Safeguarding Policy

Responsible Person: Nursery Manager / Designated Safeguarding Lead (DSL)
Supporting Staff: All Nursery Staff, Key Workers, Support Staff, SENCO
Policy Start Date: 1st September,2025
Policy Review Date: 1st September,2027

1. Policy Statement

Wonder Whiz Kids Nursery is committed to safeguarding and promoting the welfare of all children in our care. We aim to ensure that every child:

- Feels safe, secure, and valued.
- Has their physical, emotional, and psychological needs met.
- Can learn and develop in a protective environment.

This policy is integrated with our Health & Safety Policy and Wellbeing Policy, and forms a core part of our HR Policy for staff recruitment, training, and conduct.

2. Scope

This policy applies to:

- All children enrolled at the nursery.
- All staff, volunteers, students, and external contractors.
- Nursery premises, activities, and events (including off-site trips).

3. Key Safeguarding Principles

- Child-Centred Approach: The child's welfare is paramount.
- Early Intervention: Identify and act on signs of neglect, abuse, or risk.
- Confidentiality: Information shared only with relevant personnel.
- Professional Responsibility: All staff have a duty to report concerns.
- Regular Training: Staff receive ongoing safeguarding training aligned with EYFS & KHDA.

4. Staff Roles & Responsibilities

4.1 Nursery Manager / DSL

- Lead safeguarding procedures and investigations.
- Liaise with KHDA, Dubai Child Protection authorities, and parents.
- Ensure all staff complete safeguarding and child protection training.
- Maintain confidential records of safeguarding concerns.

4.2 Staff & Key Workers

- Report any safeguarding concerns immediately to the DSL.
- Observe and document signs of abuse, neglect, or risk.
- Implement safeguarding procedures in day-to-day activities, including play, learning, and care routines.

4.3 HR Department

- Ensures robust recruitment checks (criminal background, references, qualifications).
- Monitors staff compliance with safeguarding training and policy acknowledgment.
- Integrates safeguarding responsibilities into job descriptions, contracts, and performance reviews.

5. Safeguarding Procedures

5.1 Reporting Concerns

- All concerns reported immediately to the DSL / Nursery Manager.
- Record observations in writing, dated and signed.
- DSL investigates and, if required, reports to KHDA or relevant authorities.

5.2 Managing Allegations Against Staff

- Allegations investigated promptly and confidentially.
- Staff may be suspended pending investigation if child safety is at risk.
- Disciplinary actions may include verbal/written warnings, suspension, or termination.

5.3 Record-Keeping

- All safeguarding concerns logged in confidential files.

- Records maintained securely and stored according to GDPR & KHDA standards.

6. Safer Recruitment Practices

- All staff undergo:
  - Enhanced criminal background checks
  - Reference verification
  - Qualification validation
- Staff induction includes:
  - Safeguarding policies
  - Child protection procedures
  - Health & safety and wellbeing integration
- Staff must sign acknowledgement forms that they understand their responsibilities.

7. Staff Training

- Mandatory training for all staff:
  - Safeguarding & child protection
  - Paediatric first aid
  - Health & safety procedures
  - Wellbeing and behaviour management
- Regular refresher courses aligned with KHDA and EYFS updates.

8. Child Protection & Wellbeing Integration

- Staff ensure children:
  - Sleep safely (Safe Sleep Policy)
  - Are supervised at all times, even during rest and outdoor play
  - Follow hygiene practices, including handwashing and safe food handling
  - Receive emotional support for feelings and social skills
- Safeguarding is embedded into the nursery's wellbeing programs.

9. Safe Sleep & Care

- Children supervised at all times during sleep.
- Staff maintain sleep logs for each child.

- Sleeping areas comply with KHDA safety guidelines and are regularly inspected.

10. Nutrition & Hygiene

- Food storage, preparation, and serving follow Health & Safety and Wellbeing policies.
- Staff trained in food safety, allergy management, and hygiene standards.
- Daily cleaning and hygiene routines maintained across nursery.

11. Integration with HR Policy

- Safeguarding is part of HR recruitment, induction, and continuous professional development.
- Staff disciplinary procedures align with safeguarding standards.
- HR maintains training records, contracts, and staff compliance logs.

12. Monitoring & Review

- Policy reviewed annually or when KHDA updates occur.
- Regular internal audits of:
    - Staff training compliance
    - Incident logs
    - Safe sleep, food, and hygiene procedures
- Feedback from staff, parents, and inspectors incorporated into updates.

This Safeguarding Policy ensures Wonder Whiz Kids Nursery meets KHDA and EYFS standards, integrates with Health & Safety and Wellbeing, and forms a core part of HR policy for staff accountability and child protection.