

## **Strode College Nursery Safeguarding Children Policy**

### **Safeguarding statement**

Strode College Day Nursery acknowledges that our prime responsibility is the welfare and well-being of all the children in our care and we expect everyone to share this commitment.

This policy lays out the procedures that, will be followed if we have reason to believe that a child in our care is subject to emotional, physical, sexual abuse or neglect.

We take into account the government's statutory guidance 'Working Together to Safeguard Children' and 'Prevent duty guidance for England and Wales' and 'Keeping Children Safe in Education', and encourage all staff to be familiar with them.

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

<https://www.gov.uk/government/publications/prevent-duty-guidance>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

### **Achieving these aims requires systems designed to:**

- Prevent unsuitable people working with children, young people and vulnerable adults;
- Promote safe practice and challenge poor and unsafe practice;
- Identify instances in which there are grounds for concern about a child or vulnerable adult's welfare, and initiate/take appropriate action to keep them safe;
- Contribute to effective partnership working between all those involved with providing services for children and vulnerable adults.

All children, young people and adults will have the same protection regardless of age, sex, disability, gender, race, religion or belief, sexual orientation or identity. We are committed to anti-discriminatory practice and recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

Our prime responsibility is the welfare and well-being of all children in our care. As such, we believe we have a duty to the children, parents/ primary carer and staff to act quickly and responsibly in any instance that may come to our attention. As a setting, we understand the responsibility that we have under the Education Act 2002 to protect and support the children in our care.

This policy applies to all staff, volunteers and students within the nursery as well as governors. This also applies to college staff that visit the nursery, i.e. the Estates team, IT team, Health and Safety Team, college DSL.

The Nursery has a legal duty to report/notify any suspicions, or allegations of serious harm, abuse or neglect against a child, whilst the child is in the care of the Nursery, to OFSTED and the Local Authority. The Nursery follows the procedures and guidance provided in the Somerset Safeguarding Children Partnership Child Protection Handbook, Keeping Children Safe in Education and Effective Support for Children and Families in Somerset, which are in the Nursery office. Parents have the opportunity to read this document

should they so wish. There is a leaflet displayed in the nursery foyer for parents and carers to refer to 'guidance for parents.'

### Statutory Requirements

- The Children Act 1989 and 2004
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Data Protection Act 2018
- The Education Act
- Somerset Safeguarding Children Partnership. (This Partnership is made up of **Somerset Council, Avon and Somerset Constabulary** and **Somerset Integrated Care Board**, who have joint and equal responsibility to safeguard children and young people.)
- Keeping Children Safe in Education 2025
- Protection of Freedoms Act 2012
- Working Together to Safeguard Children 2023
- Special educational needs and disability (SEND) code of practice: 0- 25 years. HM government 2015
- Section 26, The Counter Terrorism and Security Act 2015
- Female Genital Mutilation Act 2003 (Section 74, Serious Crime Act 2015)
- The Statutory Framework for Early Years Foundation Stage 2025
- Sexual violence and sexual harassment between children in schools and colleges; DfE May 2018.
- Counter-Terrorism and Security Act 2015,

### 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 staff are confident to raise concerns about professional conduct
- Support staff to notice 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.
- The Prevent Duty 2015 guidance

Strode College Nursery endeavours to ensure that staff are aware of the possible signs and symptoms of abuse and neglect as well as FGM, CSE, county lines, child exploitation, human trafficking, contextual safeguarding, private fostering and cuckooing and know the correct procedure to report any such concerns.

### Training

We ensure that all practitioners are trained in line with the criteria set out in Annex C of the EYFS 2025. The DSL must attend a training course consistent with the criteria set out in Annex C of the EYFS 2025. Training will be renewed every two years and we may consider whether any staff need to undertake annual refresher training during any two-year period to help maintain basic skills and keep up to date with any changes to safeguarding procedures or as a result of any safeguarding concerns that occur in the setting. The college also provide safeguarding training that is pertinent to the wider college policies and procedures and staff will be expected to attend this too as required.

