

St. Thomas a Becket Nursery School
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Registered Charity No. 1097448

Safeguarding & Child Protection

Responsibility: Trustees and Designated Safeguarding Lead (Nursery Manager)

Review Cycle: Annually or sooner if needed

Date of adoption / last review:	Signed / Role	Date next review due
May 2018		May 2019
September 2018		September 2019
September 2019		September 2020
September 2020		September 2021
September 2021		September 2022
June 2022		September 2023
September 2023		September 2024
January 2024		September 2025
October 2024	CHarrison; Nursery Lead	October 2025



Dear Parent or Guardian

Child Protection Regulations

This letter is for all parents using St Thomas a Becket Nursery, (or any other registered childcare in East Sussex). It is for information only.

As you may know, the valuable services offered by childcare providers for children under 8 years are subject to regulation by Ofsted. The purpose of regulation is to protect children, provide reassurance to parents and guardians and to ensure that the services meet specified standards. When a childcare provider meets the standards, they can register. Ofsted inspectors continue to carry out inspections following registration.

Your provider of childcare has given a commitment for the safety and protection of children, and they are expected to make their individual policies and procedures clear to you. This includes their policies and procedures for Child Protection and for dealing with concerns and complaints from parents.

A registered childcare provider has a legal duty to follow the Child Protection Procedures which have been drawn up by the East Sussex Safeguarding Children Partnership. A copy of these procedures can be found online at [Welcome to your Pan Sussex Child Protection and Safeguarding Procedures Manual](#) | [Sussex Child Protection and Safeguarding Procedures Manual](#). Under these procedures, childcare providers must report any suspicions they have that a child may have suffered, is suffering, or is at risk of suffering significant harm to the County Council's Children's Social Care department. It is then the responsibility of Children's Social Care staff to decide what action, if any, needs to be taken.

Such situations are always distressing but nevertheless the law is clear that the welfare of children is the paramount concern. The Sussex Procedures state that in the event of an inquiry, parents will be afforded the right to honesty, full information as appropriate and the opportunity to express their views and challenge actions.

If you require further guidance about any aspect of the responsibilities of registered providers, please contact the Early Years Team, Education Department on 01323 463026 and ask for the Early Years Support and Intervention Officer for your area.

Yours sincerely,

Donna Davis, LADO Safeguarding Unit, Reviewed September 2023

NB: Letter is still latest ESCC published at time of updating this policy

St Thomas a Becket Nursery

Child Protection and Safeguarding Children Policy
(Including managing allegations of abuse against a member of staff)

This policy is to be read in conjunction with the

[East Sussex Safeguarding Children Partnership \(ESSCP\)](#)

[Pan Sussex Child Protection and Safeguarding Procedures Manual](#)

– referred to henceforth as the Manual.

The Manual sets out the safeguarding procedures that all staff must follow.

This policy is also used in conjunction with the East Sussex CYPT Continuum of Need.

Concerns and referrals should be addressed to the SINGLE POINT OF ADVICE ([SPoA](#));

Concerns about a child

In an **emergency situation** (e.g. a child is in danger or has been left alone) call the **Police on 999**

In all other cases, with any concerns about a child, use the following contact numbers;

East Sussex Single Point of Advice ([SPoA](#))

Mon-Thurs 8.30am-5pm and Fri 8.30am-4.30pm

01323 464222

Email: 0-19.SPOA@eastsussex.gov.uk

Emergency Duty Out of Hours (inc Bank Holidays) Social Care

- Children's services: 01273 335905 / 6

**If a child is believed to be in immediate danger, or we suspect a crime has been committed,
we will contact the police immediately.**

LADO – The Local Authority Designated Officer

For reporting of concerns about a professional or volunteer who works with children.

The Local Authority Designated Officer (LADO) responds to allegations made about people who work with children.

The criteria for LADO involvement applies when an individual working or volunteering with children has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

Contacting the Children's Services LADO and Assistant LADO:

All LADO contacts need to be made via the [East Sussex LADO referral form](#)

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1. Policy statement - The welfare of the child is paramount.

Anyone working with children should see and speak to the child: listen to what they say; take their views seriously; and work with them and their families collaboratively when deciding how to support their needs. [\(Working together to Safeguard Children, A guide to multi-agency working to help, protect and promote the welfare of children, 2023, HM Government\)](#)

At St Thomas a Becket Nursery we will work with children, parents, external and health professional agencies and the community to ensure the rights, safety and general wellbeing of children and to give them the very best start in life.

“Children may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their day-to-day lives. These threats can take a variety of different forms, including: sexual, physical and emotional abuse; neglect; domestic abuse, including controlling or coercive behaviour; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Whatever the form of abuse or neglect, practitioners should put the needs of children first when determining what action to take. We provide an environment which ensures children are safe from harm and will respond to any suspicion of potential or actual significant harm in a way which respects the child's rights and reinforces the adults' responsibilities to the children”.

