



Policies & Procedures

Child Protection /Safeguarding

The Designated Safeguarding Person for child protection is: **Miss Rebecca Young**

Our Senior Designated Safeguarding Person who oversees the above is: **Miss Laura Coull**

Staff will be alert to any issues for concern in the child's life at home or elsewhere. All action will be taken in line with the following local and national legislation/guidance:

- The Berkshire Local Safeguarding Adults & children Board
<http://berks.proceduresonline.com/index.htm>
- The Statutory Framework for the Early Years Foundation Stage - Safeguarding and Welfare Requirements 2012
- The Adults & children Act 2004 and 2006
- "Working Together to Safeguard Adults & children" 2013
- "What to Do If You're Worried a Child is Being Abused" 2006

Our Child Protection policy applies to all staff working in the Young Imagination.

The Designated Safeguarding Person Role

The designated person will take lead responsibility for safeguarding adults & children, ensuring that all policies and procedures are implemented and known by all staff. They will liaise with local children's services agencies, and with the Local Safeguarding children's Board. They will provide support, advice and guidance to other staff on an on-going basis, and on any specific safeguarding issue as required.

Responding to suspicions of abuse

Young Imagination is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2006).



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Signs and symptoms of possible abuse may include:

Physical Abuse

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries
- Admission of punishment which appears excessive
- Fear of parents being contacted
- Bald patches in the head
- Withdrawal from physical contact
- Arms and legs kept covered in hot weather
- Fear of returning home
- Fear of medical help
- Self-destructive tendencies
- Aggression towards others

Failure to Thrive

- Child's weight falling below expected centile
- Height often falling below centile
- Skin dry and pale
- Hair thin and straw like
- Lack of energy, listless
- May drink a lot of juice
- Refuses food
- Vomiting and diarrhoea
- Failure to meet milestone of development
- Lack of concentration
- Behavioural problems

Neglect

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing



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Emaciation

Frequent lateness or non-attendance

Untreated medical problems

Destructive tendencies

Low self-esteem

Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)

No social relationships

Compulsive stealing or scavenging

Emotional Abuse

Physical, mental and developmental lags

Admission of punishment which appears excessive

Over-reaction to mistakes

Sudden speech disorders

Fear of new situations

Inappropriate emotional responses to painful situations

Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)

Self-mutilation

Fear of parents being contacted

Compulsive stealing

Sexual Abuse

Fearful about certain people like relatives or friends

Not allowed to have friends around

Soreness/bleeding in the genital or anal areas or in the throat

Finding excuses not to go home or to a particular place

Having recurring nightmares/afraid of the dark

Unable to concentrate, seem to be in a world of their own

Chronic ailments such as stomach pains and headaches

Sexually abuses or shows inappropriate sexual behaviour towards a sibling or friend

Exhibits a sudden change in attitudes at school

Appears withdrawn, isolated, or excessively worried

Demonstrates outbursts of anger or irritability



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Procedures for when a child goes missing

Children's safety is our highest priority. Every attempt is made, through the implementation of the policies to ensure the safety and security of the children is maintained.

In the unlikely event of a child going missing from a Young Imagination supported activity the following procedure will be carried out:

Child missing on the premises

- As soon as the child is noted as missing, the staff member alerts the manager.
- The manager delegates a staff member to check the register to ensure no other child has gone astray, and another to carry out a thorough search of the building and surrounding area ensuring that the other children are safe and not put at any risk
- Doors and gates are checked to ensure there has been no breach of security
- The manager or staff member in charge should contact the police and inform them of the circumstances concerning the child. The police will be able to advise the manager or staff member in charge of what action to take.
- The parents are called and informed.
- The manager speaks to the staff to find out where the child was last seen and this is recorded.
- A full investigation is carried out.

We aim to provide a high-quality organisation which is welcoming, safe and stimulating, and where children and young people can enjoy learning and grow in confidence. We will take all necessary steps to keep children safe and well and ensure the suitability of adults who have contact with them. We will promote good health, manage behaviour and maintain records, policies and procedures.

Procedures for Referral

Where we believe that a child in our care, or that is known to us, may be affected by any of these factors, we follow the procedures below for reporting child protection concerns.

- Where such evidence is apparent, the member of staff makes a dated record of the details of the concern and discusses what to do with the Senior Designated person, or if unavailable the acting designated person. The information is stored in the children's file.