We support all practitioners to be confident to implement the setting's safeguarding policy and procedures on an ongoing basis. We encourage them to read 'What to do if you're worried a child is being abused: Advice for practitioners' which can be found in the safeguarding folder in the office. The DSL provides support, advice and guidance to all practitioners on an ongoing basis, and on any specific safeguarding issue as required.

As a setting, we are committed to ensure that all children feel safe and secure, where positive relationships are formed and communication is clear with staff members. All children, regardless of age are encouraged to talk openly and it is the responsibility of our staff to ensure that children know they can turn to any adult if they are feeling sad or worried about something.

**The nursery aims to:**

- Keep the child at the centre of all we do
- Ensure staff 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, discrimination or child on child abuse
- 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 staff 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 staff 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 Somerset Safeguarding Children Partnership.
- 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 staff
- Identify changes in staff behaviour and act on these as per the College wide Staff Code of Conduct policy
- Operate safe recruitment procedures and make sure that all appropriate checks are carried out, on new staff and volunteers who work with children and vulnerable adults, including Criminal Record checks by the Disclosure and Barring Service.

- 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 HR, the LADO, Ofsted and other relevant authorities. There is a separate nursery WHISTLEBLOWING POLICY that must be adhered to
- 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 staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Somerset Safeguarding Children Partnership and the local authority and the EYFS

Children are also encouraged to talk about their feelings openly to the group during 'hello time' in the morning and afternoon. Activities are organised that help children to understand how to stay safe, such activities include visits from the police.

Our staff are committed to establish positive relationships with parents and carers of the children as well as any other agencies that may be involved with the family.

We have a safeguarding notice board in the nursery foyer, which displays photos of the designated safeguarding lead (DSL) within nursery as well as the designated safeguarding leads (DSL's) in College. This has recent information displayed up for parents and has a copy of our 'recording a concern' form up for parents to read and see. All parents have been asked to regularly look and read the information on the notice board.

#### **The procedure is as follows:**

- 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 Nursery manager or DSL
- The matter will be referred to the local authority children's social care team) see reporting procedures).

Emma Lovelace (Nursery Supervisor- currently on maternity leave until Jan 2026) is the designated safeguarding lead (DSL) and takes the lead and responsibility for safeguarding within the nursery itself and will liaise with Nursery and college staff. Gemma Stone and Kris Lee are the designated safeguarding leads whilst Emma Lovelace is on maternity leave and in her absence once she returns.

Sarah Thomsett is the Safeguarding Officer and designated safeguarding lead (DSL) in the college with whom the nursery can liaise with regarding safeguarding.

The Designated Safeguarding Lead (DSL) will provide support, advice and guidance to all practitioners on an ongoing basis, and on any specific safeguarding issue as required. The DSL will attend a training course consistent with the criteria set out in Annex C of the EYFS 2025

Training will be renewed every two years. It will be considered whether any staff need to undertake annual refresher training during any two-year period to help maintain basic skills and keep up to date with any changes to safeguarding procedures or as a result of any safeguarding concerns that occur in the setting.

