

1.2 Safeguarding Children and Child Protection

Reviewed: June 2026
Next Review Date: September 2027

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Policy Statement

At Miss B's Nursery, we are dedicated to creating and maintaining a **strong culture of safeguarding**. We work in partnership with children, families and the wider community to protect children and uphold their rights, ensuring their safety and wellbeing at all times. ***Safeguarding is at the heart of what we do at Miss B's Nursery.***

We support the vision of the **West Sussex Safeguarding Children Partnership (WSSCP)**, which aims to make West Sussex the best possible place for children and young people to grow up. This vision focuses on giving every child the best start in life so they can reach their full potential. Our safeguarding practices reflect this commitment, and safeguarding remains one of our highest priorities.

Safeguarding policies are regularly reviewed and updated. As we are registered with the West Sussex Safeguarding Children Partnership (WSSCP), we receive email alerts whenever updates are made to their online procedures manual. Hard copies of these procedures are also kept within the setting for easy reference, and we remain subscribed to notifications regarding any changes to the online guidance. These procedures and this policy are informed by the statutory guidance **“Keeping Children Safe in Education 2025”** and **“Working Together to Safeguard Children 2026”**. This policy has been developed with reference to the **“NSPCC guide to writing a safeguarding policy”** and other relevant safeguarding legislation and best practice guidance.

We also ensure a copy of the Department for Education guidance, **“What to do if you're worried a child is being abused” (March 2015)**, is available within the setting at all times. Staff members are familiar with the advice and procedures outlined in this publication.

This document explains important terminology and includes definitions of the different types of abuse, including physical, emotional and sexual abuse as well as neglect (**appendix 1**). It also provides examples of possible signs of abuse or neglect that staff should be aware of. All staff members have access to this safeguarding reference document.

Procedures – Staff and Volunteers

1.2.1 Designated Safeguarding Leadership

Given the importance of safeguarding children, the Owner and Manager of Miss B's Nursery, Kayleigh Botha, is kept informed of all child protection matters. The Designated Safeguarding Lead (DSL) is responsible for managing safeguarding concerns and coordinating responses within the setting.

Kayleigh Botha ensures that both staff members and parents are aware of the safeguarding procedures followed by the nursery. The Owner and Manager of Miss B's Nursery, Kayleigh Botha, also acts as a Designated Safeguarding Lead to ensure that safeguarding issues can be addressed quickly and effectively when required. Kayleigh Botha has completed recognised safeguarding training delivered by the local authority.

1.2.2 Staff Training and Awareness

Staff at Miss B's Nursery receive safeguarding training and regularly discuss safeguarding matters during staff meetings and INSET days. This training helps practitioners recognise potential signs of physical, emotional or sexual abuse, as well as neglect.

The Key Person system also supports safeguarding. Key Persons develop close knowledge of their allocated children and are therefore more likely to notice any unusual behaviour or changes that may cause concern. Staff can also refer to the safeguarding reference document for further guidance.

All staff must renew their safeguarding training every **two years**, with additional refresher training arranged annually if concerns arise. Training follows the expectations outlined in **Annex C of the EYFS statutory framework**.

1.2.3 Preventing Access by Known or Potential Abusers

Applicants applying for positions at Miss B's Nursery are informed that these roles are exempt from the Rehabilitation of Offenders Act 1974. All applicants must therefore undergo **enhanced Disclosure and Barring Service (DBS) checks**.

Staff are only employed once the necessary **DBS checks and health clearances** have been completed successfully. Details of these checks, including certificate numbers, issue dates and counter-signatory information, are recorded in a secure **DBS/CRB/Police Checks folder**. These records are maintained in accordance with data protection legislation and guidance from the Information Commissioner's Office (ICO).

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Strict security procedures ensure that visitors do not have unsupervised access to children. Volunteers are also always supervised when working within the setting.

Procedures are in place to prevent unauthorised access to the building, and a record is kept of all visitors entering the setting.

1.2.4 Safe Working Practices

The CCTV in place on Miss B's Nursery premises is designed to allow staff to always maintain clear supervision of all children's activities, for the safety and assurance of both staff and children.

The external west gate door is always locked, with a keypad entrance that only staff know the code, for use in an emergency. There is a two-door access into the children's area to ensure safety. One door cannot be opened unless the other is fully locked. This is achieved via keypad access on both doors, which only staff have.

1.2.5 Ongoing Suitability of Staff

All staff members are required to inform management if they receive any convictions, cautions, reprimands, court orders or warnings that could affect their suitability to work with children, whether these occur before or during their employment.

If safeguarding concerns arise regarding a staff member, appropriate action will be taken. Miss B's Nursery follows the requirements of the Safeguarding Vulnerable Groups Act 2006 when dealing with such situations.

1.2.6 Photography and Filming

CCTV use is highly restricted to only management use, and effective measures are in place to ensure security. CCTV is in place to ensure the safety of both children and staff. Please refer to the CCTV policy.

Furthermore, measures are taken to ensure that children are not photographed or recorded without authorisation. Signs are displayed to remind visitors that photography is not permitted.

Images or recordings of children are taken only for appropriate purposes, such as documenting development or recording events organised by the setting (for example, Christmas performances, graduation ceremonies, or sports days). Parents provide written consent for the setting to store photographs or videos of their children.

Smart Devices and Recording Equipment

To safeguard children, protect staff from allegations, and maintain confidentiality, the use of personal recording devices within Miss B's Nursery is strictly prohibited.

Staff, students, volunteers, contractors, and visitors must not wear or use:

- Smart watches with camera, audio recording, internet, messaging, or communication functions.
- Smart glasses or wearable technology capable of recording, photographing, livestreaming, transmitting, or storing information.
- Body cameras or recording devices.
- Personal cameras.
- Audio recording devices.
- Any other electronic device capable of taking photographs, recording audio or video, or transmitting information.

