



## EARLY YEARS POLICY & PROCEDURES

<b>Policy Name:</b>	Safeguarding Policy
<b>Adopted By:</b>	Louise Farrow-Brookes
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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. Responsibilities: Please refer to Designated Safeguarding Lead role analysis (Appendix 1 )**

### **2.1. Designated Safeguarding Lead (DSL)**

- 2.1.1 Each nursery must have a Designated Safeguarding Lead (DSL), normally the Manager, who coordinates safeguarding and child protection issues within the nursery. A week before children settle the family will be invited into the nursery (child MUST be present). The manager / senior person on site will go through Fledgelings Starter Checklist. This ensures we are up to date with important information before we work in partnership together.
- 2.1.2 In the Designated Safeguarding Lead's absence, another suitably trained Safeguarding Lead (normally the Deputy Manager or member of the senior management team) must take responsibility for coordinating safeguarding and child protection issues within the nursery.
- 2.1.3 Each nursery should always aim to have between 3-4 suitably qualified and trained Designated Safeguarding Leads and at least 1 must be on site whenever possible. A remote DSL, who must be available and easily contactable, can be nominated in exceptional circumstances and this must be approved by the Area Manager.
- 2.1.4 Designated Safeguarding Lead must have inhouse training and retake every 2 years prior to expiry date using company training provider (Noodles).
- 2.1.5 The company expectation is that the Designated Safeguarding Lead must also have Local Authority specific DSL training, which must also be taken every 2 years and consider annual refreshers, (as per the EYFS changes reform)
- 2.1.6 The Designated Safeguarding Lead must complete Prevent Duty, FGM online training and all relevant noodle training, including basic safeguarding every year with the exception of E-safety which must be retaken annually in line with "UKCIS Safeguarding and Children and Protecting Professional in Early Years Settings" guidance.

- 2.1.7 The Designated Safeguarding Lead must ensure safeguarding is included as an agenda item at every staff meeting, which must be recorded and include an attendance register. This ensures regular opportunities for discussing best practice, sharing learning, updates, legislation, and questioning knowledge as a team.
- 2.1.8 The Designated Safeguarding Lead is responsible for liaising with, and reporting to, external professionals and organisations (e.g., LADO, Police) and making referrals as and when required).
- 2.1.9 The Designated Safeguarding Lead must inform and liaise with the Area Manager on all safeguarding and child protection concerns as soon as is practicably possible and complete a Serious Incident Report where required.
- 2.1.10 The Designated Safeguarding Lead must remain informed and up to date with local practice and policies and inform all staff of relevant changes immediately.

## **2.2. All Staff Responsibilities**

All staff, regardless of role, have a duty to ensure that well-being and safety of children in the nursery, and must be aware of their safeguarding responsibilities. All staff have the responsibility to report safeguarding concerns and suspicious abuse to the designated safeguarding lead. Your nursery DSL leads can be found on the DSL poster (Appendix\_2).

The nursery management team must ensure that practitioners are supported and confident to implement the settings safeguarding policy and procedures on an ongoing basis.

- 2.2.1 All staff must have read and understood the Safeguarding Policy and Child Protection procedures and should have up-to-date understanding of the most recent publication of 'Working Together to Safeguard Children' and have read part 1 as part of their company induction and 'What to do if You're Worried a Child Is Being Abused'. These documents must be available in the office and staff room and must be regularly revisited and referred to during safeguarding training and discussions.
- 2.2.2 All staff have a responsibility to remain up to date with safeguarding information, legislation and procedures, and must attend staff meeting training as determined by the Manager.
- 2.2.3 All staff working with children must have sufficient understanding and use of English to ensure the well-being of children in their care. For example:
- Keep records in English
  - Liaise with other agencies in English
  - Summon emergency help
  - Understand instructions such as those for the safety of medicines or food hygiene