#### **Reporting procedures**

- The college DSL and the nursery DSL will liaise with Somerset Direct and the LSCB and ensure staff have ongoing support, advice and guidance as required. A record will be made of any injury, incident or behaviour that gives rise for concern on the Incident Form / Log, (Date, time, explanation and signature by the person concerned will be logged within 24 hours). See accident forms for serious accidents, injuries, deaths that must be notified to Ofsted and the local child protection agencies (2011) (RIDDOR)
- The concern/incident will be discussed with the nursery and College Child Protection designated members of staff if needed (Emma Lovelace (maternity leave until Jan 2026) Gemma Stone, Kris Lee, Sarah Thomsett (college safeguarding officer and DSL)
- A record of the discussion will be kept within the Child Protection folder located in the office safeguarding locked drawer and an action plan will be formulated.
- The college also has 'My Concern', which is an online database for recording concerns. Currently we are using both systems within the college and nursery.
- The parent/primary carer will have access upon request to such records, where appropriate.
- We have a duty of care to ensure that any safeguarding records are passed on to a receiving school or setting. The original child protection/ safeguarding file will be passed on either by hand or sent recorded delivery or by secure email, separate from the child's other records. Every care will be taken to ensure confidentiality is maintained and the transfer process is as safe as possible. Parents will never be used as couriers for such files.
- All staff attend the Basic Awareness of Safeguarding and Prevent training
- If there are any queries regarding an injury or incident, OFSTED and the Children's Social Care Line will be notified by a designated member of staff in line with the College Safeguarding Children in Education Child Protection Policy.
- In a situation where the child is thought to be in immediate and grave physical danger, the Police and /or Children's Social Care Line will be contacted by a College designated member of staff.
- Nursery staff are aware of the legality of questioning children and the voice of the child must be captured as it is fundamental to safeguarding and child protection. Please see 'Professional Responsibility' section to see how we capture the child's voice at nursery.
- Nursery staff are aware of the importance of not promising to keep secrets.
- Nursery staff are aware of steps they can take in order to protect themselves from allegations of abuse and only qualified staff to carry out personal needs of children.
- Details of procedures on how to report and deal with allegations of abuse against a member of staff are contained in the Strode College Safeguarding Children policy accessed through the college intranet.
- If circumstances arise at any time when the college DSL is not available, then advice/guidance will be sought from the key contact list provided by Somerset Safeguarding Children Partnership in the 'Effective Support for Children and Families in Somerset, Thresholds for assessment and services.'
- If there is an unexplained or unplanned absence in the child's normal attendance pattern the supervisor or deputy will make every effort to contact the family to establish the reason for the child's absence. All attempts of contact will be recorded and logged on the absence contact list. Any concerns will be reported to Somerset Direct on 0300 123 2224. The Emergency Duty Team number is 0300 123 2327
- There is also a consultation line for DSL's to ring up for advice 0300 123 3078 9am – 4pm Monday to Friday. Children's Social Care number is 0300 123 2224

- For storage and the use of mobile phones, cameras, i-pads and tablets, smart phones, please see the Photographs and Mobile Phone Policy section of this policy.
- To safeguard the children and staff at the Nursery and maintain confidentiality please also refer to the Social Networking section of this policy for more information.
- In the event of an allegation being made against a member of staff the Strode College Safeguarding Children and vulnerable Adults Policy (Section D page 28) will be followed [Child Protection Policy](#) Ofsted also need to be contacted with regards to an allegation against a member of staff. See below for the procedure to follow.
- Non nursery staff (eg. Cleaners, Estates Team, Health and Safety Team) are not permitted to use personal devices of any kind when in the nursery.

Procedure and advice taken from the Effective Support document July 2017.

If an allegation is made about, or there is a concern about a member of staff, the Designated Officer (use to be referred to as LADO) must be contacted by the designated child protection person, unless the allegation has been made about that person, then the next most senior person must make contact. The LADO can be contacted on the Somerset Direct number 0300 123 2224. Please follow the guidance in the 'Effective Support for Children and Families in Somerset.' The nursery procedure is to go straight to the principal's office and speak directly to them about the situation –unless it involves the Principal. Then the Designated Officer (LADO) and Ofsted need to be contacted. Ofsted's number is 0300 123 1231.

Where it is considered that a child is at significant risk of harm or is suffering from harm, South West Child Protection procedures will be followed. Such procedures can be found on [Policies and Procedures - Somerset Safeguarding Children Partnership](#)

### [Reporting Concerns](#)

Guidance states;

If you are worried about a child or young person who could be in danger please contact:

- Children's Social Care on 0300 123 2224;
- By e-mail at: [childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk);
- Or the Police.

You can contact the police directly by dialling 101 and they will discuss with Children's Social Care what action should be taken. In an emergency always contact the police by dialling 999.

The Family Front Door Consultation Line: 0300 123 3078

After making a telephone referral, we are obliged to confirm it in writing within 24 hours. We will then get a receipt of the written referral within 48 hours.