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- A telephone referral will be confirmed in writing using the Multi-Agency Referral within 24 hours.
- Permission for the referral will be sought from the parent/guardian, unless to do so may place the child at increased risk of significant harm, in which case advice should be sought from the referral team.
- If a child discloses physical or sexual abuse, where the alleged abuser is either a family member or someone resident within the household, the Referral Team will be consulted before informing parents.

Late collection

- **Creche session:** If a parent/guardians fails to collect within 1hour 55minutes as per agreement then an additional charge of £1.00 per minute will be charged on arrival.

Record Keeping

- Any member of staff receiving a disclosure of abuse, or noticing possible abuse, will make an accurate record as soon as possible, noting what was said or seen, putting the event into context, and giving the date, time and location.
- All records must be dated and signed and discussed with the designated person for child protection. All hand-written records will be retained, even if they are subsequently typed up in a more formal report. Written records of concerns about children will be kept, even where there is no need to make a referral immediately.
- All records relating to child protection concerns will be kept in a secure place and will remain confidential.
- Other policies which should be read in conjunction with the child protection policy include:

Disclosures

If a child discloses abuse, it is important to respond appropriately:

- Listen to the child and avoid interrupting except to clarify.
- Allow the child to make the disclosure at their own pace and in their own way.
- Do not interrogate the child. It is alright to ask for clarification, but leading questions should not be asked. The interviewing of children must be undertaken by trained Social workers or Police Officers.
- Do not make any promises to the child about not passing on the information - the child needs to know that you have to talk to someone who will be able to help them.



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- Record the information as accurately as you can, including the timing, Young Imagination and those present, as well as what was said. Do not exaggerate or embellish what you have heard in any way.
- Inform the Designated Safeguarding Person at the earliest opportunity (within the same working day).

Following a disclosure of abuse, adults & children will be supported in the organisation by their staff member. We will work closely with other agencies in implementing the actions of a child protection plan designed to support and protect the child. We will attend all child protection conferences, core groups and strategy meetings to support the child and family as necessary.

Alleged Abuse by Staff

Staff/volunteers will report an allegation about a member of staff immediately to the Manager, or person in charge, unless the Manager is the subject of the allegation. The Manager will contact the Local Authority Designated Officer (LADO)

Where the allegation is against the Manager, the member of staff/volunteer will contact the LADO.

The LADO will advise on the appropriate action to be taken.

An allegation must not be discussed with the alleged perpetrator or other members of staff, unless advised to do so by a LADO.

In exceptional circumstances it may be necessary to protect the child, by contacting the police, before contacting the LADO. The Young Imagination will make a referral to the Disclosure and Barring Service, if at the end of the allegation process, a member of staff or volunteer is removed from their position, or if they leave while under investigation for allegedly causing harm or posing a risk of harm to children.

If staff believe that the manager has not treated an allegation appropriately, they should contact the LADO

All staff will read and sign to say they have read and understand the Young Imaginations.



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Protecting adults & children at risk of Radicalisation (Prevent Duty)

It is the Young Imagination's duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the **Prevent duty**. All staff undertake training to ensure they understand what extremism and radicalisation is and who may be at risk.

Camera and Mobile Phone policy

Acceptable Use of Mobile Phones & Camera Policy

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Mobile Phones

Staff

All staff must ensure that their mobile telephones are left inside the locked cupboard.

Mobile phone calls may only be taken when the staff member is on their break. If staff have a personal emergency, they are free to use the setting's phone or make a personal call from their mobile.

If a member of staff is waiting for an emergency personal call, then their phone may be left with the manager, who with permission, will answer and then notify the member of staff.

Staff will need to ensure that they/the manager has up to date contact information and that they make their families, adults/careers, adults & children's schools, etc., aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

Parents

We are happy for you to take photographs of your child during class and capture these precious moments. In compliance with our safeguarding and GDPR policies, you may take photographs of yourself and your own child and must respect other families not wanting to be shot. If another family raises concerns that their child may be in a photographs without their consent you will be asked to delete the image.



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We may ask to take photographs during class, this will be to use on social media, our website and ant promotional work we create. If you do not feel comfortable having yourself and/or your child in any photos please advise a member of staff.

Concerns will be taken seriously, logged and investigated appropriately, in line with our Safeguarding Policy.

Cameras

Photographs are taken for the purpose of recording a child/adult or group of adults & children participating in activities or celebrating their achievements and are an effective form of recording their progression. They may also be used on our Facebook page and/or by the local press with permission from the parents/careers

However, it is essential that photographs are taken and stored appropriately to safeguard those in our care.

Only the designated setting's cameras are to be used to take any photos within the setting.