- 2.2.4 For children who arrive at nursery with an existing injury the Pre-existing Injury form (accident at home form) (paper copy) (Appendix\_3) must be completed by the parent with full explanation of how the injury happened, if any explanation given of which this causes the member of staff concern this will then be reported to the DSL.
- 2.2.5 If appropriate any concerns or incidents will be discussed with the parent or carer and all discussions will be recorded on a contact form (Appendix\_4). Parents will have access to these records on request in line with GDPR and the data protection guidelines.
- 2.2.6 The DSL should record the information any action taken relating to this raised concern on A cause for concern form (Appendix\_5).
- 2.2.7 In some cases families may require some additional support that doesn't meet any form of safeguarding threshold in such a case, the manager or practitioner should refer to the Early Help Service. We can complete a referral to Early Help. This provides support to the family to endeavour to improve the challenges / difficulties the family may be encountering. We can get in contact with Havering local Authority and proceed with this referral with parents/carers consent. The London Borough of Havering provides an Early Help Service that covers three areas:
- Early Years
  - Early Help
  - Targeted Intervention.

The Early Help Service is aimed at early intervention to prevent escalation of need and empower families to be independent of services. The service is now using Outcomes Star, which has replaced the previous Early Help Assessment. The Outcomes Star both measures and supports progress for service users towards self-reliance. Family Practitioners within Early Help will be the lead professional on all Early Help interventions.

- 2.2.8 The designated safeguarding officer will contact M.A.S.H or the local authority designated officer to report concerns and seek advice immediately if / or as soon as it is practical to do so. Parents/carers will be notified of referrals to M.A.S.H, only if we feel the child is NOT at immediate danger or significant harm. If it is believed a child is in immediate danger there may be a decision to contact the police.
- 2.2.9 Any conversations any other correspondence is with other agencies will all be recorded within the S.I.R (SERIOUS INCIDENT REPORT) (Appendix\_6) which will then be kept on the child's personal file on the office PC.
- 2.2.10 Staff must be ready to deal with a spontaneous disclosure from a child staff must follow the 4 R's in regards to a disclosure. RECOGNISE. RECORD. REPORT. REFER.

- Give your full attention to the child or young person keeping your body language open and encouraging. Remember to be compassionate and understanding and reassure the child that their feelings and comments are important show respect while listening and do not interrupt the child. This is when the member of staff needs to **recognise** there is a concern.
- The member of staff should then **record** the conversation stating only actual spoken information what the child said what you said back who said what and what you are then going to do next recording times places and any names of any witnesses.
- It is now time to **report** this to your designated safeguarding lead, with after discussions made to follow their lead.
- The safeguarding lead will make a decision possibly after speaking to M.A.S.H and L.A.D.O to **refer** this child.
- If at any time staff feel that this process is not being followed by their DSL they have the duty of care to whistle blow and report this incident themselves to the line manager above or L.A.D.O

### 2.3. Training Responsibilities

2.3.1 All staff must complete the online L2 Safeguarding Children module and re-take every year. New employees must take the module within 2 weeks of commencing employment as part of their induction programme.

Induction training must include:

- Safeguarding children / child protection
- Prevent Duty and british values
- FGM
- Whistleblowing and potential barriers.
- E-safety
- Health and Safety
- Inclusion Equality and diversity
- Designated safeguarding lead for senior staff awaiting borough training to become DSL

2.3.2 Staff must also complete the Safeguarding quiz (Appendix 7) within the first month of their induction.

2.3.3 Staff must have effective supervisions which provide opportunities to:

- Discuss any issues- particularly concerning children's development or well-being
- Identify solutions to address issues as they arise, including their own well-being

- Receive coaching to improve personal effectiveness
- Be able to be open and honest about any potential safeguarding concerns
- Be tested on their knowledge

### **3. Procedures**

#### **3.1. Safer Recruitment - Suitable Persons**

We are committed to the following principles:

- Equality of opportunity while prioritising child safety.
- A structured process that includes rigorous vetting.
- A culture of vigilance and transparency.

The purpose of our safer recruitment is to:

- Deter unsuitable individuals from applying to work with children.
- Prevent people who pose a risk from gaining access to children.
- Ensure a consistent and thorough recruitment process.
- Uphold statutory safeguarding responsibilities under the Early Years Foundation Stage (EYFS) framework.

The Company and Managers must ensure that all procedures are in place for the safe recruitment of staff and are followed.

