



## Safeguarding Policy

### Mission

To safeguard and promote the welfare of all children under the care of Minibugs. This policy seeks to promote effective multi-agency working in line with the principles underpinning the Childrens Act 2004 and Working Together to Safeguard Children 2023 and aligns with the guidance set out by the relevant local authorities safeguarding procedures.

### Designated Safeguarding Lead

A member of the Nursery Management team will be designated to take lead responsibility for safeguarding children in each Minibugs nursery and be appointed the Designated Safeguarding Lead (DSL).

In every nursery the wider nursery management team will all be trained to take this lead role in the absence of the DSL. This will ensure there is always a competent, nominated DSL available at all times.

*Please refer to the relevant nurseries Safeguarding contacts appendix for safeguarding contacts within Minibugs.*

### Approach to Safeguarding

Minibugs is committed to safeguarding the welfare of children in our care and has stringent staff recruitment and training procedures, operational processes and record keeping requirements in place to support this.

Minibugs will work collaboratively and proactively with other agency professionals to ensure a coherent, united effort in addressing any safeguarding concerns as quickly as possible.

Minibugs Nurseries is clear that they are not the statutory authority for the conduct of enquiries into specific child protection concerns and will not investigate allegations of abuse or specific harm to children by any person, including members of staff, to avoid impeding any potential criminal investigation.

### Raising a concern about a child

Where there is a concern or allegation of harm to a child, it will be discussed with the DSL at the earliest opportunity. Initial contact with the DSL should be made face to face or via telephone, but not via email, to ensure that there is no delay in action taken.



Minibugs will seek advice and next steps from the relevant local authority's referral unit. This will be communicated to the adult with parental responsibility for the child in question, unless there are concerns that this would be detrimental to the safeguarding of the child.

### Raising a concern about a staff member

Where there is a concern or allegation of harm against a staff member, it will be discussed with the DSL at the earliest opportunity. Initial contact with the DSL should be made face to face or via telephone, but not via email, to ensure that there is no delay in action taken.

The DSL will seek advice, where appropriate, from the Local Authority Designated Officer (LADO) and will follow actions as set out by the LADO.

### Creating safe environments to reduce risk

Minibugs operate CCTV throughout all settings and have designed the layout of the nursery rooms to allow for playing and exploring with appropriate risk assessed resources in a safe environment, whilst under constant supervision.

No child is left alone with staff or volunteers in a one-to-one situation without being visible to others, although staff ensure dignity and appropriate privacy for children during toileting or nappy changing.

### Photography

Only electronic devices provided by the nursery can be used for taking photos and/or videos in line with strict procedures.

These devices must be locked in the office at the end of each day and are monitored by the Nursery Management team.

### Use of Images

All parent/carers will complete permission forms as part of the registration process with Minibugs, which includes permission for different uses of images.

Images will be taken on nursery devices only and must have a clear, appropriate purpose, e.g. to record a child's learning and development journey or for displays within the setting.

Where Minibugs hold special events, such as graduation, permission will be sought by all those attending to make an informed decision as to whether photographs can be taken by adults in attendance. This will be at the manager's discretion.



Students who require photos for their work must inform the nursery manager, gain written permission from the child's parent/carer, use the nursery device and print the images within the nursery.

### Mobile Phones

Visitors and parent/carers are not permitted to use their mobile phones within the nursery.

Staff members will be allowed to access their mobile phone for personal use on their break in designated areas that have no view of the children. Mobile phones will be stored in the manager's office and must follow local processes when being signed in and out during a shift.

### Fitbits/ Smart Watches

Devices that can receive text messages, make phone calls, take photos/videos or have recording capabilities are not permitted. Devices that are only able to tell the time or count steps are permitted.

### Safeguarding Adults

When safeguarding concerns involving young persons or vulnerable adults are identified through our normal course of activities, Minibugs will bring these to the attention of social services and/or the police where appropriate.

### Other relevant Policies

Minibugs has the following separate policies in place:

- For e-safeguarding guidance, please refer to our ICT Acceptable Use Policy.
- For the recruitment of suitable staff members, please refer to our Safer Recruitment Policy.
- For concerns around the general conduct of a staff member, please refer to our Whistleblowing policy.
- For information on how to raise a complaint, please refer to the Complaints policy.
- For further information on the use of CCTV, please refer to the CCTV Policy.