Images taken on these cameras must be deemed suitable without putting the children in any compromising positions that could cause embarrassment or distress. They should be downloaded on site as soon as possible; ideally once a week, then deleted.

Under no circumstances must cameras of any kind be taken into the toilet or changing areas.

Compliments, feedback, concerns and complaints

Within the setting, we welcome feedback from all parents, careers, staff and adults & children, so they can express their views on the service we provide. We welcome any suggestions on how to improve our organisation. This could be through verbal dialogue or Facebook feedback. This will enable us to continually review the service we provide. We anticipate that most concerns will be resolved quickly, by an informal approach with the appropriate member of staff. However, if this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of the Young Imagination to a satisfactory conclusion for all the parties involved.



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Making a complaint

Step 1

- Any parent or guardian has a concern about any aspect of Young Imagination's provision is able to discuss this with a member of staff or the manager.
- Most concerns should be resolved amicably and informally at this stage.

Step 2

- If the parent or career does not feel a satisfactory outcome has been achieved or if the problem recurs, the parent or guardian moves to this stage of the procedure by putting the complaint or concern in writing.
- Young Imagination stores all information relating to written complaints in the complaints folder.
- When the investigation into the complaint is completed, the manager meets with the complainant to discuss the outcome.
- Complainants are informed of the outcome to the investigation within 28 days of making the complaint.

If we receive a complaint/concern where we deem a child appears to be or may have been at risk, we will contact and follow the Berkshire Local Safeguarding Adults & children's Board procedures, outlined in our Safeguarding policy. This will mean we will make a referral to the Local Authority Designated Officer (LADO).

Records

- A record of complaints in relation to Young Imagination Ltd, is kept for at least three years. This includes the date, the circumstances of the complaint and how the complaint was managed.
- Any records of complaints are recorded along with their outcome and can be found in our complaints folder.

Accident, illness and emergency procedures

The welfare of the adults & children in our care is paramount.



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Temperature checks for staff and Visitors. You may be asked to have your temperature checked on arrival using a non contact infra- red thermometer. If you are displaying sign of high fever which is 37.8 degrees Celsius or higher then we will refund your admission fee or rearrange your visit for a future date.

Do not visit Young Imagination Ltd should you, or anyone in your party, feels unwell or have any symptoms of any illness such as coronavirus, vomiting and sickness etc.

Please ensure to wear your face covering, as per the Government guidelines upon the day of your visit.

We offer sessions of play, which gives us 30minutes between sessions to clean and sanitise the area. We also have a professional cleaner who comes in every evening.

Maintain Social Distancing between yourselves, other guests, and where possible staff.

Cough and sneeze into a tissue ,or your elbow. Dispose of any tissues directly into the bins provided.

Wash your hands regularly. We have hand sanitiser stations. Additionally, sanitising wipes are distributed throughout the premises for customers use. If we feel a child is too unwell to attend our Creche session we will contact the parent to collect the child. Young Imagination will only send home a child if they have evidence that the child is unwell or has a contagious condition.

The Management will only allow a child back to attend when they are fully satisfied that the child has returned to good health.

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 for the reporting of accidents and incidents.

If a minor accident occurs that does not require hospital treatment the following action will be taken:

- ◆ A member of staff with relevant first aid training will assess the injury. If necessary, the manager may be asked for advice.
- ◆ The appropriate first aid will be given. The member of staff will wear protective clothing and gloves.
- ◆ A report of the accident will be placed in the accident file.



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- ◆ The child will be monitored closely for the rest of the day.
- ◆ Creche session: The staff member will inform the parent either by phone or when the child is collected. The parent will be asked to sign this and given a copy of the accident report if they wish.
- ◆ The accident file is reviewed at least half termly to identify any potential or actual hazards.

In the event of a child requiring medical treatment due to an accident or illness whilst at the activity or club the following action will be taken:

- ◆ The parent/guardian will be contacted immediately along with the emergency services.
- ◆ If the parent cannot be contacted a senior member of staff will accompany the child to the hospital ensuring they take the child's relevant details with them. The parent will be advised to meet at the hospital when contacted.
- ◆ The member of staff will remain at the hospital until the parent arrives making sure the child is as comfortable as possible.
- ◆ A report of the accident will be placed in the accident file and a copy kept in the child's file. The parent will be asked to sign this and given a copy of the accident.

Individual medical conditions

If a child has a medical condition i.e. epilepsy, a risk assessment and care plan will be devised to provide the best possible care for the child. The action plan will specify exactly what procedures, which need to be followed in the event of an incident.

