



## Safeguarding/Child Protection Policy

### Legal Framework:

Children Act 1989, 2004, 2014

UN Convention on the Rights of the Child 1989, 2003 Data Protection Act 1998, 2010

Every Child Matters, Change for Children 2004

Human Rights Act 2000

Childcare Act 2006

Working Together to Safeguard Children 2018

Safeguarding and Vulnerable Groups Act 2006

EYFS Welfare Requirement: Safeguarding Children and Promoting Children's Welfare

EYFS welfare Requirement: Suitable People

National Standards: Standard 13 – Child Protection

Ofsted Statutory Framework 5.1a Disqualification: childminding and childcare

Ofsted – Inspecting Safeguarding in Early Years, Education and Skills Settings 23/8/16

The Counter Terrorism and Security Act 2015, Prevent Duty

Disqualification under the Childcare Act 2006 and annexes 31/8/18

**SAFEGUARDING LEAD: Danielle Osgood**

**DEPUTY SAFEGUARDING OFFICER: Mona chivers**

### **Name of Responsible Person: All Staff**

At Little Meadows 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. Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

We keep up to date with current legislation and guidance and have knowledge and regard for the following documents:

- Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children
- Worried a Child is being Abused – Advice for Practitioners 2015
- the statutory guidance Keeping Children Safe in Education
- Information Sharing – Advice for Practitioners providing Safeguarding Services
- Prevent Duty Guidance: England and Wales and British Values

As childcare providers we need to be aware of the type of acts to look out for where adults and children may be drawn into terrorism and if we suspect this, we will inform the appropriate people. We are very aware that children are vulnerable and can be drawn into radicalization and terrorism, even those in Early Years. If we become aware of any signs and indicators, we would contact the Prevent Duty Officer – Anti-Terrorist Hotline on 0800

789 321; or

Hampshire Children's Services on 0300 555 1384/Professional Line on 01329 225379 or email [prevent.engagement@hampshire.pnn.police.uk](mailto:prevent.engagement@hampshire.pnn.police.uk). We are also aware of the Department for Education telephone helpline 020 7340 7264 if we have a concern. Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

Little Meadows Nursery recognise and implement the UNCRC "Rights of the Child". The articles that refer to Child Protection are: -

- Article 19 (protection from violence, abuse, and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them
- Article 33 (drug abuse) Governments must protect children from the illegal use of drugs and from being involved in the production or distribution of drugs
- Article 34 (sexual exploitation) Governments must protect children from all forms of sexual abuse and exploitation
- Article 35 (abduction, sale, and trafficking) Governments must protect children from being abducted, sold, or moved illegally to a different place in or outside their country for the purpose of exploitation
- Article 39 (recovery from trauma and reintegration) Children who have experienced neglect, abuse, exploitation, torture or who are victims of war must receive special support to help them recover their health, dignity, self-respect, and social life.

As a setting Little Meadows Nursery, we are aware of the signs and symptoms of child abuse; for example, Physical, Sexual, Emotional and Neglect, Exploitation; Domestic Abuse and Bullying, plus other types of abuse such as Female Genital Mutilation (FGM), Breast Ironing, Online Abuse, County Lines, Upskirting, etc.

Some common signs that there may be something concerning happening in a child's life include: unexplained changes in behaviour or personality; becoming withdrawn; seeming anxious; becoming uncharacteristically aggressive, lacks social skills and has few friends, if any; poor bond or relationship with a parent; knowledge of adult issues inappropriate for their age; running away or going missing; always choosing to wear clothes which cover their body.

Child on Child Abuse – We recognise that children and young people can abuse other children. Child on Child Abuse relates to situations such as sexual exploitation, gang violence, financial abuse, coercive control, and exploitative relationships. We want all children to feel safe in the setting and, as part of our commitment to keep them safe, we regularly observe children's interactions and aim to be approachable, so they will speak to us a trusted adult; if they are concerned about any aspects of their relationships with others. Parents can contact us at any mutually convenient time to discuss concerns children might raise at home. Little Meadows Nursery takes its responsibilities for safeguarding, promoting the welfare of children and child protection issues very seriously. The setting has a Safeguarding Officer who receives up to date training in all issues relating to the protection and welfare of children.