Significant harm is defined in the Children Act 1989 as *“the threshold that justifies intervention in family life in the best interest of children, even if their parents or carers do not wish it”*. St Thomas a Becket Nursery uphold the principles of the Children Acts 1989 and 2004 – *“the welfare of children is paramount”*. **We will always discuss any concerns we have with parents, unless we believe this would place the child at greater risk. The safety and welfare of the child remains paramount at all times in our decision making.**

We take **our definition for safeguarding and promoting the welfare of children** from the 2023 Working Together to Safeguard Children as:

Safeguarding and promoting the welfare of children is defined as:

- providing help and support to meet the needs of children as soon as problems

Emerge

- Statutory guidance for integrated care boards on executive lead roles
- protecting children from maltreatment, whether that is within or outside the home,

including online

- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of

safe and effective care

This nursery policy refers to the EYFS Statutory Framework, effective 4th January 2024 - Section 3 - The safeguarding and welfare requirements.

3.1 Children learn best when they are healthy, safe, secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.

3.2 This section of the framework sets out the safeguarding and welfare requirements providers must meet. They are designed to help providers create a high-quality, welcoming, and safe setting where children can enjoy learning and grow in confidence.

3.3 Providers must take all necessary steps to keep children safe and well. The requirements in this section explain what early years providers must do to:

- Safeguard children.
- Ensure the adults who have contact with children are suitable.
- Promote good health.
- Support and understand behaviour.
- Maintain records, policies, and procedures.

This nursery policy upholds the values and guidance determined by our local safeguarding partners (LSP), the [East Sussex Safeguarding Children Partnership](#) (ESSCP). St Thomas a Becket Nursery works alongside other specific policies and includes other safeguarding areas to cover all aspects of child protection:

- Looked After Children (see this policy – section 3)
- Prevent Duty and Radicalisation (see this policy – section 4)
- Promotion of British Values (see this policy – section 4i)
- Online safety

Through our website, all parents will:

- Have access to a copy of 'The Local Authority Designated Officer (LADO) Roles (also see page 22 of this policy)
- Have access to a copy of this policy.
- (Please also see the setting's Safer Recruitment Policy and Online Safety suite of documents).

2. St Thomas a Becket Commitment

Children's Voice

- St Thomas a Becket nursery use a whole team approach to ensure the child's voice is heard by allocating each child a key-worker. All staff have an awareness of an individual child's needs, non-sensitive information is shared between the team, sensitive and vulnerable information is shared on a need to know basis.
- Staff know their children well. They are aware of any change in the child's presentation, demeanour or behaviour which may indicate that the child is vulnerable (which can be for many reasons)
- Nursery ensure they encourage, establish and maintain a strong relationship with families to encourage an open and honest relationship of knowledge and information regarding the child's home life and nursery day.
- Staff ensure each child is seen and heard, ensuring a solid and nurturing relationship with each and every child. The nursery day provides one-to-one, small group and whole group end activities and opportunities to ensure a range of circumstances for the child to express their feelings in a variety of means (activities) and ways (verbal and non-verbal).
- We take each child's views seriously and support them to grow and develop an understanding of their feelings and help them to express these. We operate an open-door policy to liaise with families and work with the child and family collaboratively when deciding how to support their needs.
- Differing methods of communication, including tried and tested use of visuals, for children with EAL and or individual needs are used to ensure those with communication challenges / difficulties are offered a similar high level of opportunity to express themselves and make their needs heard.

Designated Safeguarding Leads –

The Designated Safeguarding Lead (DSL) practitioner is responsible for liaison with local statutory children's services agencies, and with the ESSCP. They must provide support, advice and guidance to all staff on an ongoing basis, and on any specific safeguarding issue as required. The DSL must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect:

The DSL will train all staff to understand our safeguarding policy and procedures and ensure that all staff have up to date knowledge of safeguarding issues. Regular supervisions and training will enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- significant changes in children's behaviour
- deterioration in children's general well-being
- unexplained bruising, marks or signs of possible abuse or neglect

- children's comments which give cause for concern
 - any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation¹⁵ and/or
 - inappropriate behaviour displayed by other members of staff, or any other person working with the children, for example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images
- Our Local Authority trained **Designated Safeguarding Lead** is our Nursery Manager, **Amy Curtis**. The Nursery Manager co-ordinates the day-to-day safeguarding and child protection at the setting.
 - The **Nursery Lead, Clare Harrison**, is also Local Authority trained as a **Designated Safeguarding Lead** and oversees safeguarding and child protection procedures and ensures support to the Designated Safeguarding Lead for this area of her work.
 - In their absence and in the case of an emergency **Dominique Barrow, Deputy Head Teacher at the Primary School** is also available.

Safer Recruitment and staffing:

- Applicants for any posts within the setting are clearly informed from the outset (advertisement of any vacancy) that the positions are exempt from The Rehabilitation of Offenders Act 1974 and will be expected to undergo an enhanced DBS check.
- We require all potential workers to provide references and attend an interview on the understanding that a DBS check will be applied for should they be offered a post with us. Work can only commence once satisfactory references have been returned and a DBS returned. In the event that a DBS return be delayed through unusually slow administrative returns, a member may start with us on restricted duties, such as undertaking their induction (reading of policies and procedures), supporting general activities under strict risk management, ensuring no access to children & families (or staff) personal data. And, under any circumstance not being left alone with the children and no personal care. A new employee will always be subject to completion of a satisfactory probationary period.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the DBS 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. Any instigated nursery activity with that applicant, such as induction implementation, will be immediately suspended.
- We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children. All staff and Trustees are signed up to the Update Service to enable us to carry out more secure annual checks, or sooner.
- We will obtain an enhanced criminal records check in respect of **every** person aged 16 and over (including for supervised volunteers who provide personal care which includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing) who works directly with children or who works on the premises on which the

childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present)..