Reporting accidents and incidents

- The relevant governing body is notified as soon as possible, but at least within 14 days, of any instances which involve:
 - Food poisoning affecting two or more children looked after on the premises;
 - A serious accident or injury to, or serious illness of, or child in our care including the action that was taken in response;
 - The death of a child in our care.
- The local child protection agencies are informed of any serious injuries or accidents to a child, or the death of a child whilst in our care and we will act on any advice given.
- Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.



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SEND Policy (Special Educational Needs & Disabilities)

Statement

The setting is an inclusive setting providing care for children whatever their individual needs. We provide an environment in which all children are supported to reach their full potential.

- We have regards for the Special Educational Needs and Disability Code of Practice (2014) also working in accordance to the Disability Discrimination Act 1995 and the amendments in 1999.
- We ensure our provision is inclusive to all a with special educational needs.
- We support parents & children with special needs, working closely to create and maintain a positive partnership.
- We identify the specific needs of children with special needs and meet those needs through a range of SEN strategies.
- We work in partnership with parents and other professionals in meeting individual needs.
- We monitor and review our policy, practice, provision and make adjustments where necessary.

Young Imagination's designated Special Educational Needs Co-ordinator (SENCO) Officer:

Laura Coull

Administering prescribed medicines

Within the setting we will agree to administer medication as part of maintaining children's health and well-being or when they are recovering from an illness.

We will administer medicine in accordance with the following procedures:

- ◆ The parent completes and signs the medical consent form for prescribed medication stating dosage and times to be administered. This medication must be in its original container/packaging, clearly labelled by the chemist with the child's name, the dosage and times the medicine must be taken. If the member of staff is not satisfied that the



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medicine is prescribed to the child, they will refuse to administer it. This is to avoid any child taking someone else's medicine by mistake.

- ◆ All medicine is kept securely away and out of the reach of children.
- ◆ All medicine received will be logged in by a member of staff using the appropriate form which the parent will be required to sign. The medicine will be administered by a member of staff with the relevant first aid training and where possible witnessed by another person who can offer comfort to the adult/child. They will then both sign the appropriate form. The medication will then be signed out when given back to the parent. The medication files will be kept in the setting at all times.

If a child has an ongoing condition that requires regular medication, then an individual medical plan will be devised.

Administering non-prescribed medication

Non-prescribed medication will not be administered within this setting.

Behaviour policy

Statement

As children develop, they learn about boundaries, the difference between right and wrong, and to consider the views and feelings, and needs and rights, of others and the impact that their behaviour has on people, places and objects. The development of these skills requires guidance to help encourage and model appropriate behaviours and to offer intervention and support when children struggle with conflict and emotional situations. In these types of situations staff can help identify and address triggers for the behaviour and help reflect, regulate and manage their actions.

Procedures

In order to manage children's behavior in an appropriate way we will:

- attend relevant training to help understand and guide appropriate models of behaviour;
- implement the setting's behaviour procedures.



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- have the necessary skills to support other staff with behaviour issues and to access expert advice, if necessary;
- ensure all staff complete the Promoting Positive Behaviour programme.

We aim to work with parents/adults to support children's behaviour in a positive way and discuss any concerns, which may arise.

Initial intervention approach

We use an initial problem-solving intervention for all situations in which an adult, child or adults & children are distressed or in conflict. All staff use this intervention consistently. This type of approach involves a staff member approaching the situation calmly, stopping any hurtful actions, acknowledging the feelings of those involved, gathering information, restating the issue to help those involved reflect, regain control of the situation and resolve the situation themselves. High Scope's Conflict Resolution process provides this type of approach but equally any other similar method would be suitable. Periodically the effectiveness of the approach will be checked.

Focused intervention approach

The reasons for some types of behavior are not always apparent, despite the knowledge and input from key staff and parents. Where we have considered all possible reasons, then a focused intervention approach should then be applied. This approach allows the key person to observe, reflect, and identify causes and functions of unwanted behavior in the wider context of other known influences on the child.

We follow the ABC method which uses key observations to identify a) an event or activity (antecedent) that occurred immediately before a particular behavior, b) what behavior was observed and recorded at the time of the incident, and c) what the consequences were following the behavior. Once analyzed, the focused intervention should help determine the cause (e.g. ownership of a toy or fear of a situation) and function of the behavior (to obtain the toy or avoid a situation) and suitable support will be applied.

Use of rewards and sanctions

All children need consistent messages, clear boundaries and guidance to intrinsically manage their behavior through self-reflection and control.

