# Safeguarding Policy

## 1. Introduction & Context

At Home from Home Nursery we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our equal opportunities/inclusion policy for further information).

This policy works alongside:

- Equal Opportunities/Inclusion policy
- Prevent Duty
- Lone Working Policy
- Code of Conduct
- Confidentiality policy
- Whistleblowing policy

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## 3. Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2025
- Working together to Safeguard Children 2023
- Keeping Children Safe in Education 2025
- Counter-Terrorism and Security Act 2015.

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

*(Definition taken from the HM Government document 'Working together to safeguard children 2018).*

## 4. Policy intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where employees are confident to raise concerns about professional conduct
- Support employees to notice the softer signs of abuse and know what action to take
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities

- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling.
- Always listen to children.
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

Home from Home is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care, we are providing, employees may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and employees to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All employees will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

<u>The nursery aims to:</u>

- Keep the child at the centre of all we do
- Ensure employees are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensure that all employees feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all employees are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the **Adur and Worthing Local Authority**
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times
- Ensure that children are never placed at risk while in the charge of nursery employees
- Identify changes in employee behaviour and act on these as per the Whistleblowing policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities

- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with employees and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the **Adur and Worthing** local authority.
- To unsure children do not have access to inappropriate materials when using our technological devices. We ensure we have the correct restrictions in place. We ensure the children do not use the internal telephones as this could result in a parent being unable to contact the rooms for any reason. Children will not speak to their parents via the phone. This ensures the lines are kept free and available.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

**5. Roles and Responsibilities**

**Designated Safeguarding Lead:** Danielle Fletcher
**Deputy Designated Safeguarding Lead/s:**, Marcus Tidey & Nicola Law
**Nursery Manager:** Sophie Eade

**6. Contact information**

**LADO (Local Authority Designated Officer) –**

Online referrals only:
https://socialcareportal.westsussex.gov.uk/s4s/FormDetails/FillForm?formId=445

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**IFD (Integrated Front Door)**

Call: 01403 229900
Online referral:
https://www.westsussexscp.org.uk/professionals/working-together/making-a-referral
Email: WSChildrenservices@westsussex.gov.uk

0330 222 6664 (Emergency Duty Team-out of hours) / 07711769657 (no texts)

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**West Sussex Safeguarding Children Partnership**

https://www.westsussexscp.org.uk

Call: 033 022 26450

**Email:** wsscp@westsussex.gov.uk

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**OFSTED**

Call: 0300 123 1231

Email: enquiries@ofsted.gov.uk

Non-emergency police**: 101 EMERGENCIES: 999/112**

Government helpline for extremism concerns: **020 7340 7264**

## 7. Definition of Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

*'What to do if you're worried a child is being abused (advice for practitioners) 2015.'*

The signs and indicators listed below may not necessarily indicate that a child has been abused but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

- Low self-esteem
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention.

Peer on peer abuse

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children and will take advice from the appropriate bodies on this area.

## 8. Physical abuse

Action needs to be taken if employees have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g., fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged using an accident form if it happens at the nursery or a pre-existing injury form if it happens at home, this should be then discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the designated safeguarding lead **(DSL).**

## 9. Female genital mutilation

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. This procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns.

If you have concerns about a child relating to this area, you should contact children's social care team in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed in our setting.

## 10. Breast Ironing

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage.

Although this is unlikely to happen to children in the nursery due to their age, we will ensure any signs of this in young adults or older children are followed up using the usual safeguarding referral process.

## 11. Fabricated illness (previously called Munchausen syndrome)

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g., through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

## 12. Sexual abuse

Action needs be taken if an employee has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g., for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser, so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse, they may be experiencing the procedure below will be followed:

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the DSL
- The matter will be referred to the local authority children's social care team (see reporting procedures).

## 13. Child sexual exploitation (CSE) & Child criminal exploitation (CCE)

Working Together to Safeguard Children 2021 states: "Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation."

We will be aware of the possibility of CSE or CCE and the signs and symptoms this may manifest as. If we have concerns, we will follow the same procedures as for other concerns and we will record and refer as appropriate.

## 14. Emotional abuse

Action should be taken if an employee has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional

abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

**15. Neglect**

Action should be taken if an employee has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g., a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

**16. Domestic Abuse / Honour Based Violence / Forced Marriages**

We look at these areas as a child protection concern.

<u>Domestic Abuse</u>

The issue of children living with domestic abuse is now recognised as a matter for concern in its own right by both government and key children's services agencies.