Such devices must be switched off and stored securely in secured parent room before entering children's rooms or any area where children are present.

Only nursery-owned devices that have been authorised by management for legitimate operational purposes may be used within the setting.

Under no circumstances may photographs, videos, audio recordings, or images of children be taken on personal devices.

Any breach of this policy will be treated as a safeguarding concern and may result in disciplinary action, which could include dismissal, referral to external agencies, and notification to relevant regulatory bodies where appropriate.

The Nursery Manager and Designated Safeguarding Lead (DSL) reserve the right to investigate any suspected misuse of electronic devices in order to safeguard children and maintain the security of personal information.

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What to do if you have a concern about a child

At Miss B's Nursery, safeguarding and promoting the welfare of children is everyone's responsibility. We are committed to ensuring that all children are protected from harm and that concerns about a child's welfare are acted upon promptly, appropriately, and in accordance with statutory guidance.

This procedure is informed by and should be read alongside:

The Early Years Foundation Stage (EYFS) Statutory Framework (2025)

Working Together to Safeguard Children (Department for Education, 2023)

What to Do if You're Worried a Child is Being Abused (Department for Education)

The West Sussex Safeguarding Children Partnership (WSSCP) procedures and guidance

The Children Act 1989 and Children Act 2004

All staff, students, volunteers, and visitors have a duty to report any concerns they may have regarding a child's welfare, safety, or wellbeing. Concerns may arise from observations of a child's presentation, behaviour, injuries, disclosures, attendance patterns, parental behaviour, neglect, emotional wellbeing, online safety concerns, exploitation, or any other factor that may indicate a child is at risk of harm.

In accordance with paragraph 3.4 of the EYFS Statutory Framework, providers must have and implement a policy and procedures to safeguard children, including taking appropriate action when there are concerns about a child's welfare. Staff must be alert to any issues of concern in a child's life at home or elsewhere and must maintain an attitude of "it could happen here."

Any safeguarding concern must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL. Staff must make an accurate, factual, and contemporaneous record of the concern, including dates, times, observations, and the child's own words where appropriate. Opinions and assumptions should be avoided.

The DSL will consider the information available and determine the most appropriate course of action. Where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, the DSL will contact the West Sussex Integrated Front Door (IFD) without delay to seek advice and/or make a referral. This is in accordance with Section 47 of the Children Act 1989 and the guidance contained within Working Together to Safeguard Children.

Staff must not investigate concerns themselves, question children beyond seeking clarification, interview witnesses, or discuss concerns with parents where doing so may

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place a child at increased risk or compromise a potential investigation. The responsibility of staff is to observe, record, and report.

If a child is believed to be in immediate danger, at risk of serious harm, or requires urgent protection, staff must contact the Police on 999 and inform the DSL as soon as possible. If the DSL or Deputy DSL is unavailable and delaying action could place a child at further risk, any member of staff has the authority and responsibility to contact the Integrated Front Door directly.

Following a referral, Miss B's Nursery will work in partnership with Children's Social Care, health professionals, the Police, and other relevant agencies in accordance with the principles of information sharing set out within Working Together to Safeguard Children. The nursery recognises that effective safeguarding depends upon timely information sharing and multi-agency collaboration.

All safeguarding concerns, decisions, actions taken, referrals made, and outcomes received will be recorded, stored securely, and retained in accordance with data protection legislation and the nursery's record-keeping procedures.

Miss B's Nursery operates a culture of vigilance where safeguarding concerns are taken seriously and acted upon promptly. In line with statutory guidance, no member of staff will be disadvantaged or criticised for raising a genuine safeguarding concern in good faith, even where those concerns are subsequently unsubstantiated.

West Sussex IFD Contact Details

Integrated Front Door (IFD)

- Telephone: **01403 229900**
- Email: WSChildrenServices@westsussex.gov.uk

Out of Hours Emergency Duty Team (EDT)

- Telephone: **0330 222 6664**

Emergency

- **999** if a child is in immediate danger.