Rewards such as excessive praise and stickers may provide an immediate change in the behavior but will not teach adults & children how to act when a 'prize' is not being given or provide the child with the skills to manage situations and their emotions. Instead, a child is



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taught how to be 'compliant' and respond to meet adult's own expectations in order to obtain a reward (or for fear of a sanction).

Children should never be labelled, criticized, humiliated, punished, shouted at or isolated by removing them from the group and left alone in 'time out' or on a 'naughty chair'. However, if necessary adults & children can be accompanied and removed from the group in order to calm down and if appropriate helped to reflect on what has happened.

Use of physical intervention

The term physical intervention is used to describe any forceful physical contact by an adult to a child such as grabbing, pulling, dragging, or any form of restraint of a child such as holding down. Where a child is upset or angry, staff will speak to them calmly, encouraging them to vent their frustration in other ways by diverting the child's attention.

Staff should not use physical intervention - or the threat of physical intervention, to manage behavior, unless it is necessary to use "reasonable force in order to prevent those from injuring themselves or others or damage of property" (EYFS 2014).

If "reasonable force" has been used for any of the reasons shown above, parents/careers are to be informed on the same day that it occurs. The intervention will be recorded as soon as possible within the file, which states clearly when and how parents/careers were informed.

Corporal (physical) punishment of any kind should never be used or threatened, which could adversely affect a child's well-being.



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Equal Opportunities policy

Statement

The Young Imagination is committed to providing a service that is fully inclusive in meeting the needs of all children. We recognise children and their families come from diverse backgrounds. All families have needs and values that arise from their individual, social, economic, ethnic, cultural or religious backgrounds and situations. (Equality Act 2010)

As children grow up in diverse family structures, there are many factors that may affect their well-being and impact on their learning and development. Therefore, we are committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families, through;

- Providing a secure and accessible environment in which all children can flourish and in which all contributions are considered and valued.
- Include and value the contribution of all families to our understanding of equality and diversity.
- Provide positive non-stereotyping information about gender roles, diverse family structures, ethnic and cultural groups and disabled people.

Learning

Within the Young Imagination, the learning opportunities offered, encourage the children to develop positive attitudes about themselves, as well as people who are different from themselves. It encourages the everyone to empathies with others and to begin the skills of critical thinking.

We do this by:

- Making children feel valued and good about themselves.
- Ensuring that children have equality of access to learning. Children of both genders are encouraged to freely choose activities.
- Through topics and stories, the children will learn all about different family structures.



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- Children are encouraged to share their experiences and respect the experiences of others.
- The Young Imagination supports children to develop and learn at their own rate and extra help is given where needed.
- Making adjustments to the environment and resources, where necessary, to accommodate a wide range of learning, physical and sensory impairments
- Creating an environment of mutual respect and tolerance.
- Differentiating the curriculum to meet children's individual needs and ensuring that it is fully inclusive.
- Helping children to understand that discriminatory behaviour and remarks are hurtful and unacceptable.
- Ensuring that children who are learning English as an additional language have full access to the learning and development and are supported.

Our staff

Children learn to appreciate the diverse community they live in and respect disabilities, religions, race and culture by the examples set by our staff. We employ both male and female practitioners whose duties are not gender based.

The Young Imagination is an equal opportunities employer and our staff team reflects our diverse community.

The Young Imagination will actively challenge all forms of discrimination or harassment by using our disciplinary procedures.



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British Values & Prevent

The fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are embedded in the 2014 Early Years Foundation Stage. The Counter Terrorism and Security Act 2015 places a duty on early years providers 'to have due regard to the need to prevent people from being drawn into terrorism' (**The Prevent duty**).

We do this by:

- Encouraging children to see their role in the bigger picture, encouraging children to know their views count, value each other's views and values and talk about their feelings.
- Staff support decisions that children make and provide activities that involve turn-taking, sharing and collaboration. Children are given the opportunity to develop enquiring minds where questions are valued.
- Staff ensure that children understand their own and other's behaviour and its consequences and learn right from wrong and rules are discussed and agreed between staff and children and understood by all.
- Staff encourage children to develop a positive sense of themselves, giving them opportunities to develop their self-knowledge, self-esteem and increase their confidence in their own abilities.
- Staff encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions.
- The manager and staff create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued, and children are engaged with the wider community.
- Children acquire a tolerance and appreciate of and respect for their own and other cultures, know about similarities and differences between themselves and others and among families, faiths, communities, cultures and traditions and share and discuss practices, celebrations and experiences.
- Staff encourage and explain the importance of tolerant behaviours such as sharing and respecting other's opinions.
- Staff promote diverse attitudes and challenge stereotypes.