Key employees is essential for a thriving workforce and a successful organisation. Recruiting, Retaining, Retraining and Rewarding.

We follow safer recruitment practices included in obtaining five years worth of references. We have the expectation for staff to be registered on the DBS update service, if they are not we explain that as part of safer recruitment they must register to the updates service. By making an annual payment (which can be set up automatically with your bank) this will keep you DBS up to date. Paying for this service your DBS is regularly checked.

Pre-interviews via telephone, include explaining the expectations of the DBS service and what it entails. When a practitioner is successful with a job position on their initial job offer letter it will state that employment will commence on the condition of satisfactory DBS and references. Pre-interviews also allow HR to find out about candidates recent work experience and why they are leaving/left their job. We then assess whether this matches up with references gained. Any discrepancies in references will be looked into / investigated.

From the onset an insight to the candidates safeguarding knowledge is gained by asking “what would you do if you were concerned about a child?”. If a candidate is successful on their initial pre-interview they will be invited for a meeting based interview and stay and play session, interviews are conducted with an unbiased approach with 2 practitioners, one being a Senior and the other note taking.

We do not accept references addressed to ‘whom it may concern’ and we must have the most recent work place employment reference to proceed with the recruitment process. We do not accept references from family members.

We obtain verification of the individual’s most recent relevant period of employment where the applicant is not currently employer. Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children).

If the applicant has never worked with children, then we ensure a reference is from their current employer, training provider or education setting.

We ensure electronic references originate from a legitimate source and contact referees to clarify content where information is vague or insufficient information is provided. Compare the information on the application form with that in the reference and discuss any discrepancies with the candidate. Establish the reason for the candidate leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.

For previous employees we provide references upon request in a timely manner. When we’re asked to provide references, we ensure the information confirms whether we are satisfied with the applicant’s suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold.

We MUST have an enhanced criminal record check DBS, whilst also insuring all staff have a three month robust induction programme followed on by another three months probation. With six months probation period checking the ongoing suitability of staff is monitored through.

- Regular supervisions
- peer on peer observations
- annual appraisals
- whilst check in safeguarding competency.
- Quarterly online DBS update service checks.

3.1.1 All staff with responsibilities for interviewing and recruiting must complete the online Safer Recruitment module and refresh every 2 years. New employees with this responsibility must complete the module as part of their induction programme.

- 3.1.2 All extracurricular providers must have a completed DBS, read and receive a copy of the Safeguarding Policy and Child Protection Procedures.
- 3.1.3 All staff must understand their responsibility to ensure that people looking after children are suitable to fulfil the requirements of their roles and whistleblow poor or unsafe practice regarding safeguarding provision. Staff MUST be aware of our whistleblowing policy. Any concerns regarding staff suitability must be reported to the Designated Safeguarding Lead or follow the Whistleblowing Policy (Appendix\_8). Staff must be advised that delay or failure to whistle blow can result in disciplinary action and/or dismissal. Staff are encouraged to report any concerns and can do so, by completing a Fledgelings low level concern form Appendix (9), and handing this into their site DSL or in person of which this form will and should be completed.

Listed below are issues that could affect suitability: however, this list is not exhaustive:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against all related to a child.
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children.
- Behaved in a way that might indicate they may not be suitable to work with children.
- Potential vulnerability to grooming which may present a risk to the staff member and/or the safety and well-being of children.
- Staff member involvement with children's services in relation to their ability to care for a child in their care who is not associated with the nursery.
- Conduct in relation to making/sharing inappropriate sexual comments, references and/or images.
- Involvement in criminal activity for example, illegal substances, violence, fraud or theft.

At Fledgelings Day Nursery if there was an allegation against an adult or volunteer with children these are some of the following bullet points for the process we would follow.

- The local authority designated officer / care team will be informed immediately for advice and guidance.
- A full investigation would be carried out by the appropriate professional Nursery Lado or Ofsted.
- The nursery will follow full instructions from the Local Authority Children's Social Care Team or Ofsted and our staff members to do the same.
- Support will be provided to all those parties involved.
- The nursery's reserves the right to suspend on full pay, any member of staff during this investigation.