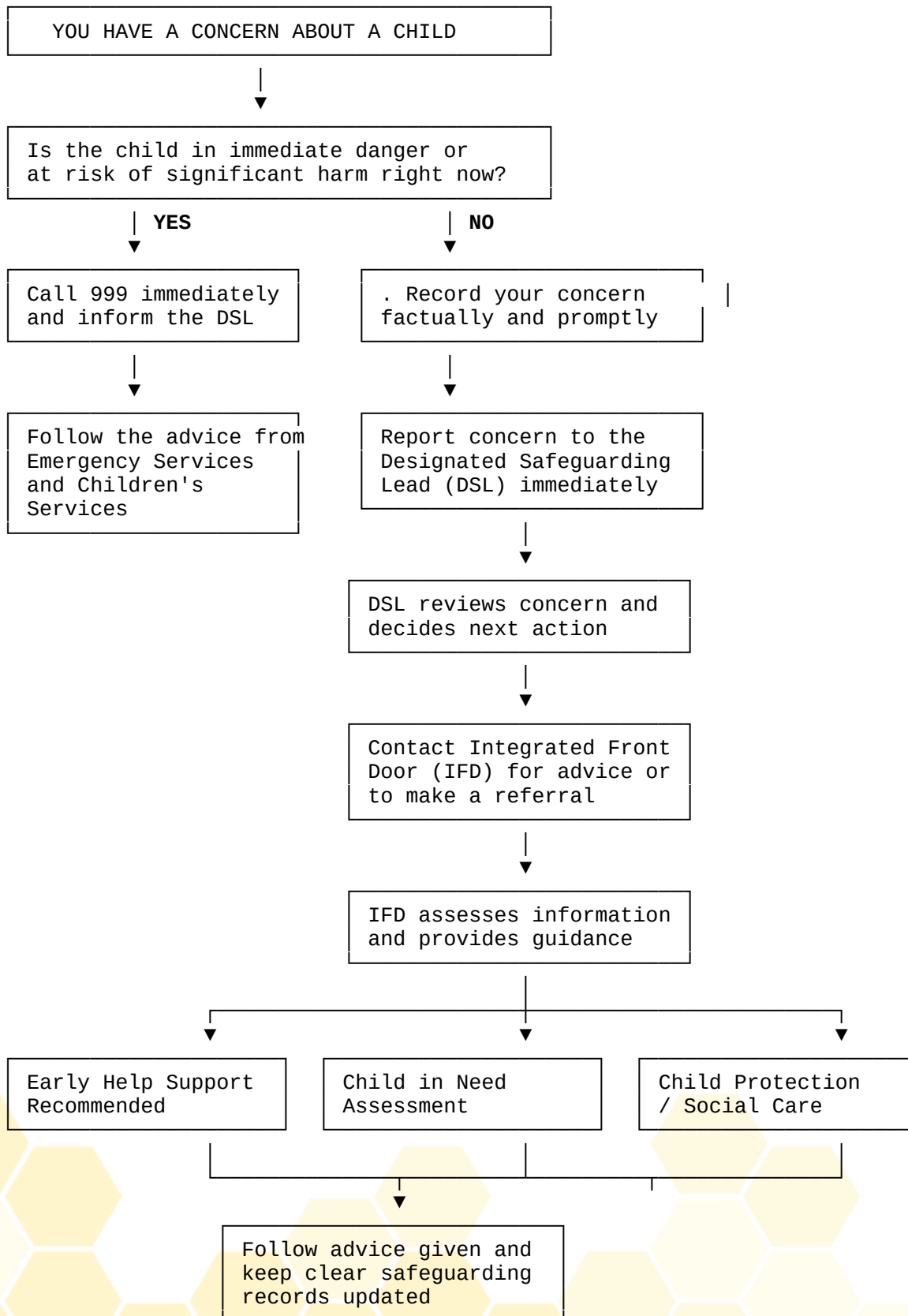
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Important Reminders:

- ✓ Report concerns immediately to the DSL.
- ✓ Do not promise confidentiality to a child.
- ✓ Record exactly what was seen, heard, or disclosed.
- ✓ Use the child's own words where possible.
- ✓ Do not investigate or question the child extensively.
- ✓ If the DSL is unavailable and you believe a child is at risk, contact the IFD yourself.
- ✓ Always act in the child's best interests.

Remember: It is better to share a concern and be wrong than not share a concern and miss an opportunity to protect a child. DON'T THINK WHAT IF I'M WRONG; THINK WHAT IF I'M RIGHT

What to do if you have a concern?



Procedures – Responding to and Recording Concerns

1.2.7 Identifying Signs of Possible Abuse

Staff members are trained to recognise indicators that may suggest abuse or neglect.

Concerns may arise due to:

- Noticeable changes in a child's behaviour
- A decline in a child's well-being
- Unexplained injuries such as bruising or marks
- Changes in appearance, play patterns or behaviour
- Comments made by children that raise concern
- Suspicions that abuse or neglect may be occurring outside the setting, such as within the home

Further information about these indicators is included within the safeguarding guidance document.

The **Existing Injury on Arrival form** is also used to record injuries and may help identify potential safeguarding concerns at an early stage.

1.2.8 Awareness of Additional Risk Factors

Through their role as Key Persons and their understanding of children's home circumstances, staff remain aware of factors that may increase the likelihood of abuse or neglect. These may include issues such as domestic abuse, substance misuse, social exclusion, mental or physical illness, or learning difficulties within the family.

1.2.9 Accurate and Confidential Record Keeping

Parents and carers are expected to inform the setting if their child will be absent.

Unexplained or extended absences are followed up on. If concerns arise about a child's safety, referrals may be made to social care, or a police welfare check requested.

If staff notice worrying changes in a child's behaviour, health, attendance or appearance, a confidential written record will be created. This record will include dated and timed observations describing the concern. These records are stored securely and are only accessible to those who need the information.

1.2.10 Listening to Children and Recording Disclosures

If a child shares information that raises concern, the staff member will listen carefully and provide reassurance without asking leading questions. The child will be reassured that appropriate action will be taken.

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The staff member will then record the child's disclosure using the child's exact words, noting the date, time, and any individuals present. All relevant staff members will sign and date the record. These records remain confidential and are only shared when necessary. The information will be reported to the Principal and Designated Safeguarding Lead at the earliest opportunity.

1.2.11 Communicating with Parents

Changes in a child's behaviour or appearance are investigated, and parents are usually the first point of contact when concerns arise. Staff will discuss the situation with parents to gain further understanding. When a written record of concern is created, parents are informed, and any discussions are documented.

However, if parents dismiss or fail to respond appropriately to concerns, this may itself raise further safeguarding concerns.

If a safeguarding concern requires referral to social care, parents will normally be informed at the same time. If informing parents could increase the risk to the child, the concern will instead be reported directly to **West Sussex Children's Services**.

The single point of contact for services is **WSSC Integrated Front Door (Children's Social Care)** (01403 229 900, Monday–Friday 9 am–5 pm, or 033 022 26664 out of hours via the Emergency Duty Service). This service provides support, advice and access to specialist services for families, young people, professionals and members of the public.

Concerns about adults working with children can also be reported to the **Local Authority Designated Officer (LADO)**.

1.2.12 Working with Other Agencies

Miss B's Nursery follows the safeguarding guidance provided by the **West Sussex Safeguarding Children Partnership (WSSCP)** and refers to the Department for Education publication "What to do if you're worried a child is being abused" (March 2015). Staff are familiar with the procedures described within this guidance.