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Self Employed Staff

As a company we have the right to use self-employed staff members/care staff.

- Each self-employed staff member/carer will be assigned work when it becomes available.
- A self-employed staff member/carer has the right to refuse work.
- Wherever possible the hours of work will be flexible.
- It is the responsibility of the self-employed person to register with Her Majesty's Revenue and Customs (HMRC).
- It is the responsibility of the self-employed person to forward us clear and concise monthly invoices.
- Any work that is cancelled by the client within 24 hours of commencement, will not be paid.
- Young Imagination Care will carry out an audit of hours worked, to ensure all packages of care are being met. If there is a discrepancy, in hours, this will be raised with the individual self-employed staff member/carer.

Young Imagination aims is to always provide quality care.



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Health and Safety Policy

Statement

The Young Imagination is committed to ensure the health, safety and welfare of all children and employees and visitors using our Young Imagination. We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimize the hazards and risks to enable the children to thrive in a healthy and safe environment.

We ensure we familiarize ourselves with the health and Safety of each place we visit, completing a risk assessment to achieve this we will actively work towards the following objectives:

- To establish and maintain a safe and healthy environment throughout out the organisation subject to location.
- To establish and maintain procedures for when a child is taken ill in the Young Imagination i.e. notifying the parents, medical professionals if necessary. Operating an exclusion system for illnesses that may be contracted by others and when needed notify local authorities of a contracted disease.
- All employees will regularly update their First Aid training and will be made aware of appointed First Aiders.
- All employees are aware of the location of the First Aid boxes and their contents, which are regularly checked and upgraded when necessary.
- Parents will be made aware that it is their responsibility to inform the Young Imagination of any medical condition or allergy that the child may have and continue to update the Young Imagination on any information regarding this.
- Parents will be made aware that it is their responsibility to inform the Young Imagination if their child has developed any contagious disease/condition so other parents can be notified.
- To ensure the control of infection spreading and to promote good hygiene staff will wear protective gloves and clothing where appropriate.
- All employees of the Young Imagination will have regular food hygiene training in accordance with the Food Safety Act 1990.



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- The Young Imagination appreciates the importance of a clean and healthy environment and will ensure the highest standards of cleanliness are maintained.
- All children and employees will be encouraged to wash their hands after using the toilets or before handling food.
- Smoking is prohibited during work times.
- The Young Imagination considers it a prime duty to ensure the risks within the Young Imagination environment are minimised.
- The Young Imagination will ensure, clear access and exits, including fire exits, which will be clearly marked and report to the establishment any concerns.
- The Young Imagination will ensure their employees are familiar with the fire procedures when visiting an establishment.
- The Young Imagination will ensure safe working procedures are maintained.
- The Young Imagination will ensure the safe handling, use, storage and transportation of all articles and substances, which are a risk to health, in accordance with The Control of Substances Hazardous to Health Regulations (COSHH) 1988.
- The Young Imagination will provide information and supervision to enable all those working for or using the Young Imagination to avoid hazards.
- Health and Safety training will be provided, and all employees must ensure they gain access to and contribute in a positive manner to this training.
- All employees must be aware of the procedures to follow in the event of an accident.
- Children are encouraged in a positive manner not to run inside the Young Imagination unless involved in an activity that specifically requires them to do so.

Risk Assessments

To ensure the risks within the Young Imagination are minimised, regular risk assessments are carried out. A record of the risk assessments on buildings, sessions, activities and visits, clearly stating when they were carried out, by whom, date of review, and any action following.

We maintain lists of health and safety issues, which are checked before the session begins, as well as those that are checked on a weekly or termly basis.

Emergency evacuation

On hearing the fire alarm, the fire evacuation procedures will be followed. Staff will adhere to the fire procedures of the establishment.



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Upon evacuation all visitors, staff and children will leave via the fire exit door, down the stairs then once everyone is assembled outside a register is taken.

Suitable People/Safer Recruitment

We ensure that our staff and volunteers are appropriately qualified. We carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements. We will not allow people whose suitability has not been checked to have unsupervised contact with those being cared for. We ensure that staff working with children are suitable to fulfil the requirements of their roles.