- An additional criminal records check (or checks if more than one country) should also be made for anyone who has lived or worked abroad.
- A new employee will always be subject to completion of a satisfactory probationary period.
- Volunteers, including students, do not work unsupervised. No persons but fully DBS checked staff will have any access to children & families (or staff) personal data or, under any circumstance, would they be left alone with any child or provide any personal care.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). All staff and Trustees are registered on the DBS Online Update Service to supersede the historic practice to sign an annual declaration confirming no convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children have been received before or during their employment with St Thomas a Becket Nursery.
- We ensure all trustees, staff and parents are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of children.

Daily Security - Nursery Entrance and Exit:

- We are located on a school site that has a secure gate system for vehicles and pedestrians. Access for both of these is via a camera and voice entry system. Staff will always ask vehicle drivers their business prior to opening the gates and will only open the gates to a service they are expecting. Staff will ask for pedestrians to identify themselves should they be out of the view of the camera after buzzing at the main gate. No one is let in who is not identified. A further locked gate needs to be accessed to gain entry to the nursery front door.
- Parents identify themselves a voice activated system prior to a nursery staff member opening the gate. The nursery front door is locked at all times and visitors can clearly be seen through the glass. Practitioners on the door know the nursery children parents and carers and will not answer the door to strangers. Only parents and carers known to staff are given entry.
- Parents are reminded to shut the gates behind them when they arrive and leave. Parents have to buzz back through to nursery to exit the school grounds and staff oversee their exit through the video system and ensure that no-one else enters the school grounds whilst the gate is open.

Collecting children:

- Children are signed in and out at the nursery door. Staff record drop off and pick up times.
- Children's records detail the primary and secondary carer and third person emergency contact. Details for emergency contacts are also held. On a daily basis, parents and carers can notify nursery if anyone different will collect the child on that day. A password system is used for other family members

or friends picking up children, the passwords are recorded in the children's files and the password must be used.

- In the event a child is not collected on time, staff ensure the child continues to receive a high standard of care so as not to cause the child upset. A child can become distressed when they are the last to be picked up if there is significant wait time. Nursery staff will nurture the child and provide them with reassurance if their parent or carer has been unavoidably delayed.
- Information, including photographs where relevant, will also be held about any person who is specifically not allowed access to the child and in this instance, all staff will be made fully aware of this.
- Should a forbidden person arrive at the school or nursery gate or door, they must not be permitted access and the Designated Safeguarding Lead must deal with the situation and ask the unauthorised / forbidden person to leave. The primary contact will be called immediately and in the event of the situation escalating, the police may need to be called.

Non-collection of children:

- In the event of non-collection of a child, we will aim to contact the parent or carer. Nursery hold information about a parent or carers home and work contact details, plus third party emergency contact details. Staff will use best endeavours to contact all named persons on the children's records prior to taking further action in the un-likely event that a child remain un-collected.
- 2 members of staff will remain with the child until the child is safely collected.
- All of the other above procedures are still strictly carried out. If no-one collects the child, according to the procedures above, the Local Authority Single Point of Advice will be contacted and a the incident reported through SPOA and recorded on MyConcerns.
- If a different adult to whom we have on record comes to collect the child, the child will only be released once we have spoken to the parent or carer of the child to check the identity of the person. The parent will need to give verbal consent for this person to collect the child. Only adults over the age of 18 will be permitted to collect nursery children.

Visitors Access to the Setting:

- We have procedures for recording the details of visitors to the setting. All visitors sign our book that records the date and times of their visit and the reason for their visit.
- We never allow a non-staff member to be alone with a child or children or provide intimate care.
- We are located in a secure environment with security locks and video camera entry systems.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Wherever possible, we facilitate contractor visits outside of operational hours.
- Contractors are accompanied by the school caretaker or a nursery staff member when on site, whether the children are present or not.

Missing Children: Please see Missing Child Policy for full detail

- In the event that a child is found to be missing, an immediate search will be carried out by all available staff, whilst ensuring that ratio's are maintained.
- The room register will be checked then begin to check all areas in a logical order, including well known hiding spaces and quiet spaces, inside and out. Staff will be aware of where certain children like to retreat to at times. All staff will be asked when they last saw the child and where.
- Should a child still not be located, the school will be advised and a search of the school playgrounds and field grounds undertaken. A search of the school building may also need to take place. The child's parent or carer will need to be informed.
- Should the child still not be found, the police will be called.
- The incident must be recorded and provide detail of what the child was wearing and where they were last seen and by whom plus measures taken to locate the child.

Online Safety, Cameras, Smart Watches and Mobile Phones – Please also see our online safety policy based on a template provided by ESCC

- We take steps to ensure children are not photographed or filmed on video for any other purposes than to record their development or their participation in events organised by us.
- Setting only cameras or tablets are used to record photographic or video images of children.
- Fitness devices worn on the wrists maybe worn for step counting purposes. Smart Watches with Cameras or Video Apps must not be worn by Practitioners when they are providing intimate care. No photos or videos of the children at play can be taken at other times. As above, ONLY nursery owned cameras may be used to record photographic or video images of children.
- Parents / Carers, Staff and Volunteers are **not** permitted to use their mobile phones or take calls or use their cameras on smart watches in the play areas during the hours the children are present. Visitors are never left un-supervised.