The key principles within this guidance include:

- Children have the right to be safe and protected from abuse and neglect
- Safeguarding is the responsibility of everyone
- Early support and intervention can prevent problems from becoming more serious
- Effective safeguarding requires cooperation and coordination between agencies

The guidance also emphasises that professionals should **prioritise children's safety above all other concerns**, including worries about damaging relationships with adults.

- The policy remains suitable for **UK early years settings and Ofsted expectations**.

Continuum of Need / Threshold Guidance

The **Continuum of Need / Threshold Guidance** (<https://www.westsussexscp.org.uk/wp-content/uploads/2024/02/Thresholds-on-a-page-FINAL-Feb2024.pdf>) is one of the most useful safeguarding documents you will have. It helps you decide **what level of support a child or family needs and who to contact**.

When Would You Use It?

1. When You Have a Safeguarding Concern

You would use the threshold document to determine:

- Is this a Level 2 concern requiring Early Help?
- Is this a Level 3 concern requiring referral to the IFD?
- Is this a Level 4 child protection concern requiring immediate action?

2. Before Making a Referral to the IFD

Many referrals are rejected because the threshold is not met.

The document helps you evidence:

- Why you believe the concern meets the threshold.
- What level the child is currently at.
- What support has already been offered.

The threshold guidance may indicate this is moving from Level 2 to Level 3, supporting an IFD referral.

3. During Early Help Discussions

You may identify:

- Housing difficulties.
- Financial hardship.
- Behaviour concerns.
- Speech and language delay.

The document helps determine whether:

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- Universal support is enough (Level 1).
- Early Help should be initiated (Level 2).

4. During DSL Supervision or Safeguarding Meetings

When reviewing children causing concern, ask:

"Which level of need does this child currently sit within?"

This creates consistency in decision-making.

5. When Completing a Safeguarding Concern Form

The threshold document helps justify why:

- No further action is required.
- Early Help is appropriate.
- An IFD referral is required.
- Emergency action is required.

Escalating Concerns

- Sometimes you may not agree with another professional's assessment, decision or action/lack of action.
- Professional curiosity and challenge are a normal part of safeguarding practice.
- If they cannot be resolved, escalation is necessary.
- Be confident to escalate and receive escalations. Talk to colleagues for support.
- The Pan Sussex Dispute Resolution & Escalation Protocol is used between professionals and usually actioned by the DSL.
- For in-setting issues, use your setting escalation process.



Allegations Against Staff or Volunteers

Policy Statement

Miss B's Nursery has not experienced any allegations of abuse involving members of staff or volunteers. Our environment is designed to minimise situations where a practitioner is alone with a child for extended periods. The nursery follows robust safeguarding procedures to protect both children and staff.

Practitioners working closely with children are often well-positioned to recognise possible signs of abuse. However, staff members may also be vulnerable to allegations by children or others, whether intentional or unintentional, given the nature of their work with young children.

At the same time, Miss B's Nursery acknowledges that, despite careful recruitment, supervision and safeguarding measures, allegations may occasionally have substance and must always be taken seriously.

This procedure is informed by the statutory guidance “**Keeping Children Safe in Education 2025**” and “**Working Together to Safeguard Children 2026**”, as well as Department for Education guidance relating to the management of allegations against staff. The nursery also recognises children's rights under the **UN Convention on the Rights of the Child (UNCRC)**, particularly:

- **Article 3** – the child's best interests must be a primary consideration.
- **Article 19** – Children have the right to protection from all forms of abuse or harm.
- **Article 12** – Children have the right to express their views and have them taken seriously.

These rights underpin all safeguarding practice at Miss B's Nursery.

1.2.13 Taking Allegations Seriously

If a child, parent, or other person makes an allegation of abuse involving a member of staff or volunteer, the person receiving the information must treat it seriously.

The concern must be immediately shared with the **Designated Safeguarding Lead (DSL)** or **Deputy Safeguarding Lead (DDSL)**. In exceptional circumstances, the matter may be referred directly to **West Sussex Children's Services Front Door** or the **Local Authority Designated Officer (LADO)**.

A detailed written record of the allegation must be created, including:

- What was said or observed
- when and where the alleged incident occurred
- Who was present

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- Any immediate actions taken

Recording concerns accurately ensures the child's voice is recognised in line with **UNCRC Article 12**.

1.2.14 Initial Consideration of the Allegation

Once the DSL is informed, they will consider the seriousness and context of the concern. This may involve speaking with the child and/or adults who were present at the time of the incident in order to understand what is alleged to have occurred.

The DSL may also seek information from the child's **Key Person** if appropriate.

At this stage, the DSL will **not discuss the allegation with the staff member or volunteer involved**, to ensure the integrity of any subsequent investigation.

1.2.15 Safeguarding Lead Assessment

When evaluating the allegation, the DSL will use professional judgment and act promptly. The circumstances of the concern will be carefully considered.

The DSL will consider whether the individual may have:

- behaved in a way that has harmed a child or may have caused harm
- committed a possible criminal offence against or related to a child
- behaved in a way that suggests they may not be suitable to work with children

If there is any indication or reasonable concern that one of these situations may have occurred, the staff member or volunteer will be suspended immediately while investigations take place.

The matter will then be referred without delay to the **Local Authority Designated Officer (LADO)** via the **West Sussex Safeguarding Children Partnership (WSSCP)**.

These actions support the nursery's commitment to safeguarding children in accordance with **UNCRC Article 19**, which states that children must be protected from harm.

1.2.16 Allegations Concerning Senior Staff

If the allegation relates to the **Nursery Manager or Senior Leadership**, the concern must be referred directly to the **West Sussex LADO** without internal investigation.

This ensures impartial oversight and transparency.

1.2.17 Disciplinary Measures

If a staff member or volunteer is dismissed because they have behaved in a way that poses a risk to children or vulnerable individuals, Miss B's Nursery will share relevant information with the **Disclosure and Barring Service (DBS)**.