As professionals we also need to be able to recognise the signs that a child may be struggling. However, it's important to remember that some mental health issues may not have visible signs. There are also factors that might make it more difficult for a child or young person to ask for help. There are ways you can identify if a child needs support with their mental health. By being attentive to a child or young person's mood and behaviour, you can recognise patterns that suggest they need support. Common warning signs of mental health issues include: sudden mood and behaviour changes; self-harming; unexplained physical changes, such as weight loss or gain; sudden poor academic behaviour or performance; sleeping problems; changes in social habits, such as withdrawal or avoidance of friends and family. Some children and young people may try to hide how they are feeling or what they are doing

Inappropriate behaviour displayed by other members of staff, or any other person working with the children. Such as inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

We recognise the additional barriers that exist when recognising the signs of abuse and neglect of children with special educational needs and/or disabilities. We know that we must think abuse before disability. We are also aware that a child's behaviour, mood or injuries may be associated with abuse and should not be thought of as just 'bad behaviour'.

## **Training**

To ensure we understand and have knowledge of safeguarding and child protection procedures in the setting at Little Meadows Nursery we:

- Keep up to date with safeguarding and child protection issues both nationally and within our local authority
- Our training is regularly updated and must be renewed at least every two years and recommended yearly to keep up to date. The following key factors are covered:
  - Categories of abuse, harm and neglect and how to identify signs at the earliest opportunity
  - Factors, situations and actions that could lead and contribute to abuse, harm and neglect
  - How to work in ways to safeguard children from abuse, harm and neglect
  - Significant changes in children's behaviour
  - A decline in children's well-being
  - Concerns and comments or behaviour from children
  - Inappropriate behaviour from staff/assistants/other practitioners including sexual comments and inappropriate sharing of images
  - Any reasons to suspect neglect or abuse outside the setting, for example the child's home or experiencing domestic abuse or coercive control or a girl subjected to (or at risk of) female genital mutilation
  - How to respond, record and refer concerns or allegations
  - Legislation, national policies, code of conduct and professional practice in relation to safeguarding
  - Our roles and responsibilities and that of other professionals involved in safeguarding.

As a Designated Safeguarding Lead (DSL) training also covers:

- Advice from the Local Authority for Safeguarding
- How the setting has a safe organizational culture
- How to ensure Safe Recruitment
- How to implement policies and procedures
- Local Child Protection and how to liaise with the relevant agencies
- How to refer and escalate concerns
- How to manage and monitor allegations of abuse against other staff
- How to ensure internet safety.

All of the staff at Little Meadows will have their training kept up to date.

All incidents or allegations affecting the welfare of children will be investigated in a prompt and confidential manner, according to guidelines. Written records of a concern will be kept of all incidents and allegations and these will be stored securely in the setting. Information will be shared with other agencies and professional according to guidelines.

All staff hold enhanced DBS (Disclosure and Barring Service) disclosures and any allegations made against a member of staff will be thoroughly investigated.

Allegations of serious harm or abuse will be reported without delay to Ofsted and the Local Safeguarding Partners. We also have a legal duty to report cases of FGM (female genital mutilation), Breast Ironing, Upskirting to the Hampshire Safeguarding Children Partnership.

Those of our staff under the age of 18 are considered by The Local Authority and the law to be classed as children so all our safeguarding guidelines apply to them in the same way as the children and families in our care and we have a duty to protect them in the same way.

Our setting requires that all staff share information about themselves because of the following:

- Found to have committed a relevant offence against a child
- Made subject to an order or determination removing a child from their care or preventing a child from living with them
- Found to have committed certain offences against an adult; e.g. murder, kidnapping, rape, indecent assault, or assault causing actual bodily harm
- Charged with certain offences against an adult, or an offence that is related to an offence, and had a relevant order imposed.
- Included on the list of those who are barred from working with children, held by the Independent Safeguarding Authority.
- Made the subject of a disqualifying order
- Refused registration as a child carer previously or have had registration cancelled, unless the cancellation was only for non-payment of fees for continued registration after 1st September 2008
- Refused registration as a provider or Manager of children's homes or have had registration cancelled.

A waiver request will be sent to Ofsted under any of these circumstances which will be considered by them.

Prospective families are received within the setting without appointments but are accompanied at all times and are given guidance on safeguarding procedures and health and safety before being shown around. Any other visitors to the settings are expected to make appointments and to be accompanied at all times, including staff's family members. Our safeguarding policy will be shared with parents/carers and time will be spent explaining any issues which may arise, including the procedures undertaken by our setting to ensure the suitability of our staff.

Children are given opportunities to discuss their own feelings and are encouraged to be resilient when trying new things. They are supported to be confident and questioning about what is happening within the setting and within their own lives.