Vetting and staff selection

- There will be a Safeguarding statement in all job advertisements and job descriptions, and we are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- Pre-employment ID checks are carried out as well as proof of qualifications.
- References will be requested prior to interview and will be from child/adult care related employment, not necessarily those referees provided by the applicant.
- Any gaps in employment history or unaccounted for periods of time will be fully investigated.
- All positions are subject to a probationary period of no less than three months.
- Applicants for any positions are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- All staff will have enhanced Disclosure and Barring Service checks prior to commencing work, to ensure that no disqualified person or unsuitable person works at The Young Imagination.
- We work towards offering equal opportunities by using non-discriminatory procedures for staff recruitment and selection.
- We check the suitability of staff who will have unsupervised access to children. This will include obtaining references, where we will fully investigate any gaps in employment history or unaccounted for periods of time and ensuring they have a satisfactory enhanced criminal records check with barred list(s) through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.



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- All staff are informed that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the Young Imagination).
- We ask that all staff keep their DBS check up-to-date by subscribing to the DBS Update Service throughout the duration of their employment with us. We obtain consent from our staff to carry out on-going status checks of the Update Service to establish that their DBS certificate is up-to-date.
- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.
- Where we become aware that an employee is living in the same household as another person who has been disqualified, or living in the same household where another person who has been disqualified is employed, we will inform the relevant agency as soon as reasonably possible, but at latest within 14 days of becoming aware of the information, with: -
 - ❖ Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006.
 - ❖ The date of the order, determination or conviction, or the date when the other ground for disqualification arose.
 - ❖ The body or court which made the order, determination or conviction, and the sentence (if any) imposed.
 - ❖ A certified copy of the relevant order (in relation to an order or conviction).
- We will ensure that staff working are suitable to fulfil the requirements of their roles. We keep records relating to the employment of staff; in particular those demonstrating that suitability checks have been carried out, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate.

Staff Training, Support and Supervision

We ensure staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too. Training will enable staff to identify signs of possible



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abuse and neglect at the earliest opportunity, and to respond in a timely manner and appropriate way.

- All staff will receive induction training to help them understand their roles and responsibilities. Induction training will include, as a minimum, information about emergency evacuation procedures, safeguarding, child protection, the provider's equality policy, and health and safety issues.
- The Senior Designated Person, along with senior staff will attend level 2 training in child protection; this will be refreshed every 2 years.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- At least one person who has a current relevant first aid certificate will be on the premises at all times when children are present and will accompany them on outings.
- We will ensure that staff are working within the required ratio requirement
- All staff are required to have a sufficient understanding and use of English to ensure the well-being of children in their care.

Parental Involvement

Young Imagination is committed to helping parents/carers understand its responsibility for the welfare of all children. Parents/carers can access the Safeguarding Policy on request. Parents will be made aware of the policy during their induction meeting and will sign a statement to say they understand the Young Imagination's child protection responsibilities.

The premises

Anyone who is not known to us will not be given entry at any of the setting's that we attend until they have been identified through the proper channels identified.

Whistle Blowing

Whilst working for the Young Imagination, if you see any bad practice then it is your duty as an employee to report this.

Please report any instances of bad practice to your supervisor. If you believe this is not appropriate or you believe that your supervisor has not taken you seriously, then go straight to a manager or director.

Examples of bad practice include:



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- General bad practice, i.e, not adhering to policies and procedures
- Someone behaving inappropriately towards a child
- Someone behaving inappropriately towards a member of staff
- Someone mistreating a child
- Someone mistreating company property
- Using inappropriate language
- Having inappropriate conversations

If you witness any of the above behavior and do nothing, then you are culpable and will be subject to disciplinary action.

We strongly encourage staff to report instances like the above, however, misuse for malicious reasons or personal gain will make you subject to disciplinary action.

Whistle Blowers are protected by law under The Public Interest Disclosure Act 1998, which prevents you from suffering any detriment or having your contract terminated. We take very seriously any concerns which you may raise under this legislation.

Valuing diversity and promoting inclusion and equality

Policy statement

We are committed to ensuring that our service is fully inclusive in meeting the needs of all children.

We recognise that children and their families come from a wide range of backgrounds with individual needs, beliefs and values. They may grow up in family structures that include one or two parents of the same or different sex. Children may have close links or live with extended families of grandparents, aunts, uncles and cousins; while other children may be more removed from close kin or may live with other relatives or foster careers. Some children come from families who experience social exclusion, severe hardship; discrimination



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and prejudice because of their ethnicity, disability and/or ability, the languages they speak, their religious or personal beliefs, their sexual orientation and marital status. Some individuals face discrimination linked to their gender and some women are discriminated against because of their pregnancy and maternity status. We understand that all these factors can affect the well-being of children within these families and may adversely impact on adults & children's learning, attainment and life outcomes.