All the outcomes for children can be adversely affected if they are living with domestic abuse - the impact is usually on every aspect of a child's life. The impact of domestic abuse and abuse on an individual child will vary according to the child's resilience and the strengths and weaknesses of their particular circumstances.

The definition of 'domestic violence and abuse' was updated by the Home Office in March 2013 to include the reality that many young people are experiencing domestic abuse and violence in relationships at a young age. They may therefore be Children in need or likely to suffer significant harm, the definition from the Home Office is as follows:

"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality. The abuse can encompass, but is not limited to:

- Psychological;
- Physical;
- Sexual;
- Financial;
- Emotional.

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim."

Examples of these behaviours are:

- Psychological / Emotional Abuse - intimidation and threats (e.g. about children or family pets), social isolation, verbal abuse, humiliation, constant criticism, enforced trivial routines, marked over intrusiveness;
- Physical violence - slapping, pushing, kicking, stabbing, damage to property or items of sentimental value, attempted murder or murder;
- Physical restriction of freedom - controlling who the mother or child/ren see or where they go, what they wear or do, stalking, imprisonment, forced marriage;
- Sexual violence - any non-consensual sexual activity, including rape, sexual assault, coercive sexual activity or refusing safer sex; and
- Financial abuse - stealing, depriving or taking control of money, running up debts, withholding benefits books or bank cards.

Honour Based Violence

Honour based violence is the term used to describe murders in the name of so-called honour, sometimes called 'honour killings'. These are murders in which predominantly women are killed for perceived immoral behaviour, which is deemed to have breached the honour code of a family or community, causing shame.

The Metropolitan Police definition of so-called honour-based violence is: 'a crime or incident, which has or may been committed to protect or defend the honour of the family and/or community'.

Employees should respond in a similar way to cases of honour violence as with domestic abuse and forced marriage (i.e., in facilitating disclosure, developing individual safety plans, ensuring the child's safety by according them confidentiality in relation to the rest of the family, completing individual risk assessments etc).

A child who is at risk of honour-based violence is at significant risk of physical harm (including being murdered) and/or neglect, and may also suffer significant emotional harm through the threat of violence or witnessing violence directed towards a sibling or other family member.

Honour based violence cuts across all cultures and communities, and cases encountered in the UK have involved families from Turkish, Kurdish, Afghani, South Asian, African, Middle Eastern, South and Eastern European communities. This is not an exhaustive list.

The perceived immoral behaviour which could precipitate a murder include:

- Inappropriate make-up or dress;
- The existence of a boyfriend;
- Kissing or intimacy in a public place;
- Rejecting a forced marriage;
- Pregnancy outside of marriage;

- Being a victim of rape;
- Inter-faith relationships;
- Leaving a spouse or seeking divorce.

Forced Marriages

Hundreds of people in the UK (particularly girls and young women), some as young as nine, are forced into marriage each year. A 'forced' marriage, as distinct from a consensual 'arranged' one, is a marriage conducted without the full consent of both parties and where duress is a factor. Duress cannot be justified on religious or cultural grounds.

A child who is being forced into marriage is at risk of significant harm through physical, sexual and emotional abuse.

The majority of forced marriages reported to date in the UK have involved families from South Asia; other communities in which there have been cases include Europe, East Asia, the Middle East and Africa. Some forced marriages take place in the UK with no overseas element, while others involve a partner coming from overseas or a British national being taken abroad.

The reasons given by parents who force their children to marry include protecting their children, building stronger families, strengthening family links, protecting family honour (e.g., promiscuity or homosexuality), retaining or acquiring wealth, appeasement etc.

Suspicions that a child may be forced into marriage may arise in a number of ways, including:

- A family history of older siblings leaving education early and marrying early;
- Depressive behaviour including self-harming and attempted suicide;
- Unreasonable restrictions such as being kept at home by their parents ('house arrest') or being unable to complete their education;
- A child being in conflict with their parents;
- A child going missing / running away;
- A child always being accompanied including to school and doctors' appointments;
- A child talking about an upcoming family holiday that they are worried about, fears that they will be taken out of education and kept abroad; or
- A child directly disclosing that they are worried s/he will be forced to marry.

**17. County Lines**

County Lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and or/transport them to Suburban areas, market towns and coastal towns. It is against the law and is a form of child abuse.