Procedures:

Reporting of Concerns  
Help for Families  
Dealing with an allegation against a staff member  
Recruiting staff  
Checking new staff credentials  
Radicalisation and Extremism  
Storing confidential information  
Collection of children and Child absence  
Whistle blowing  
Intimate Care Policy  
Prevent Duty

## **Reporting of concerns**

- Guidance and flow charts for reporting concerns are displayed at all times in the office.
- Any concern must be reported immediately to the Senior in the classroom and then to the Nursery Manager who will discuss with the Safeguarding Officer.
- A record of concern will be completed and if appropriate be shared with the parent/carer.
- Information recorded on the record of concern form must be factual, accurate and include dates and signatures of all staff involved.

If a child tells us that they or another child is being abused, we will:

- Show that we have heard what they are saying, and that we take their allegation seriously.
- Encourage the child to talk, but we will not prompt them or ask leading questions. We will not interrupt when a child is recalling significant events and will not make the child repeat their account.
- Explain what actions we must take, in a way that is appropriate to the age and understanding of the child.
- Record what we have been told using exact words where possible.
- Make a note of the date, time and people who were present at the discussion.
- Staff are never to say they will keep a secret for a child, or promise not to tell someone. This is for safeguarding reasons as staff will need to inform others of what the child has disclosed.

- If at any point the Manager or Safeguarding Officer feels the child could potentially be in immediate danger of harm Children's services must be contacted on 0300 555 1381. If

there are concerns regarding an adults behaviour these should be disclosed to LADO (Local Authority Designated Officer) on 01962 876364 or by emailing [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk)

- If this is not the case, regular observations, and also a safeguarding observation form and an IARF (Inter-agency Referral Form) must be taken on the child, including their demeanour and general well-being by the Safeguarding Officer and a review held within an appropriate period of time to monitor the situation. Advice can be sought from Hampshire Safeguarding Children Partnership 0300 555 1384.
- Any paperwork related to the concern is to be stored securely.
- Any additional support and guidelines can be sought from the Local Authority website.

## **Help for Families**

- East Hampshire Council provide support under the Early Help Hub where referrals can be made for families that need support to care for children.
- Referrals can be made by professionals, a teacher, doctor, Health visitor or the nursery setting.
- Early Help Hubs can be found on the East Hampshire Council website. They are able to arrange multi-agency support for families to access services and provision for short or long term issues.
- When making a referral the Manager, SENDCO or Safeguarding Officer will complete an enquiry form which can be accessed online and consent must be given by the parent/carer before submission.

## **Dealing with an Allegation Against a Staff Member**

- All staff are trained to deal with challenges with the children while remaining calm and collected.
- Policies and procedures are in place to protect staff from allegations against them and are expected to follow these at all times, especially never, under any circumstances, being left alone with a child or group of children.
- Any concerns reported against a staff member will be investigated fully and independent and unbiased support would be sought from Hampshire County Council: Childcare and Early Years website, and advice gained from the LADO on 01962 876364.
- In accordance with our staff contract and employment guidelines, the member of staff would be suspended on full pay until the investigation was completed.
- If the allegation is found to be accurate the staff member would be dismissed immediately and the police, LADO and Ofsted would be informed within 14 days. We will not hesitate to inform LADO and 'whistle blow'. We will also contact OFSTED, and inform the Disclosure and Barring Service (DBS).
- The staff member will be reported under the Protection of Children Act (POCA). If the allegation is unfounded the staff member would be reallocated to their post.

## **Recruitment and checking of staff credentials**

The nursery has robust procedures to establish the history and identity of people applying for positions at the setting. Please refer to Safer Recruiting Policy.

## **Radicalisation and Extremism**

- The threat of extremism and radicalisation is taken seriously by all staff and they have a duty under the safeguarding procedures at the setting to report any concern about a child or family.
- All children within the setting are taught British values as part of children's personal, social and emotional development which encompass Democracy: making decisions together, Rule of law: understanding that rules matter, Individual liberty: freedom for all and Mutual respect and tolerance; treat others how you would like to be treated through simple opportunities and experiences such as sharing, turn taking, learning about differences between people, considering others feelings and being tolerant of others.
- Staff are aware of the changes children and families may show if they are under the threat of radicalisation including changes in a families behaviour, changes in the child's behaviour, comments made by children that may cause concern (talking about fighting for the cause etc) or comments made by family members about certain faiths, beliefs cultures etc and will act upon this by following the guidelines for reporting of concerns.
- The Nursery Manager will report a child's sudden absence from the setting without notice and if they are unable to contact the family, we will make contact to the Duty Officer at LSCB (Local Safeguarding Children Board) or if there are any concerns regarding a child or families absence from the setting under the Prevent Duty guidelines.
- Any concerns we would call the police non -emergency number of 101 if the child was not in immediate danger or 999 if we felt they were.
- Further advice can be sought from [counter.extremeism@education.gsi.gov.uk](mailto:counter.extremeism@education.gsi.gov.uk)
- We can also make a referral to the 'Channel' program which provides early support to those who may be at risk of radicalisation or being drawn into terrorism. Managers have received training on how and when to make a referral under these guidelines.