This ensures that individuals who may pose a safeguarding risk are prevented from working with children or vulnerable groups in the future.

1.2.18 Notification to Ofsted

Miss B's Nursery will inform **Ofsted** about:

- any allegation of abuse involving a member of staff or volunteer
- any incident or change that may impact the safety or well-being of children

This notification will be made **as soon as reasonably possible and within 14 days** of the allegation.

All concerns, discussions and investigations will be handled in accordance with the nursery's **Confidentiality Policy**, ensuring information is shared only with appropriate professionals.

1.2.19 Supporting Children and Families

Miss B's Nursery is committed to maintaining positive and supportive relationships with families, staff and volunteers.

Parents and carers will be informed about the nursery's safeguarding responsibilities, including:

- reporting safeguarding concerns
- sharing information appropriately
- monitoring children's well-being
- working alongside safeguarding professionals

Where investigations are ongoing, the nursery will continue to welcome and support the child and their family wherever appropriate.

If a **Child Protection Plan** is put in place by social care through the **Core Group** (a team of people who have been tasked with ensuring the child protection plan is followed), the nursery will follow the guidance and responsibilities outlined by the child's social worker.

Records relating to safeguarding concerns will be managed in line with confidentiality procedures and may only be shared with parents where appropriate and advised by safeguarding authorities.

These actions reinforce children's rights to **protection and support (UNCRC Article 19)** and to **services that promote their well-being (UNCRC Article 3)**.

1.2.20 Prevent Duty and Channel Programme

Policy Statement

Under **Section 26 of the Counterterrorism and Security Act 2015**, early years providers must have "due regard to the need to prevent people from being drawn into terrorism".

Miss B's Nursery follows the guidance set out in:

- **The Prevent Duty – Department for Education guidance for schools and childcare providers**

- Channel Duty Guidance issued by HM Government
-

Procedures

The Prevent Duty requires practitioners to recognise signs that a child may be vulnerable to radicalisation and understand how to respond appropriately.

At Miss B's Nursery, Prevent is embedded within our broader safeguarding responsibilities. The **Designated Safeguarding Lead** oversees this area of practice.

We remain aware of the potential risks associated with extremist ideologies and assess the likelihood of such risks within our local community in West Sussex. Although the local risk is considered low, we remain vigilant.

Staff are trained to notice possible warning signs, including:

- sudden behavioural changes
- concerning comments or attitudes
- influences from adults or media sources

Many of these signs may overlap with indicators of other safeguarding concerns.

Miss B's Nursery works collaboratively with external agencies where necessary. If concerns arise that a child may be vulnerable to radicalisation, a referral may be made to the Channel Programme.

The Channel process aims to:

- Identify individuals who may be vulnerable
- Assess the level of risk
- develop appropriate support plans

Channel provides support to children and adults from any background, faith or ethnicity, ensuring early intervention before vulnerabilities are exploited.

Flow chart procedure

'The first 5 minutes'

An allegation or incident against a staff member is received



Manager/person in charge receives the concern



Make sure children are safeguarded.

Ensure the child is safe and protected from further risk. If a child is in immediate danger or there is an emergency, call **999**.

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If the child has been harmed, may have been harmed, or is at risk of significant harm, contact the **Integrated Front Door (IFD): 01403 229 900** or

WSChildrenServices@westsussex.gov.uk.

If the child already has an allocated social worker, contact the social worker directly.

Out of hours, contact the Emergency Duty Team: **0330 222 6664**.

Do not question the child, alleged victim, alleged perpetrator, witnesses or other staff in detail. Do not ask leading questions. Do not take written statements unless advised. Record only what has been seen, heard or reported, using the person's own words where possible.



Contact the **Local Authority Designated Officer (LADO)** as soon as possible and within **1 working day / 24 hours** of the allegation being made.

LADO@westsussex.gov.uk / **0330 222 6450**.



The designated safeguarding lead/manager will discuss with LADO regarding the course of action



Possible courses of action: **no further action, advice and action by the employer/setting, referral to Children's Social Care, police involvement, or an Initial Evaluation Meeting / Strategy Meeting.**



Notify **Ofsted** within **14 days** & keep a **clear confidential record of the allegation:** Actions taken, who was contacted, dates/times, advice received, decisions made and outcomes.

1.2.21 Lone Working

Purpose

Miss B's Nursery is committed to safeguarding and promoting the welfare of children and ensuring the safety of all staff members. Lone working will be avoided wherever reasonably possible. Where lone working cannot be avoided, appropriate measures will be implemented to protect children and staff.

Definition of Lone Working

Lone working occurs when a member of staff works by themselves without direct support or supervision from another adult on the premises.

Policy Statement

Children must never be left alone with a single member of staff unless exceptional circumstances arise and risk assessments have been completed. The nursery will take all reasonable steps to ensure that staff are not placed in situations where they are alone with children unnecessarily.

Procedures

Opening and Closing the Nursery

- Wherever possible, two members of staff should be present when opening and closing the nursery.
- If a member of staff is required to open or close the nursery alone, they must:
 - Ensure doors remain secure.
 - Keep a mobile phone readily available.
 - Inform a designated manager when arriving and leaving.
 - Report any concerns immediately.

Caring for Children

- Staff should avoid situations where they are alone with a child behind closed doors.
- Any one-to-one work with children should take place in areas that are visible to others or where CCTV is in operation.
- Staff must ensure that other adults are aware of their whereabouts when supporting children individually.

Home Visits and Off-Site Activities

- Staff must not undertake home visits unless authorised by management and a specific risk assessment has been completed.
- Lone supervision of children during outings should be avoided wherever possible.

Emergencies

Where lone working occurs unexpectedly due to staff absence, management will:

- Assess risks immediately.
- Maintain statutory ratios and safeguarding requirements.
- Seek additional support where necessary.
- Consider reducing attendance or closing areas of the nursery if safe staffing levels cannot be maintained.