***Cuckooing*** (Termed by the police) is a type of criminal exploitation in which a drug dealer will take over somebody's home to use as a base for country lines drug trafficking. Criminals often target vulnerable people to target, victims may often have drug and or mental health issues, single parents and those living in poverty. Coercion, intimidation, violence (including sexual violence) and weapons are often used. Cuckooing will often take place in a multi- occupancy or social housing property.

**18. CALFB (Child abuse linked to faith or beliefs) *Previously referred to as Witchcraft***

Child abuse linked to faith or belief (CALFB) occurs across the country and can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faiths) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or use of their body parts is believed to produce potent magical remedies.
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

Families and children can be deeply worried by the evil forces, and abuse often occurs when an attempt is made to "exorcise" and "deliver" the child.
Reasons for the child being identified as "different" may be disobedient or independent nature, bet wetting, nightmares, or illness. Attempts to "exorcise" the child may include but are not limited to; beating, burning, starvation, cutting or stabbing.

**19. Extremism – the Prevent Duty**

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care. We have a Prevent Duty policy in place. Please refer to this for specific details.

**20. Reporting Procedures**

All employees have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns must be discussed with the designated safeguarding lead (DSL) as soon as possible.

- Employees will report their concerns to the DSL (in the absence of the DSL they will be reported to the Deputy DSL or Nursery Manager)
- Any signs of marks/injuries to a child or information a child has, given will be recorded and stored securely
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded, and the parent will have access to these records on request
- If there are queries/concerns regarding the injury/information given, then the following procedures will take place:

The designated safeguarding lead will:

- Contact the local authority children's social care team to report concerns and seek advice (if it is believed a child is in immediate danger, we will contact the police). Depending on the advice needed the DSL will contact IFD (Integrated Front Door)

- Inform Ofsted if necessary and will seek guidance
- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not do so by LA children's social care team)
- The designated safeguarding lead will follow up with the Local Authority children's social care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2018). We will never assume that action has been taken,

Keeping children safe is our highest priority and if, for whatever reason, employees do not feel able to report concerns to the DSL or deputy DSL they should call the Local Authority Designated Officer or the NSPCC and report their concerns anonymously.

**21. Recording Suspicions of Abuse and Disclosures**

Employees should make an objective record of any observation or disclosure, supported by the nursery manager or designated safeguarding lead (DSL). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the *manager/*DSL/*supervisor, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly, and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted. Employees involved may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all employees to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Employees must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or employee.

**22. Supporting forms**

All supporting documents are strictly confidential and may only be shared with the DSL or Nursery Manager if the DSL is not immediately available. Forms A, C and E will be kept in each rooms daily forms folders, so they are easily accessible to all employees. If an employee does record a concern on a blank piece of paper, it will be transferred word for word by that employee to the relevant document as soon as possible. These documents are no statutory however they support the recording of clear and concise information sharing.

• Form A Allegation against a staff member: Form A to be filled out by the DSL and staff member if the staff member in questions feels they have a safeguarding concern about another employee. (See Appendix 1)

•Form B Incident/Disclosure Form for Children**:** Form B is to be filled out by an employee and the DSL to record the actions taken following an incident or a disclosure involving a child. To be used in conjunction with Form C. (See Appendix 2)

• Form C Record of immediate conversations of concern**:** This is a simple document use to record a conversation. This may be a conversation an employee has overheard, if a child has disclosed to an employee or if a parent or colleague has disclosed something to an employee. This form should be completed as soon as possible after the conversation, once filled out this form must be kept confidential and taken straight to the Designated Safeguarding Officer. Form C will then be followed up with actions from Form B. (See Appendix 3)

• Form D Referral Form: this form should only be completed by the DSL following a conversation with a Duty Social Worker.

•Form E Body Map Form**:** this form is to be used to map any marks found on a child's body that an employee deems as a concern. This form must be completed factually and no assumptions should be made. Once completed this must be shown to the DSO. (See Appendix 4)

If we feel a child needs a **safety plan,** we will draw up a plan based on advice given by professionals and relay this to the parents/carers and employees who work with those children. If we feel a child is at immediate risk, we will not inform the parents and families as we do not want to risk further harm coming to the child(ren).

Informing parents

Parents are normally the first point of contact. 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 authority children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority.