Planning daily activities – Please also see our Key Person and Nursery Staffing policy

- The layout of the room allows for continuous supervision.

Curriculum – PSED and British Values

- British Values are strongly embedded within our setting and shown through the care our staff provide for our children and through our positive behaviour management strategies in which the children learn to respect and care for their friends.
- We introduce key elements of keeping children safe into our planning to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Strategic Support and Guidance:

- The Nursery and its staff have full regard to the government's statutory **guidance** '[Working Together to Safeguard Children 2023](#)' and the '[Prevent duty guidance for England and Wales 2023](#)'.
- The ESSCP Pan Sussex Child Protection and Safeguarding Procedures Manual, available online at <https://sussexchildprotection.procedures.org.uk/> contents of the manual by chapter at <https://sussexchildprotection.procedures.org.uk/page/contents>
- Use of the information, guidance and SOR (Statement of Referral) template for recording and reporting of concerns at [East Sussex Safeguarding Children Partnership](#) (ESSCP)
- ESCC Neglect matrix and Toolkit for practitioners
- Perplexing Presentations (PP) / Fabricated or Induced Illness (FII) in Children RCPCH guidance
- Culturally Based Practices in Child Protection: A Framework (Dr Emily Botcher @DrEmilyBotcher, Dr Jo Gifford)
- All staff, including volunteers and students, are inducted with and have access to all Safeguarding documents, manuals and LA / Government websites and the setting policy and procedures.

Continued Professional Development Training – Please also see our Performance Management Scheme, Training Policy and whole team training plan records

- Weekly safeguarding meetings are held
- All staff receive termly supervisions which will always include safeguarding discussions
- Inset day training includes safeguarding sessions
- Annual refresher courses are accessed
- Staff access training to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse including early signs of radicalisation, sexual abuse including online grooming and emotional or physical neglect and that all adults involved in the setting are aware of nursery procedures and the local authority guidelines for [making referrals](#).
- Training on identifying signs of possible abuse and neglect includes cultural practices such as witchcraft or any reasons to suspect neglect or abuse outside the child's home as well as in it, for example that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM).
- We are contracted with Noodle Now, an external Training Provider, to enable staff to freely access a wide range of training material.
- We access training provided by East Sussex County Council and network with other providers through our local hub training opportunities, sharing local best practices.
- We ensure that all staff and students know the procedures for reporting and recording their concerns in our setting.
- We ensure that all staff and students know the procedures for raising any concerns they may have about practice in the setting through our Whistleblowing Policy and through having readily available but discreet access to LADO contact details.

3. Responding to Safeguarding Concerns about a child generally – St Thomas a Becket procedures

The parent or carer will be informed of any safeguarding concerns **unless** in doing this, the child would be placed in greater or immediate danger.

Looked After Children: Procedures for contacting the Local Authority on child protection issues of those children who have Social Care involvement include liaising with assigned Social Workers by telephoning **the child's social worker directly (or through 01323 747042)**. We maintain contact details of a family's social worker, to ensure that it is easy, in any emergency, for the setting and social services to work well together.

- The Designated Safeguarding Lead will be informed of **any** concerns.
- St Thomas a Becket Nursery use My Concern for the purposes of recording any concern raised on any child.
- Chronological records will be accurate, succinct, dated and electronically submitted by the DSL in conjunction with the reporting staff member. Fact and opinion will be clearly defined.
- The information will be stored in an electronic personal, confidential file for that child and shared in accordance with national and our Local Authority guidance.
- The Data Protection Act 2018 and General Data Protection Regulations (GDPR) are given due regard to i.e the relevant data protection principles which allow us to share personal information, as provided for in the Data Protection Act 2018, which do not prevent the sharing of information for the purposes of keeping children safe.
- The nursery make no assumptions that someone else will pass on information that we think may be critical to keeping a child safe. If we have concerns about a child's welfare and consider that they may be a child in need or that the child has suffered or is likely to suffer significant harm, then we **WILL** share the information with local authority children's social care and/or the police.
- We will be particularly alert to the importance of sharing information when a child moves from our setting to another or out of area, due to the risk that knowledge pertinent to keeping a child safe could be lost.
- We will be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children. *Please also see our Information Sharing Policy.*
- Practitioners understand that this information may be used in a court of law.

Low and medium level concerns: the Continuum of Need and Early Help, Short Term Keywork Services and ISEND

Low and medium level concerns are knowledge and observances that may result in potential harm to a child's wellbeing or delay to their development if left unheeded:

- Staff will refer to L2 of the [East Sussex Children and Young People's Trust Continuum of Need](#) to record a low-level concern where they have cause to have a **concern about a child's general wellbeing**. Staff will discuss their concern with the family, offer helpful information and advice where suitable to do so, and or signpost to both professional and generic support services where appropriate, such as a Health Visitor or Family Hubs. Families can also access [Children's Services online guidance and advice for families at this link](#). Staff will continue to work with the family and support the child in the nursery setting, monitoring the situation. Staff and parents will discuss the need to seek guidance from (Single Point of Advice) [SPoA](#) (01323 464222) and escalate the concern to a L3 to seek targeted [Early Help Services](#) by making a referral through [SPoA](#) if the situation does not improve for the child.
- Staff will refer to L2 of the [East Sussex Children and Young People's Trust Continuum of Need](#) to record a low-level concern where, in their professional opinion, they have a **concern about a child's health or development in accordance to their age group** in areas such as speech and language or behaviour, or where a child has stopped progressing in their development. Staff will discuss their concerns with the setting Manager, SEND and parents. The family will also be signposted to access appropriate support such as the Health Visitor or family Doctor. The SEND lead and Key Worker will continue to work with the family and support the child in then nursery setting, monitoring the situation (see our with Supporting Children with SEND policy). Staff and parents will discuss the need to seek guidance from the ISEND service and seek the family's permission to make a referral for a visit.

