

# **Safe Childcare Policy**

## **Aims**

- To place children's wellbeing and safety are the heart of the Agency and all actions and activities undertaken by nannies and staff.
- To value and respect children's autonomy and ensure they can place trust in nannies from our Agency

## **Intimate Care**

### **Aims**

- To ensure that children's nappies are changed in a safe and hygienic way so as to prevent infection being transmitted to nannies and/or others.
- To ensure that children's nappies are checked and changed sufficiently frequently whilst they are under a nanny's care so that children are comfortable and do not suffer unnecessarily from nappy rash.
- To ensure that children's hygiene is maintained so as to provide a high level of care for children.
- To ensure that nappy changing and other hygiene care routines are treated as valuable opportunities for staff members to interact with babies and young children.
- To offer agency to children who are old enough to have privacy and perform their own hygiene.

### **Methods**

#### **General**

- Every child's nappy is checked frequently whilst they are under a nanny's care and their nappy is changed as quickly as possible if it is soiled. Wet nappies should be changed at a minimum of 3 hourly but checked hourly at a minimum to avoid overfilling or leaking.
- Children are supervised closely whilst on changing units. In some cases it may be safer to change a child on the floor if they are particularly heavy and/or active. Nanny's NEVER leave a child unsupervised on a changing table however briefly.
- Parents must agree a bathing schedule with the nanny but the nanny should use their discretion to bathe the child should they become dirty during their care provided the parent has not explicitly stated otherwise.
- Additional grooming including but not limited to nail cutting and hair brushing should be done as needed unless the parents have explicitly stated otherwise.
- Where a child respects privacy for dressing or intimate hygiene a nanny should always aim to facilitate this and explain why this cannot be facilitated if unavailable.

#### **Nappy changing procedure**

- When changing a girl's nappy Nannies must always wipe from front to back to help avoid infection.

- Nappy cream is applied if appropriate in the circumstances of visible redness or if requested by the child's parents.
- The top of the changing unit must be cleaned with anti-bacterial spray or wipes after each nappy change.
- Nanny's must wash their hands carefully with soap and water after each nappy change ensuring their charges are in a safe place whilst they do so (i.e. their cot or on the floor beside them).

#### **Bathing procedure**

- Nanny's must ensure children are thoroughly cleaned using suitable flannels/cloths. They should not use bare hands to wash intimate areas unless no access to cloths are available. Cloths should be requested if not immediately available.
- When a child reaches the appropriate stage ( usually around 3) children should be encouraged to wash their intimate areas independently with assistance and monitoring only where appropriate.

#### **Toileting procedure**

- When a child reaches the appropriate stage ( usually around 3) children should be encouraged to clean their intimate areas independently with assistance and monitoring only where appropriate.

## **Medicine**

### **Aims**

- To ensure children only receive medication when absolutely necessary for medical reasons.
- To ensure that safe procedures are in place for the administration of medication to children in a nanny's care.
- To ensure that appropriate written records are kept of all medication administered.

### **Restrictions on use**

#### **General restrictions**

- A nanny will never administer any medication to a child unless written permission has been given in advance by the child's parent/carer by filing out a medical permission form on appointment of the nanny/ agency.
- A nanny cannot administer a prescribed medication without labelled prescription evidence- on the medicine- that is within date, within the usage dates and prescribed for that specific child.
- A nanny must only give non-prescribed medicines that have been agreed upon by the parent and given in accordance with the age and dosage instructions on the label. It is the parent and nanny's responsibility to confirm any previous dosage given prior to a nanny's shift commencement so as to avoid overdosage.
- Nanny's must ensure that medicines remain in date that may be administered to the child and at a minimum should check this date before administering.

- A nanny should always consult the parent if any doubt lies as to the decision to administer medicines.

### **Record-keeping**

- A Nanny must make a written note of any administered medications for the parents in their preferred method. The agency recommend a daily diary for this kind of record-keeping. At a minimum a nanny must send an email or text message to the parent confirming dosage and timings by the end of their shift.

### **Storing medication**

- Medication should be stored out of the reach of children on a high shelf or in a refrigerator in accordance with the manufacturer's instructions. Personal medications of the nanny must be stored in the same manor so as not be accidentally found by a child in their care.