Support to families

The nursery takes every step in its power to build up trusting and supportive relations among families, employees, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the local authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

**If we have recorded concerns and informed parents or carers of our concerns and been advised to do so by the Local Authority, we will write up our concerns and actions and send this out to the families. This will detail any conversations had between employees and parents/carers and what actions we have taken and been advised to take such as**

**implementing a safety plan. This is to ensure we are maintaining open channels of communication with the families in our setting**

### 23. Accidents / Incidents

In the event of an accident occurring, the employee present must report immediately to the Team leader or Room Manager. Whilst the child is being comforted and any necessary first aid taking place, a detailed report must be written on our online app FAMLY. This report must include time, date and place of accident and state exactly what happened and any injury sustained. If two employees witness the accident, both should be added to the form. If the accident is only witnessed by one employee, the Room Manager will be added.

If the accident is serious, a head injury or a bite, it is the Room Managers discretion as to whether to call the parents of the child concerned to report the accident.

Our Accident Folder:

- Is kept safely and accessibly in each of the units.
- All employees and volunteers know where it is kept and how to record information.
- All accident forms are saved on the FAMLY folder in Dropbox for Room managers to review and audit termly.

If a child sustains an injury that is not witnessed by an employee, an accident form must be completed stating this fact. The form should then be signed by the employee and countersigned by a member of the senior team.

If a child arrives at nursery with an obvious injury i.e., a scratch to face, the employee receiving the child should discuss injury with child's parent and a pre-existing injury form should be completed clearly stating 'accident/incident happened at home / before arrival at nursery'. The form should then be signed by the employee and also the parent. These are then kept in the Accident folder.

OFSTED is notified of any infectious diseases which a qualified medical person considers notifiable.

OFSTED and the local child protection agency are notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult within 14 days.

Any injury requiring a General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

### 24. Allegations against adults working or volunteering with children

If an allegation is made against an employee, student or volunteer or any other person who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the DSL. If this person is the subject of the allegation, then this should be reported to Deputy DSL.

The Local Authority Designated Officer (LADO) and Ofsted will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance

- If as an individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question, then it is your duty to inform the LADO yourself directly
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted) to determine how this will be handled
- The nursery will follow all instructions from the LADO and Ofsted and ask all employees to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The nursery reserves the right to suspend any employee during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The nursery retains the right to dismiss any employee in connection with founded allegations following an inquiry
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.
- *Refer to Whistleblowing policy for more information.*

**25. Monitoring children's attendance**

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

Parents should please inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day, so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery by 10.00am or 3.00pm depending on which session they attend, the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe. If we have not received a response from any contacts after 2 consecutive sessions being missed, we will report our concerns to police or social services to perform a wellness check.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safeguarded.

This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

Please see Absence reporting procedure- children for more information

**26. Looked after children**

As part of our safeguarding practice, we will ensure our employees are aware of how to keep looked after children safe. In order to do this, we ask that we are informed of:

- The legal status of the child (e.g., whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

**27. Employees and volunteers**

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

In our code of conduct, we have a mobile phone policy where employees are not allowed their mobile phones in the main setting where children are present. We advised all visitors to keep their phones stored away when walking around with our employees. All visitors are accompanied by an employee.

All employees will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction employees will be given contact details for the LADO (local authority designated officer) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL), there is always at least one senior person on duty during all opening hours of the setting, this may be the DSL, Deputy DSL or Nursery Manager. If for any urgent reason one of these team members must leave the setting, they will be contactable at all times on their mobile telephone numbers below, these numbers are also available on the office notice board:

**Designated Safeguarding Lead:** Danielle Fletcher
**Deputy Designated Safeguarding Lead/s:**, Marcus Tidey & Nicola Law
**Nursery Manager:** Sophie Eade

These designated persons will receive comprehensive training at least every two years and update their knowledge on an on-going basis, but at least once a year.

The nursery DSL's liaise with the local authority children's social care team, undertake specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the on-going development and knowledge update of all employees on the team.

**28. Safer Recruitment, Placements and Visitors**

- We provide adequate and appropriate employee resources to meet the needs of all children
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We give employees, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children
- This information is also stated within every member of staff's contract
- We request DBS checks on a **3-year** basis/or we use the DBS update service (with staff consent) to re-check employees criminal history and suitability to work with children every 3 months.
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for employees, students and volunteers, to ensure that all employees, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least two written references BEFORE a new employee starts employment with us
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- As a team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones or strangers lingering. We will ensure the children remain safe at all times
- The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All employees sign up to this policy too to ensure any changes are reported to management, so we are able to support the individual employees and ensure the safety and care of the children is not compromised
- All employees have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- Signs of inappropriate employee behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- All employees will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support

- We use peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for employee development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that employees are able to share any concerns they may have. Any concerns are raised with the designated safeguarding lead and dealt with in an appropriate and timely manner
- The deployment of employees within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

**29. Employees, students or volunteers of the nursery or any other person living or working on the nursery premises**

We have a code of conduct in place that supports us to monitor employees and changes in their character. Employees are aware of the need to disclose changes to circumstance and use the whistle blowing policy where required.