- The investigations, interviews external telephone calls will all be documented and kept within the safeguarding folder.
- Founded allegations could be dealt with gross misconduct or in accordance to our disciplinary procedure and may result in termination of employment.
- All safeguarding records must be kept for at least 21 years or until retirement age.
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following on the inquiry.
- Unfounded allegations or results in the rights of the member of staff being reinstated, a work plan / return to work should be devised with an individual support plan by the nursery manager that may include more frequent supervisions coaching training mentoring and any external support.

3.1.4 All staff must complete and sign the Declaration part included in their supervision and be made aware that they have a legal responsibility to disclose any information, convictions, cautions, court orders, reprimands and warnings which affect their suitability to work with children. This should include assault charges or any 'spent' reprimands/cautions and convictions (whether received before or during their employment at the nursery)

3.1.5 Where the Company is made aware of relevant information which may lead to disqualification of an employee, it will take appropriate action to ensure the safety of children; this will include DBS referral. In the event of disqualification of an employee, a DBS referral will be made where a member of staff is dismissed (or would have been, had the person not left the nursery first) because they have harmed a child or put a child at risk of harm.

3.1.6 Following a disqualification, the Company will provide Ofsted with the following information of any order: Determination, conviction, or the date when the other grounds for disqualification from registration. The date of the order, determination or conviction, or the date when the other grounds 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).

This information will be provided to Ofsted as soon as reasonably practicable, but no more than 14 days from the date that the Company became aware of the information.

## **3.2. Employment of Young Persons**

3.2.1 The employment of a young person must comply with the requirement of the Statutory Framework (England) which states that "only those aged 17 and over may be included in ratios if they are suitable

(and staff under 17 should be supervised at all times). Suitable students on long term placements and staff working as apprentices in early education (aged 16 and over) may be included in the ratios if the provider is satisfied they are competent and responsible”.

### **3.3. Signing In/Out**

3.3.1 Any persons who spends any period of time in the rooms must indicate the period that they were present by recording details on the Family account.

### **3.4. Parental Responsibility**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as a report is made, except where the guidance of the local authority children’s social care team / police does not allow this to happen. This is usually the case where a parent or family member is likely to be the abuser or where a child may be endangered by this disclosure in this case investigation officers will inform the parents.

3.4.1 Parental responsibility defines who is responsible for the well-being of a child and who can, legally, make decisions in areas such as the child’s health care, medical treatments and education.

3.4.2 Mothers automatically have parental responsibility. As do married couples who have a child together, or if they have jointly adopted a child. Parental responsibility usually continues after divorce.

3.4.3 Where the parents are not married, the unmarried father can gain parental responsibility if:

- The father was present at the registration and his name is registered on the birth certificate (Military families-the father may not be present, but he will still have the parental responsibility if he is named on the birth certificate).
- The father later marries the mother.
- Both parents have signed an authorised parental responsibility agreement.
- The father obtains a parental responsibility order from the court.
- The father obtains a residency order from the court.
- The father becomes the child’s guardian.

3.4.4 Same-sex partners will both have parental responsibility if they were civil partners at the time of treatment. For same-sex partners who are not civil partners, the 2nd partner can get parental responsibility by:

- Applying for parental responsibility
- Becoming a civil partner of the other parent and making a parental responsibility agreement or jointly registering the birth.

3.4.5 Other adults such as grandparents and stepparents do not have parental responsibility. They can only acquire it by:

- Being appointed as a guardian to care for a child if their parent dies.
- Obtaining a residence order from a court for a child to live with them.
- Adopting a child.

3.4.6 Foster parents do not hold parental responsibility for a child in their care. Parental responsibility is with the local authority into whose custody they have been placed.

### **3.5. Checking Parental Responsibility**

3.5.1 A member of the management team must determine who has parental responsibility for each child attending the nursery. This must be known before a child starts at a nursery.

3.5.2 Parents must be asked to complete a registration form and provide their child full birth certificate when filling in their personal documentation. This information must be added to the child's records on the nursery electronic management system.

3.5.3 Parental responsibility for a child can only be withdrawn if there is a court order stating this which must be copied and kept on the child's file. This information must be shared with all staff that need to know this information.

