a PHE-endorsed 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced for children and staff.

The 'system of controls' provides a set of principles that when followed will effectively minimise risks.

### **System of controls**

This is the set of actions we will take. They are grouped into 'prevention' and 'response to any infection'.

### **Prevention**

- 1) Minimise contact with individuals who are unwell by ensuring that those who have [coronavirus \(COVID-19\) symptoms](#), or who have someone in their household who does, do not attend settings.
- 2) Use of face coverings where necessary (eg. If a child or adult within the setting displays any symptoms of coronavirus)
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- 6) Minimise contact between groups where possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

### **Response to any infection**

- 8) Engage with the NHS Test and Trace process.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the setting community.
- 10) Contain any outbreak by following local health protection team advice.
- 11) Notify Ofsted.

### **System of controls: prevention**

#### **1. Minimise contact with individuals who are unwell by ensuring that those who have [coronavirus \(COVID-19\) symptoms](#), or who have someone in their household who does, do not attend settings**

Ensure children, staff and other adults do not come into our setting if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days and anyone developing those symptoms during the day is sent home. These are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19).

If anyone in our setting becomes unwell with a new, persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia):



- they must be sent home and advised to follow [COVID-19 guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), which sets out that they must self-isolate for at least 10 days
- they should [arrange to have a test](#) to see if they have coronavirus (COVID-19)
- other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms
- if a child is awaiting collection:
  - we will move them to an area which is at least 2 metres away from other people
  - if they need to go to the bathroom while waiting to be collected, the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else
  - PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) guidance](#)
- as is usual practice, in an emergency situation call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital
- any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace
- everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings outside the home](#) guidance

## Pre School Closure

At anytime that it is felt necessary to prevent the spread of Coronavirus (COVID-19) and to ensure the health and safety welfare of all employees, children and parents of Tiny Tigers Pre School will continually monitor the risk factor of keeping the setting open as a viable option, and may so at any time, revert to a closed status, with no children permitted on site, to a partially closed status, where setting places may well be limited to, but not excluding, vulnerability, age, need of care, critical key worker status of parents, special educational needs (SEND), children whom have an EHCP plan in place, children in care, children who have a social worker allocated to them already.

## Monitoring

Tiny Tigers is closely monitoring and gathering information from the Department of Health England, The Department of Education, our Local Authority (KCC) and all guidelines delivered and updated through official government sources constantly to ensure that we have the most up to date information and work place practises concern the spread and containment of the Coronavirus (COVID-19).

This includes all training and delivery methods to all employees, and any other third party associated with the running or participation with Tiny Tigers.

Tiny Tigers reserves the right to make all changes to this document to uphold guidance of safe working practises and delivery methods for the early years education sector.

## **General**

- Employees are always advised to practise strict hygiene and cleanliness procedures.
- All employees have undertaken online prevent COVID-19 training.
- Employees must wash their hands at regular intervals for a minimum of 20 seconds using soap and warm water.
- Employees are advised to cough or sneeze into a tissue and are then to always wash their hands afterwards.
- Employees are advised to avoid contact with other adults, such as handshakes and are to maintain a social distance of 2 meters (6ft)
- Employees are to avoid touching their eyes, nose, and face whilst on the premises and whilst children are in their care.
- Employees must wash all their uniform/clothing before entering the premises for their next shift. This must include the cleaning of all appropriate footwear.
- Employees will have access to a test if they display symptoms of coronavirus in line with government guidance.
- At the end of each day, all employees must steam clean and sanitise all surfaces, toys, fabrics, toileting areas, outdoor areas and equipment, ready for the following days usage, this includes all outside toys to be stored away in secure storage containers at the end of every working day and before weekend/holiday period closures or closures for health and safety measures.
- Only disposable towels, will be permitted for use whilst on the premises.
- No prams, scooters, bikes, or any other items are to be left at the setting at any time.
- Please be aware that your children will meet both staff members and other children attending the setting during the session times. Children of the early years age group will inevitably want to hug and touch others through play or when needing comfort. Therefore it is vital that not only we will adhere to best practise hygiene policies throughout the day, but that parents can also support this by changing their children into different clothing when they return home and placing that days clothing in the wash. If your child needs comfort, our staff will comfort them and will do their absolute best to make sure that all their social, emotional and wellbeing is met whilst in attendance at Tiny Tigers.
- We ask that at all times, you respect Our Lady of Hartley Primary School, with any social distancing measures that they may have in place outside, and that you adhere to those wishes also.