## **Safeguarding**

### **Aims**

- To establish clear and unambiguous guidelines and procedures to be followed all Agency staff and nannies.
- To ensure that parents are aware of our responsibility for the welfare of the children in our care.
- To ensure that nanny's are aware of their responsibility to identify and help children who may be at risk of harm in line with the local Safeguarding Partnership's guidelines.

### **Guiding principles**

- We are committed to the protection and welfare of the children in our care and recognise that this is always our overriding responsibility.
- We work within the local Safeguarding Partnership's guidelines.
- We take a child centred and coordinated approach to safeguarding and understand that the welfare of children is everyone's responsibility.
- We have regard to the statutory guidance that relates to the safeguarding of children, including "Working Together to Safeguard Children", the "Prevent Duty Guidance", the "EYFS Statutory Framework". "Disqualification under the Childcare Act 2006" and "Keeping children safe in education (Sept 2016)".

### **Methods**

#### **Staff responsibilities**

- The Agency Owner is the Designated Person with overall responsibility for safeguarding children under our care and is responsible for liaison with local statutory children's services agencies and the local Safeguarding Partnership. In their absence, a suitably trained senior member of staff takes on this role.

- The Designated Person receives and offers training to nannies to enable them to identify, understand and respond appropriately to signs of possible abuse and neglect. This training is repeated every two years and refreshed annually.
- The Designated Person is responsible for keeping up to date with changes in local Safeguarding Partnership guidelines and policies and for keeping other staff members informed of any changes that may affect their roles.
- The Designated Person provides support, advice and guidance to other staff at the Agency on an ongoing basis and on any specific safeguarding issue as required.
- Nannies are trained on the various forms of abuse, including physical, sexual, emotional, neglect, peer on peer, female genital mutilation, child sexual exploitation, county lines and the threat of radicalisation. This list is not exhaustive and training is revised as needed in line with changes in local Safeguarding Partnership guidelines.
- All Nannies are responsible for:
  - a) Being aware of and vigilant for the signs and symptoms of possible abuse or neglect, which may include:
    - Significant changes in children's behaviour;
    - Unexplained bruising, marks or other signs of possible abuse or neglect;
    - Comments children make which give cause for concern;
    - Any deterioration in a child's general well-being;
    - Any other reasons to suspect neglect or abuse outside the setting (e.g. at home, another setting)

#### **Safeguarding and Child Protection Policy**

- b) Reporting any concerns about possible abuse or neglect to the Agency Owner;
  - c) Recording any disclosure by a child (see below).
  - d) Reporting to the Agency Owner any inappropriate behaviour displayed by other members of staff or any other person working with the children. For example, inappropriate comments, excessive 1 to 1 attention or inappropriate sharing of images.
- We ensure that new nannies are made aware of our Safeguarding Policy and procedures as part of their induction within the first week of their employment at the Agency.
  - All staff members are responsible for promoting fundamental British values whilst at the same time ensuring
    - Diversity is respected and celebrated
    - Response to suspicions of abuse or neglect
    - Disclosures by a child are acted upon
  - Where a child makes a disclosure to a member of staff, that member of staff:

- a) Offers reassurance to the child;
- b) Listens to the child;
- c) Gives reassurance that she or he will take action.
- The member of staff will not under any circumstances question the child.

#### **Recording suspicions of abuse and disclosures**

- The staff member notifies the Designated Person on duty immediately.
- The Designated Person follows local Safeguarding Partnership procedures in deciding on appropriate next steps.
- A record of the following is made on a "Child Protection Record" form:
  - a) The child's name, age and address;
  - b) The date and time of the observation or the disclosure;
  - c) An objective record of the observation or disclosure;
  - d) The exact words spoken by the child;
  - e) The name of the person to whom the concern was reported, with date and time;
  - f) The names of any other person present at the time.
- These records are signed and dated and kept in a separate confidential file.
- All staff members know the procedures for recording and reporting suspicions and disclosures.
- All suspicions and investigations are kept confidential and shared only with those who need to know. Information is shared under the guidance of the local Safeguarding Partnership. Liaison with other bodies
- If we become aware that a child in our care may be the subject of abuse or neglect, the Agency Owner contacts the Head of Operations who will arrange for the local Safeguarding Partnership to be informed immediately.

#### **Complaints against Agency Nannies and Staff**

If an allegation is made of serious harm or abuse by any person working or looking after children at the Agency, whether the allegation relates to harm or abuse committed on the premises or elsewhere.