3.5.4 Parental responsibility is not the same as collection procedures and parents will still be able to advise the nursery of the person(s) that they have authorised to collect their child.

### **3.6. Confidentiality**

Personal Information on children, families and staff must be stored securely and in line with General Data protection Regulations UK (GDPR) 2018 and other relevant company policies and procedures. Any breaches of the GDPR UK regulations must be reported to the Company Data Protection Officer.

### **3.7. Information Sharing with Other Providers**

Any information shared we will work in line with the most recent Government publication of 'Information Sharing' and GDPR UK regulations. (information sharing May 2024).

### **3.8. Use of Digital Equipment and Imagery**

Photographic evidence used widely within the nurseries to demonstrate learning and to evidence children's experiences and the opportunities they have been given. To ensure that staff are all using photographic equipment correctly, the following procedures must be followed.

- 3.8.1 When a child starts at a nursery, the Photography Permissions for Marketing Purposes on the Family app must be completed so they are clear about what they are signing for.
- 3.8.2 A Digital Equipment register is to be kept on the one drive and updated quarterly.
- 3.8.3 Staff can collect nursery /iPad/tablets at the beginning of each day and must return also before they leave for home.
- 3.8.4 Personal devices must never be used to take or store any images of children.
- 3.8.5 Memory card/sticks and developed images must not be taken to employee's homes under any circumstances.
- 3.8.6 If images are used outside the nursery but within the company (for example training materials), then permissions on family must be checked and out of courtesy the parents/carers must be show/ given a copy of the materials.
- 3.8.7 If the materials are to be used outside of the nursery (for example in marketing materials, or on the web page/Instagram/facebook) permissions must be checked and a discussion with parent/carer about how the images are to be used must take place.
- 3.8.8 Unused printed images/old images must be shredded.
- 3.8.9 Parents/carers must be made aware that any images of children attending the nursery must not be uploaded onto the internet, including social networking sites.
- 3.8.10 Staff MUST only take photos of children for learning and education purposes. No photos can be taken of marks , bruises etc on a child's body.
- 3.8.11 Staff have a responsibility to ensure that any persons using digital imagery in the nursery are doing so appropriately and in accordance with this policy.
- 3.8.12 Whilst on-site, visiting photographers must always be accompanied and must never be left on their own with children.
- 3.8.13 Parents/carers must be informed of the activities of visiting photographer in advance, via newsletters, permission letters and notices around the nursery (often supplied by the photography company).

### **3.9. Mobile Devices and Smart Watches**

- 3.9.1 Under no circumstances are personal mobile devices (including smart watches and fitness trackers that have a camera and/or the ability to connect to Bluetooth, Wi-Fi or the Internet) to be used whilst on duty, or in any areas where children can be observed. Any misuse of this policy may result in disciplinary action being taken.

- 3.9.2 Staff must sign their mobile phone in and out of the office using the Signing In APP and be set to silent or do not disturb and have Bluetooth disabled. Staff members must declare in the app if they have no mobile phone to sign in. Managers are expected to do at least one spot check per month.
- 3.9.3 Practitioners are permitted to wear smart watches, for health purposes only, e.g. -to track steps in the day, pulse. This must be supported by medical documents from a health professional. Mobile phones MUST not be connected to smart watches whilst on the nursery premises.
- 3.9.4 Parents/carers MUST not use their mobile devices or smart watches to answer phone calls, whilst in the nursery. Practitioners MUST remind parents / carers of this if witnessed.
- 3.9.5 Visitors and parents/carers that are spending a period of time in the nursery during operational hours must leave their mobile devices in the office or off-site and refrain from using them in areas where children can be observed.
- 3.9.6 In the event of a Contractor requiring their mobile phone to carry out their duties, they must be accompanied at all times and ensure no child is captured in any photographs taken.
- 3.9.7 Staff must ensure that they do not allow current parents/carers to have access to their online profiles on any social networking sites. Staff are encouraged not to have social media "public" settings. Staff must be advised that being involved in any activity on social media that could bring the reputation of the Company into disrepute may result in disciplinary action and/or dismissal.