Monitoring Bumps and Bruises – children presenting at nursery with injuries

If children arrive at nursery with bumps and bruises, including Sub-junctival haemorrhages (haemorrhage in eye), a form will be completed with the parent. Bumps and bruises and other injuries are recorded and monitored on a termly basis (Sept-Dec; Jan-March; April-July). This allows us to identify if any patterns are forming for a particular child – either as a matter of safeguarding or other, such as a regular cause of an injury, in which we may be able to offer some support to the carer.

Monitoring Bumps and Bruises - Accidents in the setting

Bumps and bruises and other injuries that may occur in the setting are recorded and monitored on a termly basis (Sept-Dec; Jan-March; April-July). This allows us to identify any patterns for a particular child or an area or piece of equipment within the nursery, which then allows us to address the matter.

Short Term Key Work Service (Early Help)

The setting will always request a family's permission before referring into this service. [The Service](#) will be used for families who have good attendance at nursery and have an challenge that could be solved with early help support in 0-8 weeks (such as sleep patterns). Referral detail will include:

Full name and DOB of child; and full names of siblings

Full name of both parents

Address and Postcode of family

Referrals will be made via SPOA to the EI&STKWDuty@eastsussex.gov.uk

Looked after children (LAC)

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 will work closely with the child's Social Worker and ask that we are informed of:

- Any other support agencies involved
- 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
- Any child protection plan or care plan in place for the child in question.

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.

We ask families to inform the nursery prior to their children taking holidays or days off. 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 and we have not been notified as to why, the parents will be called. If the parents are not contactable then further emergency contacts may be tried.

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.

ICON - Baby crying is normal.

What [ICON](#) (please also see link) Stands For

ICON is all about helping people who care for babies to cope with crying.

ICON stands for

- * **I – Infant crying is normal**
- * **C – Comforting methods can help**
- * **O – It's OK to walk away**
- * **N – Never, ever shake a baby**

Through the building of our strong relationships with our nursery children's families, our support and safeguarding practice applies to the whole family. We will raise awareness of the ICON programme to any families of our children that have younger siblings and that we feel may be struggling. Further information can be found here on the [East Sussex Safeguarding Children Partnership \(ESSCP\) website](#).

The [ICON website](#) will be promoted on our social media and in our newsletters.

4 Child Protection and Record Keeping

4i Identifying Child Abuse:

- **We acknowledge that abuse of children can take the different forms of physical, emotional and sexual abuse, online abuse and or grooming, neglect and being at risk of radicalisation.** A table detailing the different types of abuse, signs and indicators is filed with this policy.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect or being at risk of radicalisation, this may be demonstrated through the things they say or do (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Online abuse:

	Early years children could be at risk of...
Content: What they may see	<ul style="list-style-type: none"> ● Exposure to inappropriate videos, pictures or messages which might upset, worry or frighten them ● Imitating harmful or inappropriate behaviour they see online ● Searching for inappropriate content on purpose or stumbling upon it by accident. This would include using voice activated tools to search for content ● Inadvertently giving apps or websites permission to share their location or other personal information ● Spending real money via in-app or in-game purchases
Contact: Who might communicate with them	<ul style="list-style-type: none"> ● Being abused online (including sexually) by people they don't know, such as when gaming or using video chat ● Being abused online (including sexually) by people they know, such as friends and family members ● Sending images or information to people on the device's contact list
Conduct: How they might behave	<ul style="list-style-type: none"> ● Exhibiting unhealthy behaviours and boundaries around their use of screens ● Being unkind to each other online as well as offline; this could be using mean words or by excluding others from their games ● Using words or terminology which are not appropriate for their age ● Engaging in unhealthy relationships ● As part of natural development, early years children may exhibit curiosity about their own and others' private body parts; if this occurs via technology children may be at risk of taking inappropriate or indecent images and videos of themselves – the Brook traffic light tool can help practitioners to determine whether sexual behaviour is normal healthy sexual development or harmful behaviour which is a cause for concern.

- All staff are trained in Child Protection and have an understanding of the signs and indicators of the different types of child abuse.

4ii Record Keeping - suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect, that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child;
 - 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.
- This information is shared with the Designated Safeguarding Lead.
- All staff will use the Local Authority Record Keeping Suite of Documents to record any direct or indirect disclosure. A succinct but detailed, chronological and accurately dated record of the details of the concern, clearly defining fact from opinion, allegation from observation, will be recorded. The Designated Safeguarding Lead (DSL) will support staff with the recording of the incident.

The record will include:

- Child's full 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 using the gingerbread man body map, sizing of bruises can be referred to in coinage size – i.e size of a 5 / 10p coin etc
- 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 will be signed with the full name of the completing staff member and dated by the person, and kept in the child's personal file which is kept securely and confidentially.