### **Contact telephone numbers**

Somerset children's social care team 0300 123 2224

Local authority Designated Officer (LADO) Somerset Direct 0300 123 2224

Ofsted 0300 123 1231

The Family Front Door Consultation Line 0300 123 3078

Non-emergency police 101

Government helpline for extremism concerns 020 7340 7264

### **Professional Responsibility**

Child protection is the responsibility of everyone who works with children. An adult must never promise confidentiality to a child. They must ensure that the child is aware that if they disclose something that causes concern or suggests that the child is experiencing or at risk from harm, then others may need to be told in order to protect them.

Although confidentiality remains paramount at all times, the law permits professionals to pass on information to the appropriate authority, when there is a concern for a child's well-being.

All staff must be aware that if a child discloses abuse; a staff member has concerns for a child; a third party shares concerns with you regarding a child's well-being, such situations **MUST BE REPORTED TO THE DESIGNATED SAFEGUARDING LEAD AND RECORDED STRAIGHT AWAY.**

Staff must:

- Respond to the situation without displaying signs of shock, worry or opinion.
- Not promise confidentiality.
- Observe and record the behaviour of the child and note any unusual or out of character behaviour.
- Record, sign and date in detail the situation and share with the designated child protection person.
- Listen to the child sensitively and **DO NOT** interrogate them.
- Ask sensitive, gentle and non-suggestive questions to the child.
- However insignificant a worry you may have, make sure you share it with the supervisor straight away, never make a safeguarding decision on your own.
- **REMEMBER THAT IT CAN HAPPEN HERE.**

### **Safe Recruitment and Suitability of New Staff**

Recruitment of nursery staff is carried out in liaison with HR. A member of the HR team is always on the interview panel and will have completed Safer Recruitment training. The following steps are followed;

- Applicants always complete an application form
- Candidates are invited to interview
- At interview it is always made clear that the role is subject to an enhanced DBS being satisfactory
- An employment offer is always conditional upon satisfactory completion of mandatory pre-employment checks
- The candidate must prove their right to work in the UK
- The candidate's identity must be verified
- The candidate's qualifications must be confirmed to be full and relevant to the role

Once a candidate has been offered the role;

- An enhanced DBS check is completed and the reference number recorded
- Obtain references, taking account of the EYFS 2025 guidelines below;

"Providers must obtain a reference for any member of staff (including students and volunteers) before they are recruited.

Providers should:

- Not accept open references e.g. to whom it may concern.



- Not rely on applicants to obtain their reference.
- Ensure any references are from the applicant's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.
- Not accept references from a family member.
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
- 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 ensure a reference is from their current employer, training provider or education setting.
- Ensure electronic references originate from a legitimate source.
- 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 take up any discrepancies with the applicant.
- Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed."

HR hold records of information about nursery staff qualifications, identity checks, vetting processes (criminal records/DBS checks) and references that have been completed. Criminal records/DBS check information held will include the reference number, the date the check was obtained and details of who obtained it. Staff will be encouraged to sign up to the update service where possible.

### **Disqualification**

It is an offence, under section 76 of the Childcare Act 2006, to provide early years' provision if disqualified or be involved in the direct management of such provision if disqualified, or to knowingly employ a disqualified person to work with children.

The Childcare Act 2006, Childcare (Disqualification) regulations 2009 and the statutory Framework for the early Years Foundation Stage 2025 place separate and additional requirements on education settings regarding staff and volunteers who will be either working or managing provision for children under the age of 8.

Disqualification means where the person is either:

- Included on the Disclosure and Barring Service (DBS) Children's Barred List;
- Being found to have committed certain violent and sexual criminal offences against children and adults,
- Certain orders in relation to the case of children,
- Refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering,
- Being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom.

All nursery staff must complete a 'Staff Disqualification Declaration Form' annually. Supervisions are used as a planned and formal opportunity to ask and remind employees if there have been any changes to their personal circumstances and for them to review their 'staff Disqualification Declaration Form'. Staff will sign to confirm that there is no other information they need to inform the supervisor of and that there has been no changes to their personal circumstances and their Disqualification form.