### **3.10. E-Safety**

- 3.10.1 Parental controls and filters are installed on all computers and devices used within the nursery to block inappropriate content. Parents can review and read the nursery displays on how to keep your children safe at home.
- 3.10.2 Further information for parents/carers about how to keep their children safe online should be actively shared.
- 3.10.3 Nurseries use a secure online Learning Journal system called Family to only record observations, store photographs and to track children's development. No photo imagery to be taken of noticed injuries and be sent to parents / carers.
- 3.10.4 Staff must use dedicated password-protected tablet computers to take photographs, write observations and upload information.
- 3.10.5 Practitioners supervise children when using the IPAD / Tablet , these are used for educational purpose only.
- 3.10.6 Observations and other uploaded content must initially be checked by the Nursery Manager (or a person appointed by the Nursery Manager) before being added to a child's Family Journal.

### **3.11. Babysitting**

- 3.11.1 Staff must be aware that the Company does not condone private babysitting arrangement between staff and parents.
- 3.11.2 If a staff member chooses to enter into a private babysitting arrangement, staff members must make it clear to the family that this is a private arrangement and is in no way associated with the nursery or the Company.
- 3.11.3 Staff must not:
- Wear the company uniform when babysitting
  - Babysit during their contracted working hours
  - Discuss any children, families or staff associated with Company with the babysitting employer.
  - Take part in or be in any way involved in any activities during babysitting that could bring the reputation of the company into disrepute. This may result in disciplinary action and/or dismissal.

### **3.12. Effective Staff Deployment**

- 3.12.1 Lone working is when a staff member is rostered to work in a room alone. If you are being asked to lone work or left in a position where you are not able to meet the individual needs of children, you must notify your Manager, who must provide support.
- 3.12.2 Staffing arrangements must meet the needs of all individual children to ensure their safety. Staff must ensure that children are adequately supervised and decide how to deploy themselves to ensure children's needs are met.
- 3.12.3 Wherever possible children will be within sight and hearing of staff. However, they must always be within sight or hearing. While staff need to understand children need to be supervised at all times.
- 3.12.4 There may be instances when staff need to give extra consideration to deploy themselves effectively. This could be during:
- Nappy Changing
  - Toileting
  - Undressing and redressing children
  - Free flow (indoor/outdoor)
  - Transition times (mealtimes, arrival, and collection times)
  - Sleep time

- 3.12.5 Staff must effectively communicate with members of the team about their whereabouts and the number of children they are supervising.
- 3.12.6 The impact of a deployments change (as illustrated in 3.12.4) on all children and staff must be discussed and any risk must be verbally evaluated. Any action necessary must be taken to ensure that all children's needs are effectively met at all times.
- 3.12.7 Staff must never take a child or group of children out of a room without informing their colleagues.

### **3.13. Attendance**

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's patterns to ensure they give us no cause for concern.

We as staff need to ask all parents and carers to inform us prior to their children being on Holiday or sick via the Family app. Parents / Carers MUST log on their child's account why their child is absent , e.g. 'Sick' and state the signs and symptoms of their child as to why they are sick. 'Holiday' – stating where you are going, and 'Absent' - Stating appointments, e.g. dentist, GP. Any absent only days either sick or holiday should be called to check on what the absence is regarding.

Management track and monitor what time off children have from the nursery setting using CPOMS by running a nursery attendance report end of each term and reporting any cause for concern to Fledgelings Area Manager and the Nursery Designated Safeguarding Lead (DSL). The nursery Manager or senior practitioner on site will make contact with parents / carers during the term about absence if required. Unauthorised absences are a cause for concern and will be dealt with accordingly.

3.13.1 If a child is not present for their scheduled session, the following procedure must be followed:

- Two hours after a child's usual arrival time the parent/carer must be called to clarify why the child is not attending. (latest 10am)
- The call will be made with the intention of checking that both family and child are well and that there are no problems which we could assist with.
- For most children, the information will then be logged onto the child's record on the nursery electronic management system.
- For families where the child is identified as being at risk, their non-attendance could result in the nursery staff contacting other local services known to be working with the family and the Nursery Manager must decide whether it is necessary to follow child protection procedures.
- Please refer to (appendix 11) Nursery safeguarding pack including the 'Matrix Indicator' to assist with decision making and referrals.