- We ensure that all parents know how to complain about staff within the Agency, which may include an allegation of abuse.
- We respond to any allegation of abuse against a member of staff as follows:
  - a) Depending on the severity of the allegation, we either suspend the volunteer / staff member from duties or arrange for them to be supervised at all times. This is not an indication that we believe the allegation to be true but is simply to protect children whilst a thorough investigation takes place.

b) We immediately notify the Local Authority Designated Officer (LADO) and do not initiate any form of internal investigation unless authorised to do so by them.

c) We cooperate fully with any investigation carried out by outside agencies.

### **Recruitment and vetting**

- We meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006 in respect of references and Disclosure and Barring Service checks for staff to ensure that no disqualified or unfit person works at the Agency or has unsupervised access to children.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment (or resigns in circumstances that would otherwise have led to dismissal) by reason of a safeguarding concern.
- Staff members are advised during their induction that any changes or potential changes to their circumstances that may affect their suitability to work with children must be reported immediately to the Agency Owner. We also question staff at their regular supervision meetings about any events or circumstances that may affect their suitability to work with children.
- We maintain a single central record that includes information about staff suitability, qualifications and ongoing monitoring.

### **Working with parents**

- A copy of this policy is made available to parents when they register at the agency and it is available at all times on the website.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local Safeguarding Partnership does not allow this, in which case parents are informed at the earliest possible opportunity.
- The Agency will refer parents to other agencies for support where appropriate.
- If a child's situation does not seem to be improving following a referral or the provision of support, the designated person will seek further external advice.

### **E-Safety and Technology**

- Nannies are only permitted to take photographs as agreed by the parents in their nanny handbook. All photographs must remain confidential and shall not be shared with anyone without express permission from the parent.
- Nannies must take care to protect their charges from unnecessary photography or recordings in other settings.
- Nannies must not use facetime or similar with their charges to anyone other than their parents without express permission from the child's parents.
- Once an employee leaves the agency they must delete all photographs taken of the children in their care unless they have written permission to retain these by the parent.
- Nannies must not under any circumstances post photographs of their charges online at any time unless a parent has explicitly asked them to do so with written permission. Failure to comply with this will result in disciplinary action against the nanny.

## **Safe Sleep**

### **Aims**

- To ensure that children are able to be safe and comfortable whilst they are sleeping under a nanny's care.

### **Methods**

#### **Appropriate places to sleep**

- The Agency will ensure all staff members undergo safe sleep training when onboarding with the Agency.
- Staff must be familiar with the safer sleep guidance and follow the recommendations within it at all times. It is their responsibility to ensure regular updated training.
- A nanny must ensure that a child has a safe sleep surface as outlined in safe sleeping guidelines- including but not limited to an empty cot, bassinet or floor bed with a firm mattress.
- Where a child's sleep surface is not safe it is the duty of the nanny to inform the parents or the agency before allowing a child to sleep there. Should the parents ignore the nanny's safe sleep recommendations they should allow the nanny where possible to safely adapt the sleep space for safe sleep during their working hours (i.e. removing beddings or soft furnishings from cots) or give written express permission to the agency and nanny recognising the sleep space does not comply with safe sleep and that the nanny nor agency are liable in the case of a sleeping incident or death.

#### **Regular checks on sleeping children**

- Nanny's should check rooms in which children are sleeping at least every 30 minutes. This includes checking to ensure that the children appear comfortable and are neither too hot nor too cold. They should also be provided with ongoing monitoring through an electronic monitor where possible.

## **Travel**

### **Aims**

- To ensure that children are transported safely in accordance with safety policies and UK law.

### **Methods**

#### **Appropriate car seat usage in cars**

- Parents must ensure they provide a nanny with appropriate car seats to transport their children. The car seats must comply with UK law and be suitable for the age, height and weight of their children.
- A nanny must not transport a child in a car without compliant car seats for each child.
- A nanny must ensure they have appropriate insurance for the car they plan to drive children in.

- A nanny who uses their own vehicle must ensure it adheres to safety recommendations and is serviced regularly.
- Where a parent provides a nanny vehicle they must ensure it is safe to drive and has appropriate car seats for their children and insurance for the nanny.

**Other transport**

- Nanny's should ensure they take full care and attention when transporting children including but not limited to: appropriate vehicles and car seat usage, safety measures such as reins and hand holding, use of child's toy vehicles near busy roads etc.

**This policy will be reviewed and updated annual where appropriate.**