We also operate a Phones and Other Electronic Devices and Social Media policy which states how we will keep children safe from these devices whilst at nursery. This also links to our Online Safety policy.

**30. Keeping children safe in Education (KCSIE)**

At Home from Home, we understand our responsibilities to ensure that all children and young people under 18 within our setting feel safe and supported. We have apprentices that work with us that are under 18, when we employ apprentices under the age of 18, we ensure that they have a line manager to support them, all line managers will read the KCSIE policy every year to update their knowledge and ensure they are supporting them the best they can. The KCSIE policy can be found here: https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf

The line manager will ensure that they are having regular supervisions with the apprentices and discuss any issues that may arise such as attendance or changes at home.

All employees under the age of 18 have a risk assessment and have adequate training in their induction to ensure they are aware of hazards and how to mitigate risks.

All employees have training to ensure they understand that a young person is anyone under the age of 18 and know how to report any concerns if necessary.

**31. Technology**

Employees must keep personal mobile phones switched off and placed in their lockers, any bags must be left in the staffroom. Personal mobile phones are not permitted in any spaces that are accessed by children.

It is recognised that in certain situations it may be necessary for employees to use a mobile phone for the use of the setting e.g., on an outing, the nursery provides two mobile phones for this purpose. The use of a mobile phone must not detract from the quality of supervision and care of children. Personal mobile phones or similar devices must not be used to take photographs of children. Employees have a duty to ensure parents do not use their mobile phones in the setting. Employees may only use their phones in the staff room and must cease their calls before entering or exiting the building.

Employees must only use cameras provided by the setting to take photographs of children. Failure to comply will result in disciplinary action.

Smartwatches are only allowed to be worn if they are switched to schooltime mode to prohibit them receiving messages or notifications. If an employee is seen to be engaging with their watch unnecessarily, they will not be allowed to wear it moving forward. Failure to comply with this will result in disciplinary action.

## 32. Review

This policy will be reviewed annually and also in line with any changes in statutory guidance

## 33. Version Control

| Version | Date | Status | Comments | By |
|---|---|---|---|---|
| 1 | Nov 2015 | Policy adopted | | Emma Corbin-Mckenzie |
| 2 | February 2021 | Reviewed | | Sonia Hilder |
| 3 | February 2021 | Amended | | Sonia Hilder |
| 4 | January 2022 | Reviewed | | Cassie Jones |
| 5 | February 2022 | Amended | To reflect change in DSL to Cassie Rhodes | Cassie Rhodes |
| 6 | January 2023 | Amended | To reflect change is DSL to Poly Manners | Julia Pattenden |
| 7 | May 2023 | Updated | To reflect change in DSL & contact info | Sonia Green |
| 8 | July 2023<br>September 2023 | Updated | To reflect change in DSL Deputy | Sonia Green |
| 9 | August 2024 | Updated | Included accident and incident procedures | Sophie Eade |
| 10 | July 2025 | Reviewed & updated with recent legislation | Added County lines, witchcraft & KCSIE section added appendixes for forms to report | Sophie Eade |
| 11 | June 2026 | Reviewed | | Sophie Eade |
| 12 | Sept 26 | Reviewed | Changed DSL | Sophie Eade |

**Appendix 1 – Form A Allegation against staff member**

## FORM A
## HIGHLY CONFIDENTIAL
# Summary of Child Protection Allegation Against Staff Member /Concern to be placed on Personnel File/kept by the setting

**Name** ..... **Date**.....

**Explanatory statement**
This statement is made in accordance with "Safeguarding Children and Safer Recruitment in Education" DfES 2006, para 5.10, and "Working Together to Safeguard Children" HM Government 2006, Appendix 5, para 9
There is a requirement to keep a clear and comprehensive summary of allegations, how the allegation was followed up and resolved, and a note of any action taken and decisions reached. This should be kept on an employee's confidential personnel file, (or in the case of a volunteer, confidentially stored by the agency), and a copy provided to the person concerned.
The purpose of this record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where a future CRB Disclosure reveals information from the police about an allegation that did not result in prosecution or a conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time.
This record should be retained at least until you have reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.

