



Fledgelings Day Nursery

Child Protection Policy

Policy Name:	Child Protection Procedures
Adopted By:	Louise Farrow-Brookes
Next Review Date:	02/12/2027



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1. Policy Overview

The company recognises that staff working in the nursery have a legal duty of care towards the children attending. This duty brings with it the responsibility to ensure that all efforts are made to safeguard children from suspected and actual harm. Children and staff attending the nursery have a right to feel safe.

In partnership with parents and carers, the nursery has a responsibility to act promptly on any concerns they may have regarding a child's welfare and well-being.

All "Manager" responsibilities and actions referred to throughout the policy, would usually be undertaken by the most senior person in charge, in the absence of the Nursery Manager.

2. Emergency Contact Numbers

Service Name	Contact Name	Contact Number	Out of Hours
Multi Agency Safeguarding Hub (MASH)	MASH	01708 433 222	01708 433 999
Local Authority Designated Officer (LADO)	Lisa Kennedy	01708 431 653	Lado@haverling.gov.uk
Prevent Duty	Emily Knight	01708 433 082	Emily.Knight@haverling.gov.uk
NSPCC Whistle Blowing Advice Line	N/A	08000 280 285	N/A

2. Recording, reporting, and investigating disclosures FROM A CHILD

- 2.1 Where a child makes a disclosure to a member of staff or a child disclosure is reported to staff, that member of staff must:
- Offer reassurance to the child
 - Listen and observe without probing and questioning
 - Notify the Designated Safeguarding Lead as soon as possible with no unnecessary delay.
- 2.2 As soon as possible after the disclosure, that staff member must make a record of the disclosure on cause of Concerns Form (APPENDIX_1)
- 2.3 The Designated Safeguarding Lead must report the disclosure or concern as soon as possible, with no unnecessary delay, to their Area Manager and next steps will be agreed.
- 2.4 The Designated Safeguarding Lead must contact the parents/carers to discuss their concern unless it is deemed in their professional opinion that doing so could potentially place the child at risk of further harm.
- 2.5 After consultation with the Area Manager, if the decision is to contact the Local Statutory Children's Services, any conversations must be recorded on the Contact Form (Appendix 2) stating that advice is being sought in relation to a child disclosure.
- 2.6 If instructed to make a referral before advice is given, a referral must be made in accordance with the Local Statutory Children's Services or LADO guidance. The advice of the Local Statutory Children's Service must be adhered to.
- 2.7 At the point of referral, the Designated Safeguarding Lead must ascertain whether the parent/carer should be informed that advice has been sought regarding the child's disclosure.
- 2.8 If a referral is not required at this point, the Designated Safeguarding Lead must ascertain whether the parent/carer should be informed that advice has been sought regarding the child's disclosure.
- 2.9 A Serious Incident Report (Appendix 3) must be completed and sent to the Area Manager within 48 hours. The appropriate regulatory body will be notified by the Nursery Manager where applicable. The Area Manager will ensure critical, high-risk incidents are escalated to the Director, who will notify the appropriate regulatory body.
- 2.10 All documentation completed following a child protection disclosure must be stored in the child's online file.

3. Recording, reporting and investigating disclosures from a member of staff

- 3.1 Where a staff member observes changes in a child's behaviour that cause concern, or unexplained injury/injuries, they must inform the Designated Safeguarding Lead as soon as possible with no unnecessary delay.
- 3.2 As soon as possible, the staff member must make a record of the behaviour observed on the Cause for Concerns Form (Appendix 1).
- 3.3 The Designated Safeguarding Lead must check and countersign the recorded details.
- 3.4 Refer to and follow process as detailed in 2.3-2.10.
- 3.5 If after raising a concern, the staff member feels that the Designated Safeguarding Lead has not taken appropriate action, they must report to another Designated Safeguarding Lead or escalate to the Area Manager, following the Whistle blowing policy.

4. Concerns when changing a child's nappy

- 4.1 Where a staff member observes suspected signs and symptoms of abuse, or unexplained injuries whilst changing a child's nappy or undressing/re-dressing the child, they must inform the Designated Safeguarding Lead immediately.
- 4.2 As soon as possible, the staff member must make a record of the behaviour observed, the signs symptoms or injury on the Cause for Concerns Form (Appendix 1).
- 4.3 The information must be recorded in a way that is factually correct, i.e. date / time avoiding any assumption and must include sufficient detail.
- 4.4 The staff member must save the nappy, clothes or underwear and any wipes and gloves used in separate bags labelled with the child's name and the date and time of the change, as it may be required as evidence of the suspected abuse.
- 4.5 Refer to and follow the process as detailed in 2.3-2.11.

5. Recording, reporting, and investigating concerns about Parents/Carers

Staff may have concerns about parents/carers that fall into one of the examples listed below, however, this list is not exhaustive:

- Parents/carers who are considered incapable of taking responsibility of their child due to suspected alcohol or substance abuse.
 - Parents/carers who consistently collect their child late without any contact with the nursery.
 - Parents/carers who cannot provide justifiable reason for their child's non-attendance of scheduled sessions.
 - Extreme changes in a parent/carer's behaviour and/or mental well-being that give cause for concern.
 - If a member of staff has any suspicion that a parent/carer may be experiencing domestic violence or confirms any suspicious marks, bruises, abrasions. They must seek the Designated Safeguarding Lead (DSL) involvement immediately, triggering safeguarding protocols in a timely manner, so this is addressed before the parent leaves. Where possible this should be done in a private safe environment away from other parent/carers and children, so this is addressed before the parent leaves. All observations and conversations should be accurately documented should the DSL need to refer.
- 5.1 As soon as possible, the staff must make a record of their concern on the Cause for Concerns Form (Appendix 1).
- 5.2 This information must be recorded in a way that is factually correct, avoiding any assumption and must include sufficient detail.
- 5.3 Refer to and follow process as detailed in 2.3-2.11.