Ofsted will be notified of any significant event which is likely to affect the suitability of any person who is in regular contact with the nursery children. The disqualification of an employee where childcare is provided could be an example of a significant event. Appropriate action will always be taken to ensure the safety of the children.

The nursery prides itself on having strong professional relationships between its employees and there are many informal opportunities for employees to disclose any changes in their personnel circumstances. Such as before and after a session (before and after children arrive and leave), during staff meetings, fortnightly meeting with the nursery line manager. All employees are aware that they can arrange a time to speak to the nursery supervisors and line manager/principal when they wish.

Please also see the Strode College staff professional Code of Conduct.

[STAFFCODEOFCONDUCTUpdatedMarch2024.pdf](#)

If it is identified that an individual is disqualified or the 'by association' criteria is met, employees should be asked to provide information to their employer about themselves or any person who lives in the same household as them.

## **Definitions, Categories and Indicators of Abuse**

### **Abuse**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional setting by those known to them or rarely by others. Abuse can take place wholly online or technology can be used to facilitate offline abuse. They may be abused by an adult or another child or children.

#### **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.

#### **Child on child abuse**

We are aware that child on child 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.

### **Physical Abuse**

Physical abuse causes harm to a person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring. Physical harm may also be caused when a parent or carer fabricates the symptoms or deliberately induces illness in a child (FII).

Action needs to be taken if staff 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 bruises, cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery supervisor or Designated Safeguarding Lead (DSL).

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) / nursery supervisor.

#### **Fabricated or Induced illness**

This is also a type of physical abuse. FII is a condition whereby a child suffers harm through the deliberate action of their carer and which is attributed by the adult to another cause.

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.

### **Neglect**

Neglect is the persistent or severe failure to meet a person's basic physical and/or psychological needs. It will result in serious impairment of the person's health or development. Neglect may occur, for example, as the result of maternal substance abuse. Neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Action should be taken if the staff a member 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.

### **Sexual Abuse**

Sexual abuse involves a young person or vulnerable adult being forced or coerced into participating in or watching sexual activity. It is not necessary for the young person or vulnerable adults to be aware that the activity is sexual and the apparent consent of the young person or vulnerable adult is irrelevant. The activities may involve physical contact, including assault by penetration, or non-penetrative acts such as kissing or touching outside the clothing. They may also include non-contact activities such as involving children in looking at, or in the production of, sexual images, watching sexual activity or encouraging children to act in a sexually inappropriate way or grooming a child in preparation for abuse. Abuse can take place online and technology can be used to facilitate offline abuse. The sexual abuse of children by other children is a specific safeguarding concern.

Action needs to be taken if the staff member 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 nursery supervisor or DSL
- The matter will be referred to the local authority children's social care team (see reporting procedures).

Child Sexual Exploitation (CSE) is a form of child sexual abuse which occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under 18 into sexual activity in exchange for something the victim needs or wants and/or for the financial gain 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 through the use of technology."

We will be aware of the possibility of CSE 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.

### **Emotional Abuse**

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the young person or vulnerable adult's behaviour and emotional development, resulting

in low self-worth. It may involve conveying that person is worthless or unloved or valued only insofar as they meet the needs of another person. It may involve deliberately silencing them or making fun of them. It may feature age or developmentally inappropriate expectations being imposed as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. Emotional abuse may also involve seeing or hearing the ill treatment of another. It may also involve serious bullying (including cyberbullying) or the exploitation or corruption of children. Some level of emotional abuse is present in all forms of abuse but it can also occur alone.

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.

#### **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. There 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. (The Prevent Lead for Strode College and Nursery is Charles Bedingfield- Safeguarding Co-ordinator, Strode College). For more detailed information regarding Prevent, please refer to the Strode College Safeguarding Children and Vulnerable Adults Policy.