## Summary of allegation:

## How allegation was followed up:

**Outcome of investigation:**

**Action taken and decisions reached:**

**Employee Comments:**

**Signed by: DSO.....**

**LADO .....**

**Employee.....**

***Outcomes:**

**Substantiated -** A substantiated allegation is one which is established by evidence
or proof'

**Unsubstantiated -** An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient identifiable evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

**Unfounded -** This indicates that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively, they may not have been aware of all the circumstances. For an allegation to be classified as unfounded, it will be necessary to have evidence to disprove the allegation.

**Deliberately invented or malicious** - This means there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.
*(Categories from Working Together to Safeguard Children 2006 Appendix 5, and DCSF Minimum Data Report 2007)*
**LADO** refers to the local authority officer designated to give advice and monitor allegations against adults working with children.

**Appendix 2 – Form B Child disclosure form**

## FORM B
## Incident/Disclosure Form for Children

All allegations, complaints or suspicions of abuse (neglect, sexual, physical or emotional) should be recorded as close as possible to the time of the incident. Details of incidents should be recorded in as much detail, and as accurately as possible. Any disclosures of abuse being made by children and young people should be a reflection of what was actually said. Do not try and interpret any of the information. Just record what was said or witnessed.

| **Date and time of incident or disclosure:** |
|---|
| |
| **Name and age of child** |
| |
| **Names of parents or carers, address and telephone numbers of child** |
| |
| **Names, ages, telephone numbers and addresses of any witnesses** |
| |
| **Name, role and contact details of person completing this form** |
| |

This form should be used to record any disclosure or safeguarding incident.

| **Details of disclosure (do not interpret information, use the same language that was used by the young person or child). Use additional overleaf to record information if required, please secure overleaf to this form.** |
| --- |
| |
| **What action was taken (if no action was taken explain why)** |
| |
| **Who did you report the incident to (names and contact details)** |
| |

| **Are any other young people potentially at risk?** |
| --- |
| **Within Home from Home?**<br><br>**Other agencies?**<br><br>**Parents or Carers?** |
| **Any other relevant information** |
| |

This form should be used to record any disclosure or safeguarding incident.
Signed: .....
Date: .....
Time: .....

This form should be kept in a secure and safe place.

You should seek further guidance and support from(in this order):
Nicky Leah (Designated Safeguarding Lead)
Danielle Fletcher(Deputy Safeguarding Lead)
Marcus Law (Deputy Safeguarding Lead)
Nicola Law (Deputy Safeguarding Lead)
Sophie Eade & Sonia Green (Nursery Managers)
CAP (Children's Access Point)-01403220099
*Immediate concern-Call 999 immediately before completing this form*

**Appendix 3 – Form C Record of conversations of concern**

# FORM C

## Record of immediate conversations of concern

**This form is strictly confidential and should not be shared with other staff members.**

**Date:**
**Practitioner:**
**Child/member of staff concerning:**

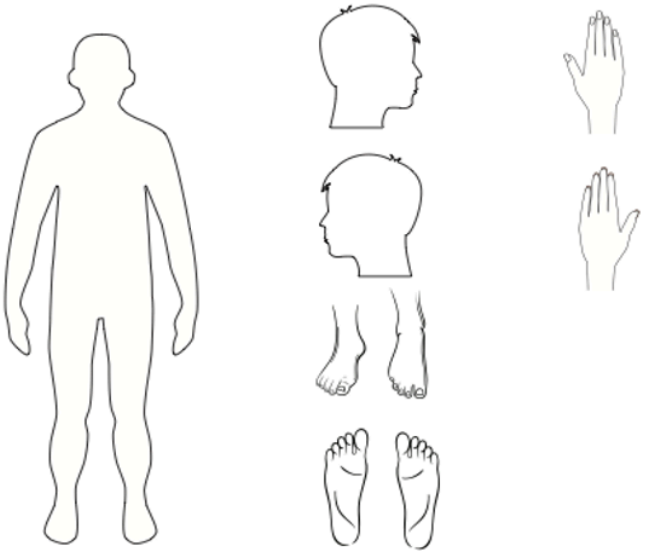
**Context of conversation:**

**Conversation:**

**Sign:……..**

## Appendix 4 – Form E Safeguarding Body Map

**FORM E**
**Safeguarding Body Map**



Name Of Child .....

Date Of Birth .....

Name Of Worker .....

Date Recorded .....

Observations .....