Reporting Concerns

Any safeguarding concern, accident, incident, or situation where a staff member feels unsafe must be reported immediately to the Designated Safeguarding Lead (DSL) or Nursery Manager.

Monitoring

The Nursery Manager will regularly review lone working arrangements to ensure the safety of children and staff.

1.2.22 Intimate Care Procedure

Purpose

Miss B's Nursery recognises that some children require support with intimate care as part of their daily needs. Intimate care includes nappy changing, toileting support, changing soiled clothing, washing, and supporting personal hygiene.

The nursery is committed to safeguarding children while ensuring their dignity, privacy, well-being, and rights are respected at all times. To encourage this, we have installed doorbells in each cubicle (that is wiped clean every day) to allow children the privacy of going to the toilet themselves (which is also designed to foster independence) and then ring the doorbell when/if they need assistance to clean themselves afterwards.

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Principles

Staff will:

- Treat all children with dignity and respect.
- Encourage independence appropriate to the child's age and stage of development.
- Explain what they are doing before carrying out any intimate care.
- Ensure children feel safe, secure, and comfortable.
- Follow safeguarding procedures at all times.

Nappy Changing and Toileting

During intimate care, staff must:

- Wear appropriate personal protective equipment (PPE).
- Follow infection control and hygiene procedures.
- Change children in designated changing facilities.
- Maintain the child's privacy whilst ensuring safeguarding measures remain in place.
- Speak to the child throughout the process in a reassuring manner.
- Never use inappropriate language, humour, or behaviour.

Safeguarding Requirements

- Staff should inform colleagues when undertaking intimate care.
- Where possible, intimate care should take place in an area where other staff members are nearby.
- Staff must not photograph children during intimate care.
- Any marks, bruises, injuries, soreness, or unusual observations must be recorded on a Body Map Form and reported immediately to the DSL.
- Any disclosure made by a child during intimate care must be recorded and reported in accordance with safeguarding procedures.

Promoting Independence

Staff will encourage children to:

- Pull clothing up and down independently.
- Wash and dry hands independently where appropriate.
- Develop age-appropriate self-care skills.

Support will always be provided sensitively and according to individual needs.

Intimate Care Plans

Where a child has ongoing medical, developmental, disability-related, or additional needs requiring regular intimate care support, an individual Intimate Care Plan will be agreed with parents/carers and reviewed regularly.

The plan will include:

- The child's specific needs.
- The level of support required.
- Any medical considerations.
- Parental preferences.
- Staff responsibilities.

Recording and Reporting

Staff must immediately report:

- Any safeguarding concern.
- Unusual marks, bruises, injuries, or soreness.
- Any allegation made by a child.
- Any incident where a staff member feels uncomfortable or vulnerable.

All concerns will be recorded and referred to the Designated Safeguarding Lead (DSL) without delay.

Parent Partnership

Parents/carers will be informed of the nursery's intimate care procedures upon enrolment and are encouraged to discuss any specific requirements relating to their child.

1.2.23 Babysitting Policy

Purpose

Miss B's Nursery recognises that, from time to time, parents/carers and nursery employees may independently arrange private babysitting or childcare outside of nursery operating hours.

The purpose of this policy is to clearly establish that any private babysitting arrangements are entirely separate from the nursery and that Miss B's Nursery accepts no responsibility or liability for such arrangements.

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Private Arrangement

Any babysitting or childcare arrangement between a parent/carer and a member of staff is a private agreement made between those individuals.

Miss B's Nursery:

- Does not arrange babysitting services.
- Does not recommend, endorse, or supervise private babysitting arrangements.
- Is not involved in negotiating fees, hours, duties, or terms of engagement.
- Does not provide insurance cover for private babysitting activities.
- Accepts no responsibility for any issues, disputes, accidents, injuries, losses, damages, or claims arising from such arrangements.

Parents and staff enter into any babysitting agreement entirely at their own risk.

Use of Nursery Information

Staff must not use confidential nursery records, contact details, or information obtained through their employment to solicit or arrange private babysitting work.

Any babysitting arrangement must be initiated and agreed to independently by the parent/carer and staff member outside of nursery business activities.

Professional Boundaries

Staff must maintain appropriate professional boundaries at all times.

Any private arrangement must not:

- Affect the staff member's professional responsibilities within the nursery.
- Create conflicts of interest.
- Compromise confidentiality.
- Impact the welfare, care, or treatment of children attending the nursery.

Safeguarding Responsibilities

All staff remain legally and professionally responsible for safeguarding children regardless of whether they are working within the nursery or providing childcare privately.

If a staff member has a safeguarding concern about a child whilst babysitting or providing private childcare, they must act in accordance with statutory safeguarding requirements.

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Where a child is believed to be suffering, or is at risk of suffering, significant harm, the staff member must make a referral directly to Children's Social Care and/or the appropriate safeguarding authority without delay.

Staff must not assume that the nursery will make a referral on their behalf for concerns identified during private babysitting arrangements.

Where appropriate, staff should also seek advice from the Local Authority Children's Services, the Multi-Agency Safeguarding Hub (MASH), Police, Integrated Front Door (IDF) or other relevant safeguarding agencies.

DBS Checks and Insurance

A staff member's employment with Miss B's Nursery, including any DBS checks undertaken for their nursery role, relates solely to their employment within the nursery.

Parents/carers are responsible for satisfying themselves regarding:

- Suitability of the babysitter.
- Insurance arrangements.
- References.
- Qualifications.
- Experience.
- Any other checks they consider necessary.

Nursery Liability

Miss B's Nursery shall not be liable for:

- Any acts or omissions of staff acting in a private capacity.
- Any disputes between parents/carers and staff.
- Any injury, loss, damage, financial claim, or legal action arising from private babysitting arrangements.