#### **Child on Child sexual violence and sexual harassment**

Sexual violence and sexual harassment can occur between two or more children of any age and sex, from an early age up until college age.

Staff to take a 'zero tolerance' approach. All staff to maintain a 'it could happen here' mindset with regards to child on child abuse.

#### **Honour Based Violence ( FGM/ Breast Ironing / Forced Marriage)**

So-called 'honour based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation, Forced Marriage and practices such as breast ironing.

FGM comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons (World Health Organisation). It is also sometimes referred to as female genital cutting or female circumcision. The practice is illegal in the UK. 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 speak to the Designated Safeguarding Lead in the same way as other types of physical abuse.

FGM is not an issue that can be decided on by personal preference – it is an illegal, extremely harmful practice, and a form of child abuse and violence against women and girls. Professionals in health, social care and teaching have a mandatory duty to personally report all cases of FGM to the Police where

disclosure or signs of FGM are noted, or where an act of FGM appears to have been carried out. We will ensure that this duty is adhered to in our setting. When someone reports FGM to the Police, they should ask for a crime reference number.

If there is an IMMEDIATE RISK, call the Police on 999 (emergency number).

### **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.

### **Domestic Abuse**

Witnessing domestic abuse is categorised as emotional abuse and will be treated as such in our setting. For further information, relating to Domestic Abuse, Honour Based Violence and Forced Marriage, please see the Strode College Safeguarding Children and Vulnerable Adults Policy.

### **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 within one hour of their normal start time 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.

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.

### **Private Fostering**

Private fostering is when a child under the age of 16 (18 if they are disabled) lives with someone who is not a close relative, guardian or person with parental responsibility for 28 days or more. Private fostering is not the same as fostering arranged by the local authority.

Children and young people become privately fostered for a variety of reasons

- Their parents live overseas and they come to this country to attend college
- Their parents are ill and cannot look after them
- Their parents work away from home, possibly abroad
- Their parents have come to the UK to study or work and require someone to look after their children
- They are teenagers who are estranged from their families

The law says that the Local Authority must be told about all private fostering arrangements. The child's parents or carers should notify us of the arrangement, although anyone else involved in making the

arrangement or who is aware of it also has a responsibility to inform us. The Children Act 1989, and section 44 of the Children Act 2004, outlines the legal duty of the local authority to make sure that the welfare of all privately fostered children is safeguarded and promoted. A social worker will need to check the placement is suitable and that all the needs of the child or children are being met. They will also speak to the child or children to make sure that a thorough assessment of the placement is carried out. When we are made aware a child may be privately fostered the local authority will be informed. Please follow safeguarding referral processes if you have concerns regarding private Fostering.

### **Looked after children**

As part of our safeguarding practice, we will ensure our staff 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.

### **Children with Family Members in Prison**

Children with a family member in prison are at risk of poverty, stigma, isolation and poor mental health. We will take all steps possible to support children and families in this situation.

All staff must ensure that if they are working individually with a child, for example, changing a child's nappy, then ensure that safe working practices are remembered. The staff member should ensure that another colleague is aware of the staff member working individually with a child, and be available to assist if required.

Staff must also ensure that child abuse allegations or suspicions are NEVER trivialised. Remember that it is better to share and record any worry that you may have with the designated child protection officer, however small it may appear. Never make a safeguarding decision on your own.

No member of staff must ever drive a child who is registered at the nursery, or offer a lift to parents. Staff should also never accept the offer of a lift from parents/carers of a child registered at the nursery.

Capturing the children's voice is fundamental to safeguarding and child protection. To ensure that the child's voice is heard we use different ways to do this. We use observations to tune into the child's individual likes, dislike, concerns and worries; observing and interpreting the interactions between a child and their parent/carers; ensuring that practice is child focused and not parent focused; following up on missed appointments and erratic attendance; providing a voice for children by speaking on their behalf when there is information to share; using emotion aids such as cards and pictures to support children in expressing their feelings and to create a safe space for them to share and express themselves fully. There are other resources that we can also use such as 'Signs of Safety' and 'Active Listening' that can help to support the children to express themselves and to act positively on the information shared.