Transition

Safeguarding records will be safely and confidentially transferred to the child's next setting or school. No copies will be kept. In the transferring of any files, the nursery will request completion of a transfer of records form (found in ESCC suite of documents). This will be retained for 25 years in the child's personal folder.

4iii Making a referral to the Local Authority Children's Social Care team – Single Point of Advice (SPOA)

All referrers have the opportunity to consult a qualified Social Worker in Children's Social Care, prior to submitting a [Statement of Referral](#) (SOR – please see Appendix 3) by calling the [SPoA](#) on **01323 464222**. Safeguarding concerns must be shared with this team.

Referrals will be made as early on in the day as possible.

4iv Reporting On –Sharing Information Confidentially

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. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff 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.

- **If a child is considered to be at risk of significant harm, the [SPoA](#) MUST be contacted immediately on 01323 464222 and professional advice sought.**
- **If a child or any adult is believed to be in immediate danger, we will call the police.**
- Reporting to [SPoA](#) will be in accordance to the guidance, procedures and Statement of Referral (SOR) reporting format advised by [SPoA](#), when making a referral to Children's Social Care or other appropriate agencies.
- We will co-operate fully in any subsequent investigation. In some cases, this may mean the police or another identified agency.
- We take care not to influence the outcome through the way we speak to the children, any necessary, further discussion with the child to confirm that a disclosure has been made, will be open ended and non-directed.
- Records will be stored in the child's personnel file, in a locked cabinet with limited access for those with direct safeguarding responsibilities.

4v 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 Safeguarding Children Board does not allow this:**
- This will usually be the case where the parent is the likely abuser or informing the parent may put the child at risk of harm. In these cases, the Duty and Assessment investigating officers will inform parents.

4vi Support to families

- We believe in building trusting and supportive relationships with all families, staff and volunteers.

- We make clear to parents our role and responsibilities in relation to safeguarding and child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local Children's Social Care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse, subject to there being no danger to any child or adult in doing so.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.
- We remind families of our commitment to safeguarding and protecting their children by sharing the ESCC Setting to Family Child Protection letter, explaining our statutory duty.

5 Liaison with other agencies – Information Sharing

Effective information-sharing underpins integrated working and is a vital element of both early intervention and safeguarding. Research and experience have shown repeatedly that keeping children safe from harm requires professionals and others to share information:

- About a child's health and development, and exposure to possible harm;
- About a parent who may need help, or may not be able to care for a child adequately and safely; and
- About those who may pose a risk of harm to a child

To support our decision making, the nursery will abide by “The seven golden rules to sharing information”:

- i Remember that the Data Protection Act 1998 and human rights laws are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately;
 - ii Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so;
 - iii Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible;
 - iv Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgment on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared;
 - v Consider safety and well-being: Base your information sharing decisions on considerations of the safety and wellbeing of the individual and others who may be affected by their actions;
 - vi Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (Practitioners must always follow their organisation’s policy on security for handling personal information);
 - vii Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.
- We would support any child protection conference where necessary.
 - We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.

- The nursery recognises that it is essential that people working with children can confidently share information as part of their day-to-day work. This is necessary to safeguard and protect children from harm and to work together to support families to improve outcomes for all.
- We will always try to obtain consent from the family for sharing information if possible however if a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time. If St Thomas a Becket Nursery need to share information without consent, we will record this with a full explanation of our decision.
- Records will be retained until a child reaches its 25th birthday unless transferred to another setting.

6 The Prevent Duty – protecting children from the risk of Radicalisation and Extremism

- Schools and childcare providers are already responsible for keeping children safe, however [The Prevent Duty Statutory Guidance 2023](#) reinforces these existing responsibilities in respect of radicalisation of children.
- From 1 July 2015 all schools, registered early years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.
- Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. 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).
- Protecting children from the risk of radicalisation is seen as part of the nursery’s’ wider safeguarding duty:

[Working Together to Safeguard Children \(2023\)](#) defines extremism. It states “Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society’. At nursery we note that this can include White Supremacy.

This may be a cause for concern relating to a change in behaviour of a child, family member or adult working with the children in the setting, comments causing concern or actions that lead staff to be worried about the safety of a child in their care. Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further. Useful information in how to spot radicalisation signs can be found [here](#)

The NSPCC states that signs of radicalisation may be:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.

We will tackle radicalisation by:

- Training all staff to understand what is meant by the Prevent Duty and radicalisation
- Ensuring staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures

- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure our nursery is an inclusive environment, tackle inequalities and negative points of view and teach children about tolerance through British Values
- Using the Government document Prevent Duty Guidance for England and Wales

6i Promoting British Values

- We aim to build children's resilience to radicalisation through our promotion of Fundamental British Values through our everyday delivery of the EYFS, assisting children's personal, social and emotional development and understanding of the world (see Equality of Opportunity – valuing diversity and promoting equality policy)
- We work with parents and carers to ensure values are consistent

Please see our chart on the next page to explain how we do this throughout our nursery day

6ii Promoting what living in a democracy means in practice.