## **Transport**

- Wherever possible staff and parents should travel to pre-school alone, using their own transport.
- If staff or parents use public transport, current guidance on the use of public transport must be followed

## **Hygiene on Arrival**

- Parents will be given an allocated time slot to drop off their child to allow for social distancing to be maintained. Only one parent of the child may collect the child and one other, in case of work commitments/emergencies. This will reduce the social contact to help keep the welfare and safety of our staff a top priority
- Please ensure your child goes to the toilet or has a clean nappy before they come to pre-school. This is to ensure minimal intimate care for our staff.
- Please ensure your child washes their hands thoroughly before coming to pre school. It would be good to practise good handwashing with your child before they return to pre-school.
- Where possible please drop children off at the gate outside the pre-school where a member of staff will greet your child and lead into the classroom.
- Your child will be taken to hang up their belongings and then wash their hands before entering the classroom.
- Where it is not possible to leave your child at the gate, only one parent will be permitted in our outdoor play area when dropping off and collecting children.
- Parents are not permitted to bring in any items from home, this includes toys. If you require an urgent need for a specific item which is conducive to your child attending the setting, then this must be discussed with the settings manager and agreed upon before an item comes onto the premises. All clothing that the children attend in must have been washed prior to the day of your arrival. A spare set of clean clothing should be sent in your child's bag.

## **Hygiene during the day**

- If upon arrival, your child is displaying a temperature of 37.8 degrees, has a new cough, looks generally unwell or is displaying any other signs associated with coronavirus (COVID-19) then your child will be excluded for a period of 14 days for self-isolation following the Department of Health England and the governments guidelines at present. You will be given a date of when your child can attend again. Your child must not attend the setting before this date has expired. This will then help to control the spread of the virus within our setting. Should your child get tested during this time period, and a negative test comes back before the expiration of the allotted time, then providing you consent to give a copy of this for insurance purposes, your child may then attend sooner.
- Children will be actively encouraged to wash their hands after every activity or after playing in a specific area. We will use water and hand soap for this with a minimum wash time of 20 seconds per child, demonstrating good modelling behaviours for the children to see best practise when doing this. After an activity/toy playing session has ended, all equipment/toys shall be cleaned after every use.

- Should you or an adult present with symptoms within your household, then you have a duty of care to inform the setting at your first available opportunity and without unreasonable delay.
- Should a child become unwell with a new, continuous cough, high temperature or loss of taste or smell whilst at pre-school, they will be sent home and advised to follow the COVID 19 guidance. Children will be moved to a separate area at least 2 metres away from all other children where they can be isolated with a member of staff until they are collected. PPE should be worn by the member of staff.
- All employees will have a designated area to hang belongings, along with a lockable area for high value goods such as purses, phones etc. Staff leave all belongings at their own risk whilst on the premises and Tiny Tigers Pre School accept no liability for loss or damage currently.
- Staff are only permitted to bring one small bag, if necessary and a coat. No other items from home shall be permitted in the setting during this time.
- Both the kitchen and toileting/nappy changing areas will be regularly cleaned and sanitised during the day by all employees.

## Hygiene upon leaving

- Parents/or designated carer's must only arrive to collect their child at the allocated time given.
- Children are requested to leave their bags at the setting. **We will notify you when the bags need re filling with nappies, wipes, spare clothes etc.**
- All parents must adhere to social distancing on collection.
- If your child comes home in spare clothing from the setting. Please can you ensure that this is washed and returned to the setting upon your child's next attend session.
- Once your child has been collected, please leave the premises by following the route laid out in front of you. Please do not remain outside of the building for any other reason.
- If you require to talk to the staff regarding your child or have any issues you wish to discuss, a telephone consultation will be arranged for you via dojo.
- If you are required to sign an accident/incident form from an occurrence that may have happened that day, a staff member will bring you the relevant form when you collect your child.
- All children will be walked individually down the steps with a member of staff to our allocated area outside the school office with their belongings and will be ready to go immediately. Please bear in mind the social distancing rule of two meters in-between groups of people from outside of your household and to exit swiftly from the setting to maintain other parent's rights to accessing the setting at their allocated times also. This will also help to minimise contact for all visitors of the setting.
- Arrival procedure  
Our Lady of Hartley primary school will be introducing a staggered drop off and collection times so parents can adhere to social distancing. Therefore our drop off time will be between **9.00am and 9.05am**. Each child will be allocated a drop off and pick up time. Where possible we advise that children are dropped off at the gate whereby a member of staff will greet your

child and take them into the classroom. Where this is not possible, one parent may take your child into the pre school outdoor area.

- Children will be encouraged to learn and practise good hygiene habits through games, songs and repetition.
- Soft toys and dressing up clothing will be removed from the setting.
- We will ensure sufficient hand washing facilities are available.
- Regular cleaning of surfaces and equipment including, toys, books, sinks, toilets, light switches etc.
- Ensure that all adults and children frequently wash their hands with soap and water for a minimum of 20 seconds and dry thoroughly.
- Children clean their hands on arriving at the setting, before and after eating and after sneezing or coughing.
- Children will be encouraged not to touch their mouth, eyes and nose.
- use a tissue or elbow to cough or sneeze and use bins for tissue waste
- Tissue stations will be set up and tissue bins will be emptied regularly throughout the day
- where possible the classroom will be well ventilated (opening windows)
- children will be encouraged to play in our outdoor area and forest school as much as possible.

**POLICY UPDATED SEPTEMBER 29<sup>TH</sup> 2020**