## **Storing Confidential Information**

Please refer to Data Collection Policy

## **Collection of Children and Child Absence**

Please refer to Attendance and Late Collection policies for procedures.

## **Whistleblowing**

- We operate with complete transparency and will fully investigate any concerns of issues staff or families may have regarding any aspect of care.
- Staff have regular opportunities to discuss any concerns or issues with the members of their team, Senior staff and members of the Management Team through supervision sessions, appraisals and reviews.
- Staff are given regular opportunities to discuss and review other staff practices and question these.
- Regular team meetings are held to ensure opportunities are taken to discuss practices within the setting and strategies to support children and their families.
- There are named support staff within the setting for advice and additional support to deal with children with special needs and requirements and to ensure staffs work load is manageable.

- Any concerns raised by staff or families within the setting will be taken seriously and thoroughly investigated immediately.
- At all times during an investigation confidentiality will be maintained for everyone involved.
- If any staff member or parent/carer feels their concerns or issues are not being taken seriously or acted upon in an appropriate manner there are various other agencies they can contact for advice and support. These include:
  1. Hampshire Children's services 01329 225379
  2. Hampshire Safeguarding Children Partnership 0300 555 1384 (out of hours 0300 555 1373)
  3. LADO (for allegations against an adult) 01962 876364
  4. Ofsted: 0300 123 1231
  5. Ofsted Whistleblowing: 0300 1233 155
  6. NSPCC Whistleblowing Hotline: 0800 028 0285 or email: help@nspcc.org.uk

## **Intimate Care Policy**

Little Meadows aims to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

In order to maintain the child's privacy, the majority of these actions will take place on a one-to-one basis and wherever possible will be supported by the child's keyworker, with the exception of the first aid treatment that will be conducted by a qualified first aider.

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

All children will be treated with respect and dignity at all times. Children, whatever age, will be asked if it is ok to check their nappies, or to change their nappies. If a child needs any intimate care, they will be treated, again, with respect and dignity.

Through the following actions we will endeavour to support all parties:

Promote consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works

Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks

Train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support

Conduct thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines

Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training

Working closely with parents on all aspects of the child's care and education. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs

Ensure all staff have an up-to-date understanding of safeguarding and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner

The setting operates a whistleblowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the nursery

The management team regularly conducts working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines

Staff will be trained in behaviour management techniques which will include using restraint techniques where required, e.g. if a child is likely to hurt themselves or others.

The nursery conducts regular risk assessments on all aspects of the nursery operation and this area is no exception. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines please see the manager at the earliest opportunity.

### **Relevant documents:**

Working Together to Safeguard Children 2018 - A guide to inter-agency working to safeguard and promote the welfare of children

Worried a Child is being Abused - Advice for Practitioners 2015

Inspecting safeguarding in the early years, education, and skills settings - May 2019, Updated September 2019

The Statutory Guidance - Keeping Children Safe in Education - 2021

Information sharing - July 2018

Prevent Duty Guidance: for England and Wales and British Values 2015, updated 2019.

At Little Meadows Nursery, if we become aware of any signs and/or indicators we would contact the Prevent Duty Officer (Anti-Terrorist Hotline 0800 789 321), or Hampshire Children's Services (0300 555 1384), Professional Line (01329 225379) or email: [prevent.engagement@hampshire.pnn.police.uk](mailto:prevent.engagement@hampshire.pnn.police.uk).

Created Jan 2022

Updated July 2025

By Danielle Osgood

We will also contact the Department of Education if needed (020 7340 7264), or email: [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

**Contact numbers:**

Hants Direct Children's Services Department  
0300 555 1384 (8.30am - 5.30pm).  
Or 0300 555 1373 (out of hours)

Professional line  
01329 225379

Hampshire Authority Designated Officer (LADO)  
Barbara Piddington  
[barbara.piddington@hants.gov.uk](mailto:barbara.piddington@hants.gov.uk)  
01962 876364

Police Child Investigation Unit  
08845 045 4545 (child/children at immediate risk)

Prevent Duty Officer (National)  
0800 789 321

Ofsted whistle blowing hotline  
0300 123 3155