## **4. Additional Supporting Information**

### **4.1. Definitions of Abuse**

#### **4.2. Physical Abuse**

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, bruising or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### **Bruising and injury to non-mobile infants**

Bruising is strongly related to mobility. Bruising in a baby who is not yet crawling, rolling or shuffling, and therefore has no independent mobility, is rare. Bruising in babies and children who are non-mobile should therefore always be regarded as cause for concern. Most local child protection services have guidance specific to bruising and injury in non-mobile children, and copies of this guidance should be accessed and made available in each nursery to all staff.

#### **4.3. Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection, and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying; causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Children witnessing abuse are a victim of abuse.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### **4.4. Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing, and shelter (including exclusion from the home or abandonment)  
Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care givers)
- Ensure access to appropriate medical care or treatment.

- It may also include neglect of, or unresponsiveness to a child's basic emotional need.

#### **4.5. Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact including penetrative acts (e.g., rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

#### **4.6. Child Sexual Exploitation**

The definition of child sexual exploitation is as follows:

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur technology.

Like all forms of child sexual abuse, child sexual exploitation:

- Can affect any child or young person (male or female) under the age of 18 years, including 16 and 17-years-old who can legally consent to have sex.
- Can still be abuse even if the sexual activity appears consensual
- Can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity
- Can take place in person or via technology, or a combination of both.
- Can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.
- May occur without the child or young person's immediate knowledge (through others copying videos or images they have created and posting on social media, for example).
- Can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse.
- Is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including

gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

#### **4.7. The Trio of Vulnerabilities**

The NHS use the term trio of vulnerabilities to describe individuals experiencing domestic abuse, mental ill health and substance misuse.

#### **4.8. County Lines**

The 2018 Home Office Serious Crime Strategy states the NPCC definition of a County Line is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move [and store] the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

People exploited in this way will quite often be exposed to physical, mental, and sexual abuse, and in some instances will be trafficked to areas a long way from home as part of the networks drug dealing business.

For support or concerns regarding County Lines, please discuss with your DSL. Concerns can be reported to your local police by dialling 101, or in an emergency 999.

If you would rather remain anonymous, you can contact Crimestoppers on 08005551111

#### **4.9. Female Genital Mutilation (FGM)**

FGM is a form of abuse which involves the full or partial removal of external female genitalia, or any other injury to the female genital organs, for non-medical reasons. It must be referred to Children's Services following reporting procedure. All staff must complete FGM online training as below:

<https://www.virtual-college.co.uk/resources/free-courses/recognising-and-preventing-fgm>

#### **4.10. Honour-Based Abuse**

Honour Based Abuse includes:

- Forced marriages
- FGM (see below)
- Procedures such as breast ironing
- Honour killings

All forms of honour-based abuse must be reported in line with our safeguarding procedures.

## 4.11. The Prevent Duty

The Governments Prevent Duty Guidance defines radicalisation as “the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups”

It is our duty to prevent children and young people from being drawn into radicalisation and/or terrorism. We will promote the Fundamental British Values.

If there are concerns about the family of a child attending the nursery, or about a member of staff, regarding radicalisation and/or terrorist activity, this will be reported as required by the Prevent Duty.

All staff must complete Prevent Duty Training; please support staff access these through the [www.gov.uk/homeoffice.co.uk](http://www.gov.uk/homeoffice.co.uk), start the prevent training course Please see (Appendix\_10) additional abuses

## 5. Appendices

Appendix	Description
1	Designated Safeguarding Lead Job Role
2	DSL Lead Poster
3	Pre-Existing Injury Form
4	Contact Form
5	Cause of Concern Report
6	Serious Incident Report
7	Safeguarding Quiz & Answer
8	Whistle Blowing Policy
9	Fledgelings Low Level Concern Form
10	Additional Abuses
11	Nursery safeguarding pack including the Matrix Indicator

## 6. Reviewed By

Date Approved	Reviewed By:
03/01/2023	Louise Farrow-Brookes
27/06/2025	Louise Farrow-Brookes