We regularly risk assess the nursery indoor and outdoor environment, the equipment, resources, activities and outings. We highlight the potential hazards and harms and evidence the actions taken to reduce and remove these hazards. (See risk assessment folder in the cupboard.)



## **EHA**

Early Help Assessments are a tool that can offer help to parents as soon as a problem emerges to help prevent problems from escalating. It promotes 'The right service in the right place at the right time'. The nursery should contact The Early Help Hub, (which is part of Somerset's Family Front Door Consultation Line on 0300 123 3078 - they triage and respond to referrals made to the Family Intervention Service at a complex level) for advice or to find out whether an EHA has already been logged before starting a new one. Guidance and the correct forms are found on the 'Professional Choices' website: <http://professionalchoices.org.uk/eha/> and there is printed 'practitioner guidance' found in the policy folder behind this safeguarding policy. This guidance clearly lays out the process to follow and how to complete an EHA.

## **Children's Mental Health**

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences can impact on their mental health, behaviour and education.

Emma Lovelace is the Children's Mental Health Lead within the setting and will oversee any mental health concerns along with supporting the team with any relevant training.

## **Collect the following from the employee:**

- Have you been involved with the Police such as interviewed, questioned, subject to a court order, bound-over, received a reprimand, warning, caution or convicted during your employment at the setting?
- Do you have parental responsibility for a child who is being assessed or has been placed on a Child Protection Plan under section 47 of the Children Act 1989 2004
- Has anyone that lives in the same household or property as you been cautioned or convicted of an offence that may have a bearing on your suitability to work with children?
- Details of any order, determination, conviction, or other ground for disqualification from registration under the Childcare (Disqualification) Regulation 2009: a certified copy of the relevant order (in relation to an order or conviction information about the body or court which made the order, determination or conviction, and the sentence (if any) imposed the date of the order, determination or conviction, or the date when the other ground for disqualification arose.

This information must be provided to Ofsted and the LADO team as soon as reasonably practicable, but at the latest within 14 days of the date the setting became aware of the information.

An Ofsted disqualification waiver can be granted, either a full or partial waiver that would allow an individual to work in a setting. Only the disqualified employee can apply to Ofsted directly for a waiver. They can request a form by emailing Ofsted directly. Whilst a waiver is under consideration the individual must remain suspended from work on full pay.



If they do not receive a waiver, their employment will be terminated.

### **Photographs and Mobile Phones.**

Aim: The aim of this policy statement is to ensure that parents/carers are aware of, and in agreement with, the taking of photographs of children within the Nursery. Photographs are used as visual evidence of the work we do, and it has been agreed that we can use them for publicity purposes (this may include; internet, local papers, college/nursery prospectus, community banners, an outside photographer taking photos for publicity for the college or for parents to buy).

#### **Consent**

- Parents/carers are requested to sign consent on the application form for the Nursery to take photographs for the purposes mentioned above. If the Nursery wishes to use photographs for any other purposes, then additional consent will be sought.
- Consent is also sought for their child to appear in the background of other children's photos that will be used in the other children's profile.
- Separate consent is required for children and staff to video the children.
- Prior to staff taking any photographs they will first seek permission from the supervisor.
- A list is kept of the names of children who cannot have their photos taken or used for certain purposes.
- The Supervisor and Deputy Supervisor will preview photos for marketing purposes and give final consent for the photos to be used.

#### **Reasons**

- Photos are a valuable and important resource, and are shared with parents/carers.
- Practitioners will respond to any concerns that parents may raise about photography with sensitivity and explain the value of using photographs without being defensive.
- Children sometimes like to use the camera, i-pad or tablet to take photos of each other as part of activities and things that they enjoy doing.

All photos taken of the children will be taken with the settings cameras (including the i-pad and nursery mobile phone) –unless using a professional, pre-booked photographer or for college marketing purposes. Only professional photographers who have full and current DBS checks will be used by the Nursery and parents will be consulted first. The nursery camera, i-pad and tablet can be taken on nursery outings and is the property of the nursery and remains at the nursery at all other times.