6. Recording, reporting, and investigating disclosures about a staff member

- 6.1 Any allegations made against staff must be taken seriously. Refer to the whistle blowing Procedure (Appendix 4) which must be displayed in the office and staff room.
- 6.2 As soon as an allegation is made against a staff member from any third party, the staff member must be immediately removed from working with the children and must not be advised of the allegation. Meanwhile DSL should contact LADO for further support, advice or instruction. DSL to follow LADO guidance, unless LADO confirms it can remain nursery level of which an internal investigation may need to take place. Area Manager and HR to be contacted regarding whether suspension is required, pending investigation.
- 6.3 A Cause for Concerns Form (Appendix 1) must be completed by the Designated Safeguarding Lead.
- 6.4 The Designated Safeguarding Lead must report the allegation to an Area Manager as soon as possible with unnecessary delay. If unable to contact an Area Manager, the Designated Safeguarding Lead must continue with the procedure and inform the Area Manager of any actions taken when contact is made.

If the reporting threshold had been met:

Contact the Local Authority Designated Officer (LADO) stating that you are seeking advice in relation to an allegation made against a staff member. Record any conversations and/or written correspondence on a contact form (Appendix 2).

The advice of the LADO must be adhered to in relation to:

- Staffs non-contact with children
- If advised, staff may be suspended “without prejudice”
- Whether an internal investigation can be conducted
- Whether a strategy meeting is required
- Sharing information with parents/carers

If advised, contact the parents/carers, and arrange to discuss concerns with them or inform them of the incident involving their child.

- 6.5 Following the outcome of an internal/external investigation or strategy meeting, advice must be sought from LADO to establish if a DBS referral is required. Advice from Human Resources (HR) must be sought to complete this process.
- 6.6 A Serious Incident Report (Appendix 3) must be completed and sent to the Area Manager withing 48 hours. The appropriate regulatory body must be notified by the Nursery Manager where applicable. The Area Manager must ensure critical, high-risk incidents are escalated to the Director, who will notify the appropriate regulatory body.

7. Pre-existing Injuries

If a child arrives at the nursery with visible injuries such as bruises, cuts, wounds bandaged areas etc, the following procedure must be followed:

- 7.1 The incident must be recorded at the time the parent/carer dropping the child at nursery and recorded on a Pre-existing Injury Record (Appendix 5) in full detail, including the explanation given for the injury.
- 7.2 The form (appendix 5) must be signed by the parents/carers dropping the child at nursery before they leave the premises, with the member of staff accepting this form ensuring all sections of the form are completed correctly, with clear factual details.
- 7.3 This form must be countersigned by the Manager.
- 7.4 Should an injury be discovered after parents/carer has left the premises, ideally the child's key person or Senior must contact them immediately to discuss and complete the Pre-existing injury form they have discovered. Staff member to complete the staff section on appendix 5 whilst then contacting the Manager that this was not informed at drop off (Appendix 5). The Manager must be informed that this was not completed when the child arrived at nursery. This must then be signed by the parent/carer on collection.
- 7.5 Should the parent/carer refuse to complete/ sign the form, or there are discrepancies in the information/evidence presented, the Manager must refer to and follow procedure as detailed in 2.3-2.11.
- 7.6 When completing the monthly at home accident spread sheet (on the one drive under accident/incidents), any concerns are raised by the staff member inputting this must be reported to the DSL/ Manager asap.
- 7.7 If concerns remain after discussions with the parents/carers, the Manager must inform the Area Manager and follow procedures as detailed on 2.5-2.11.

8. Roles and Responsibilities

8.1 The Manager must:

- 8.1.1 Ensure that children feel valued and safe within the nursery. It is important that all staff must know and understand how to respond to, record and report any accidents or incidents.
- 8.1.2 Inform children's services of any serious accident, injury or death, and act on any advice from those agencies.
- 8.1.3 Consider first aid qualifications when making staffing arrangements in line with statutory guidelines – "All newly qualified entrants to the Early Years Workforce who have completed a Level 2 and/or Level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at Level 2 or Level 3 in an Early Years setting".
- 8.1.4 Forward the accident and incident form for any potential RIDDOR reportable cases, such accidents and incidents include:
 - All staff accidents. HR must also be informed and sent a copy of the accident/incident form.
 - Any loss of consciousness.
 - Broken bones or burns.
 - Any accident which results in ANY kind of additional medical treatment i.e. A&E, doctors (Stay in overnight).
 - Any other serious accidents or incidents i.e., breach of security or breach of dietary procedures which has resulted in medical intervention.

When a MASH referral has been made or a professional from the social services team makes contact with us and we are made aware of this child, we continue to closely monitor the child closely and report anything additional to the appropriate professionals. Only informing the Parents /Carers if we believe the child is not at risk. When we have been made aware of a child known to social services, either under section 17 or 47 we must support the child whilst at nursery. We do this by attending child protection conference meetings, whilst adhering to the child's "child in need plan" (CIN), if they have one.

Appendices

Appendix	Description
1	Cause of Concern Form
2	Contact Form
3	Serious Incident Form
4	Whistle Blowing Procedure
5	Pre-Existing Injury Form

Review History

Date Approved	Reviewed By:
02/12/2023	Louise Farrow-Brookes
02/12/2026	Louise Farrow-Brookes