The nursery's responsibility for children begins when they are formally signed into nursery care and ends when they are signed out to an authorised adult.

Acknowledgement

Parents/carers and staff should understand that any babysitting arrangement entered into outside nursery hours is entirely separate from Miss B's Nursery and creates no legal, contractual, employment, agency, or insurance relationship with the nursery.

1.2.24 Staff Training

The Nursery Manager and staff have completed **Prevent Duty, Online Safety, Safeguarding, and Child Protection training** relevant to early years settings and safeguarding responsibilities.

Training ensures staff understand:

- signs of radicalisation
- referral procedures
- their role in safeguarding children from extremist influences

All training, including specific safeguarding training, is reviewed every **2 years**. To ensure all staff are updated in the new procedures as directed by the Department for Education.

1.2.25 Responding to Concerns

If the nursery identifies a potential risk of radicalisation, staff may seek advice from:

- The **Department for Education Prevent Helpline**
 - the **local police non-emergency number (101)**
 - safeguarding professionals within **West Sussex**
-

1.2.26 Promoting Resilience and Positive Values

The most effective way to protect children from radicalisation is by supporting their personal, social and emotional development.

Miss B's Nursery encourages children to develop:

- confidence and self-esteem
- resilience
- respect for others
- independence and critical thinking

These qualities support children's well-being and align with the promotion of **British Values** within the Early Years Foundation Stage.

They also reinforce children's rights to develop their **personality, talents and abilities to their fullest potential (UNCRC Article 29)**.

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Example of our Child record of concern:

This form must be completed as soon as possible after a concern is identified and passed to the Designated Safeguarding Lead (DSL).

Child Of Concern Form

Childs Name:	
Date of Birth:	Age:
Carer Name:	Relation:
Carer Contact number:	
Nature of Concern Please tick all that apply: ☐ Physical Injury ☐ Emotional Abuse ☐ Sexual Abuse ☐ Neglect ☐ Domestic Abuse ☐ Child-on-Child Abuse ☐ Online Safety Concern ☐ Radicalisation/Extremism ☐ Attendance Concern ☐ Behavioural Change ☐ Disclosure from Child ☐ Welfare Concern ☐ Other (please specify): _____	
Date and Time of Incident/Concern Date Concern Observed/Reported: Time: Location:	

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Details of your concern?

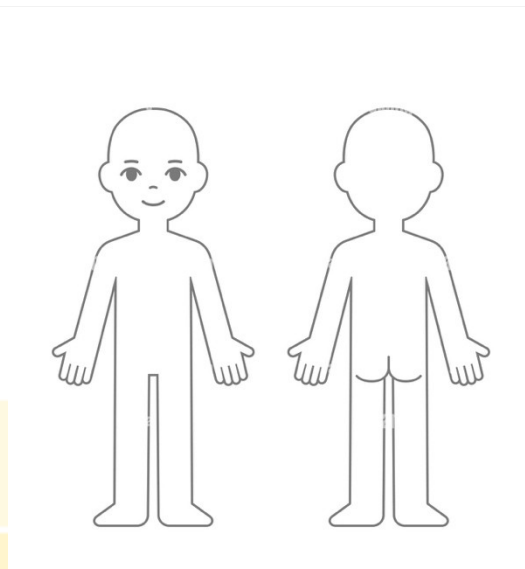
(Ensure you only record facts - what was observed and said. Avoid using unclear language such as lots, often, always - record the actual number of occurrences, with dates and times. Avoid language describing behaviour such as aggressive, unkind - record what actually happened for you the feel the behaviour was aggressive, unkind etc.)

Write what you have seen, write what you have heard.

Injuries or Physical Marks Observed

Location of Injury/Mark:

Description (size, colour, shape, appearance):



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Child's Exact Words (if disclosure made)	
Action Taken: (Include all conversations with the child, anyone else involved, response from parent, carer and any other actions you have taken) ☐ DSL Informed ☐ Parent Not Informed (Advice from DSL) ☐ Parent Informed ☐ First Aid Administered ☐ Emergency Services Contacted ☐ Children's Social Care Contacted ☐ Police Contacted ☐ Other Details:	
Name of person reporting & recording this concern:	
Position:	Date:
Signature:	
Name of Nursery Manager:	Date:
Signature:	
Date reported to DSL:	Name of DSL reported to:
Outcome / Decision ☐ No Further Action Required ☐ Monitor and Review	

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- ☐ Discussion with Parent/Carer
- ☐ Early Help Referral
- ☐ Referral to Children's Social Care
- ☐ Referral to LADO
- ☐ Referral to Police
- ☐ Other

Details:

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Example of our Child record of concern:

This form must be completed as soon as possible after a concern is identified and passed to the Designated Safeguarding Lead (DSL).

Adult Of Concern Form

Date of alleged incident:	
Name of person reporting & recording this concern:	Signature:
Position:	Date:
Date reported to DSL:	Name of DSL reported to:

Details of potential victim/child:

Name:	
Date of Birth:	Gender:
Parent Name:	
<i>Ensure a Child of Concern Form is completed for the child & this record is saved on the child's file</i>	

Allegation Details:

Details of your concern: Give full details of allegation e.g. injuries, medical treatment, context, witnesses etc
What Safeguarding Measures have already been implemented to ensure the Children's welfare?

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Details of any further action taken:

Details of any follow up:

Details of person subject to the allegation:

Full Name:

Job Title:

Date of Birth:

Home Address:

Length of employment:

Have they been subject to previous allegations/concerns?

- ☐ Yes
- ☐ No

If Yes, give full details:

Does this person work/volunteer in any other capacity with children?

- ☐ Yes
- ☐ No

If Yes, give full details:

Does this person have children of their own?

- ☐ Yes
- ☐ No

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Has the person been suspended?