Working with these guidelines we will be helping children to become compassionate, considerate adults and that they will form part of a fair and equal society. We will demonstrate and share these values through our relationship with children and their families and through this management and implementation of the Early Years Foundation Stage

The Fundamental British Values:

British Values are embedded in the EYFS curriculum and practice
We encourage our children to draw up our nursery 'Golden Rules'

Democracy

We develop children's self-confidence and self-awareness,
support them to make choices and decisions about what they want to explore and how.

We do this when the children:

Gain a sense of belonging and include others	Learn about shared values
Understand they have a voice and are listened to	Feel important and that their views matter
Take turns when resources are limited	Choose their choice of play / art / activity/ song/ book and turn take when necessary
Work together towards a common goal and respect the decisions made by their friends	Learn to manage their emotions and let adults know how they feel through use of verbal or non-verbal communication such as signs and symbols cards

The Rule of Law;

We support children to manage their own feelings and behaviour: about learning right from wrong: about behaving within agreed and clearly defined boundaries: about dealing with the consequences

We do this when the children:

Work together to create rules and behaviour codes	Understand that the rules apply to everyone
Understand their actions and consequences	See that we're following our rules and modelling positive behaviours
Understand how they may have made others feel when they say sorry	Learn about people who help us. We may invite, for example, a policeman in and learn about laws and rules we need to follow

Individual Liberty

Through our PSED and Understanding the World delivery we focus on children's self-confidence and self-awareness, people and communities.

We help children to develop a positive sense of themselves. Every time we provide opportunities for children to make their own decisions and explore the world around them, we are helping them to develop their self-knowledge, self-esteem and increase their confidence in their own abilities.

We do this when the children:

Play, explore and achieve beyond culturally perceived restrictions such as gender / SEND	Become independent – chose what to play with, put on their coat, go to the toilet and wash their hands
Role play - explore language of feelings and responsibility / sharing a favourite book	Tuff tray exploratory play / messy play / outdoor play / gross motor skills development
Understand that it's ok to have different opinions	Learn to think critically
Learn about the world in which we live and be proud of what they see	Learn what their plants need to enable them to grow

Mutual Respect and Tolerance -

At nursery we learn to treat others as we want to be treated. How to be part of a community, manage our feelings and behaviour; and form relationships with others

We do this when the children:

Value and respect their families and nursery friends	Reflect on their differences
Understand and recognise our multicultural and diverse world	Celebrate festivals and special days from the world around us – Celebrating Ramadan with Shameem
Learn about the world in which we live and be proud of what they see around them	Learn about and respect faiths and beliefs – through stories, images and art activities
Learn to be kind, helpful and respectful of others	Learn about compromise – sharing, turn taking

7. Allegations against staff – [Reporting to the Local Authority Designated Officer \(LADO\)](#)

Any allegation against a staff, volunteer or student working at the Nursery, should be addressed to the Nursery Manager, **Amy Curtis**. Allegations against the Nursery Manager should be addressed to Clare Harrison, the Nursery Lead. Allegations against the Nursery Lead should be addressed to the Chair of Trustees or the Nursery Manager. The person receiving the allegation will treat the matter seriously and will refer the matter to [SPoA](#) on **01323 464222**, who will consult with the LADO as appropriate.

Staff will follow guidance for the type of referral being made, which can be found [here](#) where the online referral form can also be found.

Type of referral being made?

We refer to SPOA any level 4 concerns about:

- contact or online sexual abuse
- suspected grooming
- physical abuse, or
- inappropriate restraint leading to injury

When we do the above, we identify the need for LADO involvement in the report.

Referrals to the LADO (Local Authority Designated Officer) - Refer concerns or allegations linked to conduct directly to the LADO, or via police or social care. These include:

- contact with children and young people through social media and personal email or phone
- emotional abuse, bullying, threats, intimidation or derogatory comments
- non-sexual contact, which breaches a code of conduct or positive handling policy
- providing rewards and incentives which are not sanctioned within a code of conduct and could single out particular children or young people to the detriment of others
- being under the influence of drugs or alcohol in the workplace
- inappropriate use of work IT equipment in work or at home e.g. viewing adult pornography
- failure to protect or report a safeguarding concern
- involvement with Children's Services, such as care proceedings or Child Protection Plans, for own children
- domestic abuse
- arrest or prosecution for a criminal offence outside of work

An allegation might concern someone's behaviour or actions, either within their employment or a voluntary activity, on or off the setting premises or within their family or private life.

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.

- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We will inform [Ofsted](#) of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). These notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- We will notify Ofsted of the action taken in respect of the allegations. These notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- We acknowledge if we fail to notify Ofsted within the 14 days, without reasonable excuse, fails to comply with this requirement, that we commit an offence.
- We will refer any such complaint to our Local Authority's Designated Officer (Social Care department) to investigate.
- We co-operate entirely with any investigation carried out by Children's Social Care in conjunction with the police.
- In the case of serious allegations where the management committee and Children's Social Care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation.
- In other cases, it may be appropriate to modify the individual's duties to ensure they are not left unsupervised to care for children.
- These actions are not an indication of admission that the alleged incident has taken place, but are to protect the staff as well as children and families throughout the process.

Disciplinary action – See also see our Disciplinary Policy

- Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.
- We will meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006 and make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know.