We are committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all adults & children and families using our setting. We aim to:

- promote equality and value diversity within our service and foster good relations with the local community;
- actively include all families and value the positive contribution they make to our service;
- promote a positive non-stereotyping environment that promotes dignity, respect and understanding of difference in all forms;
- provide a secure and accessible environment in which every child feels safe and equally included;
- improve our knowledge and understanding of issues relating to anti-discriminatory practice,
- challenge and eliminate discriminatory actions on the basis of a protected characteristic as defined by the Equality Act (2010) namely:
 - age;
 - gender;
 - gender reassignment;
 - marital status;
 - pregnancy and maternity;



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- race;
 - disability;
 - sexual orientation; and
 - religion or belief.
- where possible, take positive action to benefit groups or individuals with protected characteristics who are disadvantaged, have a disproportional representation within the service or need different things from the service.

Procedures

Admissions

Our setting is open and accessible to all members of the community. We base our Admissions Policy on a fair system.

- Young Imagination is an inclusive service and will support children with a wide range of additional needs, if our risk assessment process means we can safely meet their needs to a high standard
- We do not discriminate against a child or their family in our service provision, including preventing their entry to our setting based on a protected characteristic as defined by the Equality Act (2010).
- We provide information in clear, concise language, whether in spoken or written form and provide information in other languages (where ever possible).
- We reflect the diversity of our community and wider society in our publicity and promotional materials.
- We provide information on our offer of provision for children with special educational needs and disabilities.



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- We ensure that all parents are made aware of our Valuing Diversity and Promoting Equality Policy.
- We make reasonable adjustments to ensure that disabled children can participate successfully in the services and in the curriculum offered by the setting.
- We ensure, wherever possible, that we have a balanced intake of boys and girls in the setting.
- We take action against any discriminatory, prejudice, harassing or victimising behavior by our staff, volunteers or parents whether by:
 - direct discrimination - someone is treated less favourably because of a protected characteristic e.g. preventing families of a specific ethnic group from using the service;
 - discrimination arising from a disability - someone is treated less favourably because of something connected with their disability e.g. a child with a visual impairment is excluded from an activity;
 - association - discriminating against someone who is associated with a person with a protected characteristic e.g. behaving unfavourably to someone who is married to a person from a different cultural background; or
 - perception - discrimination on the basis that it is thought someone has a protected characteristic e.g. making assumptions about someone's sexual orientation.
- We will not tolerate behavior from an adult who demonstrates dislike or prejudice towards individuals who are perceived to be from another country (xenophobia).
- Displaying of openly discriminatory xenophobic and possibly offensive or threatening materials, name calling, or threatening behavior are unacceptable on, or around, our premises and will be dealt with immediately and discreetly by asking the adult to stop using the unacceptable behavior and inviting them to read and to act in accordance with



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the relevant policy statement and procedure. Failure to comply may lead to the adult being excluded from the premises.

Employment

- We advertise posts and all applicants are judged against explicit and fair criteria.
- Applicants are welcome from all backgrounds and posts are open to all.
- We may use the exemption clauses in relevant legislation to enable the service to best meet the needs of the community.
- The applicant who best meets the criteria is offered the post, subject to references and suitability checks. This ensures fairness in the selection process.
- All our job descriptions include a commitment to promoting equality, and recognising and respecting diversity as part of their specifications.
- We monitor our application process to ensure that it is fair and accessible.

Training

- We seek out training opportunities for all staff to enable them to develop anti-discriminatory and inclusive practices.
- We ensure staff are confident and fully trained in administering relevant medicines on children when these are required.
- We review our practices to ensure that we are fully implementing our policy for Valuing Diversity and Promoting Equality.

We ensure that our practice is fully inclusive by:

- creating an environment of mutual respect and tolerance;
- modelling desirable behavior to children and helping children to understand that discriminatory behavior and remarks are hurtful and unacceptable;



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- avoiding use of stereotypes or derogatory images within our books or any other visual materials;

We will ensure that our environment is as accessible as possible for all children and service users.

We do this by:

- fully differentiating the environment, resources and curriculum to accommodate a wide range of learning, physical and sensory needs.

Monitoring and reviewing

- So that our policies and procedures remain effective, we monitor and review them annually to ensure we meet our overall aims to promote equality, inclusion and to value diversity.

We provide a complaints procedure and a complaints summary record for parents to see. we have regard to the Duty to eliminate discrimination, promote equality of opportunity, foster good relations between people who share a protected characteristic and those who do not.

Updated: 19/06/2021