- Yes
- No

Appendix 1:

Types of Child Abuse

Under the EYFS and statutory safeguarding guidance, the four recognised categories are:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Type of Abuse / Safeguarding Concern	Definition and Examples
Physical Abuse	Physical abuse is the deliberate causing of physical harm to a child. Examples include hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical injury. Physical abuse may also occur when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
Emotional Abuse	Emotional abuse is the persistent emotional maltreatment of a child causing severe and adverse effects on their emotional development. Examples include making a child feel worthless, unloved, inadequate, frightened, humiliated, isolated, or exposing them to domestic abuse.
Sexual Abuse	Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes physical contact, non-contact activities, grooming, online abuse, sexual exploitation, and encouraging children to behave in sexually inappropriate ways.
Neglect	Neglect is the persistent failure to meet a child's basic physical and/or psychological needs. Examples include failing to provide food, shelter, supervision, clothing, medical care, emotional support, or protection from harm.
Child Sexual Exploitation (CSE)	A form of sexual abuse where a child is manipulated, coerced or deceived into sexual activity in exchange for gifts, money, affection, status, drugs, alcohol, accommodation, or other perceived benefits. Grooming is commonly involved.
Child Criminal Exploitation (CCE)	A form of abuse where children are manipulated or coerced into criminal activity for another person's gain. Examples include carrying drugs, storing weapons, shoplifting, theft, fraud, or transporting

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	money.
County Lines	A form of criminal exploitation where organised criminal groups use children to transport, store, and sell drugs across different areas. Children may be threatened, groomed, assaulted, or exploited.
Child Trafficking	Child trafficking occurs when children are recruited, transported, transferred, harboured or received for the purpose of exploitation. Children may be trafficked for sexual exploitation, criminal activity, domestic servitude, forced labour, or benefit fraud.
Modern Slavery	Modern slavery includes slavery, servitude, forced labour, and human trafficking. Children may be forced to work, commit crimes, beg, engage in sexual exploitation, or perform domestic duties.
Cuckooing	A form of exploitation where criminals take over the home of a vulnerable person to use it for drug dealing, criminal activity, sexual exploitation, or storing weapons. Children living in the property may be at significant risk.
Domestic Abuse	Domestic abuse includes controlling, coercive, threatening, violent or abusive behaviour between family members or intimate partners. Children who see, hear, or experience the effects of domestic abuse are recognised as victims in their own right.
Child-on-Child Abuse	Abuse that occurs between children. Examples include bullying, cyberbullying, physical abuse, emotional abuse, sexual harassment, sexual violence, coercive behaviour, hazing, initiation rituals, and sharing sexual images.
Cyberbullying	Bullying carried out through digital technology such as social media, online gaming, text messages, messaging apps, email, or websites. It may involve threats, harassment, humiliation, or exclusion.
Online Abuse	Any type of abuse that occurs online. Examples include grooming, sexual exploitation, coercion, cyberbullying, emotional abuse, radicalisation, and sharing indecent images.
Sexual Harassment	Unwanted conduct of a sexual nature that violates a child's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Examples include sexual comments, jokes, gestures, touching, and online harassment.
Sharing Nudes and Semi-Nudes	Involves the creation, possession, or sharing of nude or semi-nude images or videos of children. This may occur through coercion, exploitation, peer pressure, or consent.
Grooming	Grooming is when an individual builds a relationship, trust and emotional connection with a child in order to manipulate, exploit or abuse them. Grooming may occur online or face-to-face and may lead to sexual abuse, criminal exploitation or trafficking.
Female Genital	FGM involves the partial or total removal of external female genitalia

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Mutilation (FGM)	or other injury to female genital organs for non-medical reasons. It is illegal in the UK and is a form of child abuse.
Breast Ironing	A harmful practice where a girl's breasts are flattened, massaged or compressed to delay or stop breast development. It is a form of physical abuse and violence against girls.
Honour-Based Abuse (HBA)	Abuse committed to protect or defend the perceived honour of a family or community. It may include threats, violence, coercive control, forced marriage, isolation, emotional abuse, or murder.
Forced Marriage	A marriage where one or both parties do not freely consent or lack the capacity to consent. Forced marriage is a criminal offence and may involve emotional pressure, threats, intimidation, or physical violence.
Fabricated or Induced Illness (FII)	A form of abuse where a parent or carer exaggerates, fabricates or deliberately causes illness in a child, leading to unnecessary medical treatment or investigations.
Radicalisation	The process through which a person comes to support extremist ideologies associated with terrorism. Children may be exposed online, through peers, family members, or social groups.
The Prevent Duty	A statutory duty under the Counter-Terrorism and Security Act 2015 requiring childcare providers to identify and support children vulnerable to radicalisation and refer concerns appropriately.
Serious Violence	Children may be at risk of or involved in serious violence through gangs, criminal exploitation, weapons carrying, organised crime, or county lines activity.
Upskirting	The act of taking a photograph or video under a person's clothing without their knowledge or consent, usually to view their genitals, buttocks or underwear. It is a criminal offence.
Non-Recent (Historical) Abuse	Abuse experienced by an adult during childhood that is disclosed later in life. Historical abuse may involve any form of physical, emotional, sexual abuse, or neglect.
Missing Children	Children who go missing from home, education or care may be at increased risk of sexual exploitation, criminal exploitation, trafficking, radicalisation, neglect, or serious harm.
Parental Substance Misuse	The misuse of alcohol, illegal drugs, prescription medication or other substances by parents or carers, which may negatively impact their ability to care safely for a child.
Parental Mental Health	Mental health difficulties experienced by parents or carers that may affect parenting capacity and increase safeguarding risks where children's needs are not adequately met.
Bruising in Non-Mobile	Any unexplained bruise, mark, swelling or injury in a baby who is not yet independently mobile should be treated as a safeguarding concern

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Babies	and requires immediate investigation and referral.
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