

1.2 Safeguarding Children and Child Protection

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1: Safeguarding and Promoting Children's Welfare

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.

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

Alongside the policies contained within this section, Miss B's Nursery has created a separate safeguarding guidance document that provides more detailed information about safeguarding and child protection. This document explains important terminology and includes definitions of the different types of abuse, including physical, emotional and sexual abuse as well as neglect. 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 (see section 2.4) 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).

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.

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** (see section 1.7.5) 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.

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 **WSCC 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. It incorporates the **Multi-Agency Safeguarding Hub (MASH)**, located on the 4th Floor at County Hall North (Parkside), Chart Way, Horsham, West Sussex, RH12 1XH. 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**.
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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**" and "**Working Together to Safeguard Children**", 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
- 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, 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**
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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

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- 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.

Staff Training

The Nursery Manager and staff have completed **Prevent Duty 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
-

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**
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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)**.