### **Mobile phones**

The aim of this policy statement is to ensure that mobile phones are securely stored and the use of personal mobile phones is prohibited whilst on the nursery premises or outing.

#### **Storage of mobile phones.**

- Mobile phones that belong to staff should be kept in the locked cupboard within the office.

- Staff should only use their mobiles when they are outside the nursery building and out of work hours or in the office on their lunch break with the door closed.
- Students and visitors to the nursery are expected to put their bags and mobile phones and any other equipment carrying a camera inside the locked cupboard in the office. Staff will return their belongings to them when they are leaving the premises.
- There is a reminder for everyone who is entering the Nursery that bags, mobiles, cameras should be handed to a member of staff and put in the locked cupboard within the Nursery.

#### Contacting staff during nursery's open hours

- The setting number is the only contact number for people who need to speak to staff rather than the member of staff's own phone. The nursery phone will divert to the nursery mobile phone number if we are on an outing away from the setting.

#### Use of Mobiles

- The Nursery has its own mobile phone which is kept in a locked drawer in the office.
- The nursery mobile phone number is written on the back of the phone.
- The Nursery phone is only taken out of the drawer when the Nursery goes on outings or to use the camera feature to capture learning and development of the children.
- When the Nursery are on an outing a poster will be displayed on the outside Nursery door with the mobile number as well as where we have gone and estimated time of return.
- Linda Burnell (Curriculum Administrator for Vocational Studies xt 405) has the mobile number, should we need to be contacted whilst out around the campus.
- Personal contact details of parents, carers or emergency contacts are on a separate list containing these are taken with us during outings around the campus and kept with the phone.

#### ICT equipment

Children have opportunities to use tablets to access educational apps on it. There may be occasions where children use the devices to take photos of one another and their use is closely supervised by an adult. These tablets are specifically designed for use by children, and DO NOT have any access to the internet. The staff use i-pads and tablets to record the children's learning and development. They take photos and write up observations and these are put onto an online app called 'Tapestry'. (Please see the Tapestry policy for extra guidance.) This app uses the internet and this is accessed via the college wifi and is Password Protected.

#### Social networking

As social networking sites (i.e., Facebook, twitter, snap chat, Instagram etc) are becoming ever more popular, this statement has been devised as a safeguard for the children, parents/guardians and personnel of Strode College Day Nursery.

- If Nursery staff or students use any social networking sites, they must not make any reference to their place of work.
- No information giving children's names, or mentioning events is to be given out on social network sites.
- Parents whose child(ren) attend the Nursery should not become "friends" with staff or students on any social networking site whilst their child(ren) are on the Nursery register.

- The above is designed to maintain confidentiality and to ensure that no information concerning a child is inadvertently given on a social network site.
- The nursery has its own Facebook page and events are posted on this which include photos of the children. No children's names are used which may identify the children and parents are encouraged not to refer to photos or name their children on any comments they make on the photos

### **Prevent**

Prevent duty is about safeguarding. It is a way to support vulnerable people who may be at risk of being radicalised. All staff are aware that radicalisation can happen anywhere and to have a heightened awareness of it. Nursery staff all have Prevent awareness training each year.

You can make a report either by phone or via email 01179 455536 or 020 7340 7264 or [channelsw@avonandsomerset.pnn.police.uk](mailto:channelsw@avonandsomerset.pnn.police.uk) and this gets passed onto the Channel Police Practitioner. This role gets reviewed if the individual is vulnerable.

Policies- Partnership with parents/carers

Strode College Safeguarding Children and Vulnerable Adults Policy

Strode College Staff Code of Conduct Policy

Strode College Whistleblowing Policy

This policy was adopted by Strode College Day Nursery

Signed: Claire Wood Print name: Claire Wood

Position: Acting Nursery Manager

Updated 14.07.25

Review Date: 14.07.26