8. Legal framework

This policy is based on the following laws and statutory guidance:

Primary legislation and guidance

- [Children Act \(1989 s47 and 2004 – Every Child Matters\)](#)
- [Data Protection Act \(1998\)](#) and [Data Protection Act \(2018\)](#)

It is not necessary to seek consent to share information for the purposes of safeguarding and promoting the welfare of a child, provided that there is a lawful basis to process any personal information required. The legal bases that will be appropriate for sharing data in these circumstances may either be 'legal obligation', or 'public task' which includes the performance of a task in the public interest or the exercise of official authority.

- [Safeguarding Vulnerable Groups Act \(2006\)](#)
- [Working Together to Safeguard Children \(2023\)](#)
- [Children and Social Work Act 2017](#)
- [Pan Sussex Child Protection and Safeguarding Procedures Manual](#)

Secondary legislation and guidance

- Sexual Offences Act (2003)
- Human Rights Act (1999)
- Equalities Act (2010)
- Counter – Terrorism and Security Act 2015, Section 26

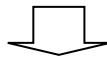
SAFEGUARDING CHILDREN PROCEDURES
RESPONDING TO CONCERNS ABOUT A CHILD

A concern is expressed about a child in the setting because the child has:

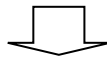
- Shown a deterioration in their general well being or
- Behaved inappropriately in a way that could suggest abuse has occurred or;
 - Unexplained bruising or marks or made a direct or indirect disclosure



The concern should be reported as soon as possible to the Designated Safeguarding Lead, - **Nursery Manager, Amy Curtis** (or the **Clare Harrison**, if the Designated Safeguarding Lead is not present)



The Designated Safeguarding Lead ensures a sufficient level of care and protection to the child.
If deemed in immediate danger / if a crime has been or may have been committed, the Designated Safeguarding Lead will inform the Police.



The Designated Safeguarding Lead will investigate and record the concerns.



The Designated Safeguarding Lead will decide if external advice is needed and/or Duty and Assessment need to be informed through the:

Single Point of Advice ([SPoA](#)) 01323 464222

[SPoA](#) will advise on how to proceed to the next stage.

This will either be to deal with it within the settings own procedures or with a multi-agency approach

The Statement of Referral Form (SOR) can be accessed on line [here](#)

<p>Dealing with concerns within nursery Safeguarding and Child Protection Policy and procedures.</p> <ol style="list-style-type: none"> 1. The person reporting concern must complete a Concern Recording Template as soon as possible after reporting it to the Designated Safeguarding Lead (DSL) 2. The DSL will record the concern and check for previous concerns on the MyConcerns database. 3. The DSL will speak to a parent about concern (unless sexual abuse is suspected). 4. The DSL will make a decision about whether to monitor the situation or contact SPoA on 01323 464222. 5. Monitoring the situation must include a statement giving the length of time to monitor and date for review. 	<p>Contacting the SPoA / Duty and assessment team.</p> <p>Any advice given by the SPoA, or if referred to, the Duty and Assessment team will be recorded.</p> <p>The Nursery will work to the timescales advised by the SPoA (as set out in <i>ESSCP guidance</i>) and in this policy.</p> <p>The DSL will inform the Duty and Assessment team of any further areas of concern.</p> <p>Records will be kept in MyConcerns</p>	<p>Dealing with concerns with multi agency approach.</p> <p>Where the SPoA decides the concern needs to proceed to an initial assessment, this will be convened in accordance with guidance set out in <i>ESSCP guidance</i></p>
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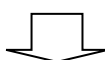
SAFEGUARDING CHILDREN PROCEDURES
ALLEGATIONS MANAGEMENT AGAINST AN ADULT AT THE SETTING

A concern is expressed about an adult in the setting because the person has:

- Behaved inappropriately in a way that has or may have harmed a child or
- Possibly committed a criminal offence against a child online or otherwise
- Inappropriately restrained a child leading to an injury
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.



The following Allegations Management steps should be followed:



The allegation should be recorded and reported as soon as possible to the Designated Safeguarding Lead – **Amy Curtis** or the Nursery Lead, **Clare Harrison** if the allegation concerns the Designated Safeguarding Lead.

Allegations about any member of staff or other adult in the setting will be shared immediately with **Clare Harrison**, the Nursery Lead.



The Designated Safeguarding Lead ensures the child is protected and must inform the Police if a crime has been or may have been committed.



The Designated Safeguarding Lead will talk to the person and suspend them immediately from the setting (this will be on full pay if the allegation is against a paid staff member).



The Designated Safeguarding Lead will contact the Single Point of Advice ([SPoA](#)) on 01323 464222 and Ofsted on 0300 123 1231

and / or in an emergency the Police, who will advise on how to proceed.

[SPoA](#) will refer matter to the ESCC Local Authority Designated Officer (LADO) who will advise on how to proceed. Please see chart at Appendix 3.

<p>Dealing with allegations within the Nursery Disciplinary Policy</p>	<p>Dealing with allegation with multi agency approach.</p>
<p>The reasoning and advice given by the Duty and Assessment team will be recorded.</p> <p>The Nursery will work to the timescales advised by SPoA (as set out in <i>ESSCP guidance</i>) and in this policy.</p> <p>The Designated Safeguarding Lead will inform SPoA and Ofsted of the outcome of the investigation.</p> <p>Records will be kept on the appropriate forms in the settings' confidential files.</p>	<p>Where an allegation needs to proceed to an allegations strategy meeting will be convened in accordance with guidance set out in ESSCP guidance</p>

