

1.2 Safeguarding Children and Child Protection

Reviewed: July 2026
Next Review Date: September 2027

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1.2 Safeguarding Children and Child Protection

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.

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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.

Important Contacts to have:

Police: *If there is an immediate emergency: 999*

Integrated Front Door (IFD): *For any concerns on a child's welfare:*

Phone: 01403 229900 (Monday–Friday, 9:00am–5:00pm).

Email: WSChildrenServices@westsussex.gov.uk

Online Referrals: Submit an electronic request through the IFD Children's Portal.

Out of Hours (Weekends/Bank Holidays): Call the Emergency Duty Team at **033 022 26664** (or **07711 769657** if experiencing difficulties with the main number).

West Sussex LADO (Local Authority Designated Officer): *For any concerns about an adult working with the children:*

Phone: [0330 222 6450](tel:03302226450) (Available Monday to Friday, 9:00 AM to 5:00 PM)

Email: LADO@westsussex.gov.uk

Childline: *Any person under the age of 19 years can contact to receive free support on any issue:*

Phone: [0800 1111](tel:08001111)

(open 24 hours a day and 7 days a week)

Multi-Agency Safeguarding Hub (MASH): *Brings together police, health, education, and social care to protect vulnerable children and adults:*

West Sussex (Worthing & Surrounding):

Phone: 01403 229900 for office hours.

For out-of-hours, weekends, or bank holidays, call the Emergency Duty Team: **0330 222 6664**.

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Additional guidance:

<https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/request-support-or-raise-a-concern-about-a-child/>

East Sussex:

Phone: 01323 464222 (Mon-Thurs 8:30 am-5 pm, Fri 8:30 am-4:30 pm).

Out of hours: **01273 335905** or **01273 335906**.

Brighton & Hove:

Phone: **01273 290400** during office hours

Out of hours: **01273 335905**.

NSPCC: *If you are worried about a child or need advice (Child protection specialists are available Monday to Friday from 8:00 am to 10:00 pm, and on weekends from 9:00 am to 6:00 pm):*

Phone: 0808 800 5000

Email: help@nspcc.org.uk.

Procedures – Staff and Volunteers

1.2.1 Designated Safeguarding Lead (DSL)

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, as Miss B's Nursery DSL. 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.

The role of the DSL

The role of the DSL is to:

- Update the Safeguarding children and child protection policy and procedures in line with new legislation and in response to any incidents
- Carry out ongoing monitoring of the setting's policies and procedures to ensure they remain effective
- Ensure policies and procedures are in line with the guidance and procedures of the relevant Local Safeguarding Partnership (LSP)
- Ensure updates and new legislation are reflected in our services as soon as they are known
- Act as a source of support, advice and expertise for all staff, students, volunteers, children and parents who have child protection concerns
- Ensure detailed, accurate, secure written records of concerns and referrals
- Review all written safeguarding reports
- Assess information provided promptly, carefully and refer as appropriate to external agencies
- Provide signposting to other organisations
- Consult with statutory child protection agencies and regulatory bodies where required
- Make formal referrals to statutory child protection agencies or the police, as required.

In addition, the DSL is required to:

- Keep up-to-date with good practice and national requirements for safeguarding and child protection
- Provide information on safeguarding and child protection for the setting
- Have an ongoing responsibility to ensure all staff understand the correct procedures and are aware of their safeguarding responsibilities

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- Raise awareness of any safeguarding and child protection training needs and implement where necessary
 - Retain up-to-date knowledge of local child protection procedures, including how to liaise with local statutory children's services agencies and with the local safeguarding partners to safeguard children.
-

1.2.2 Staff Training and Awareness

Staff at Miss B's Nursery receive safeguarding training and regularly discuss safeguarding matters during staff meetings, INSET days and continuously during our day-to-day practice. 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).

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:

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- 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.

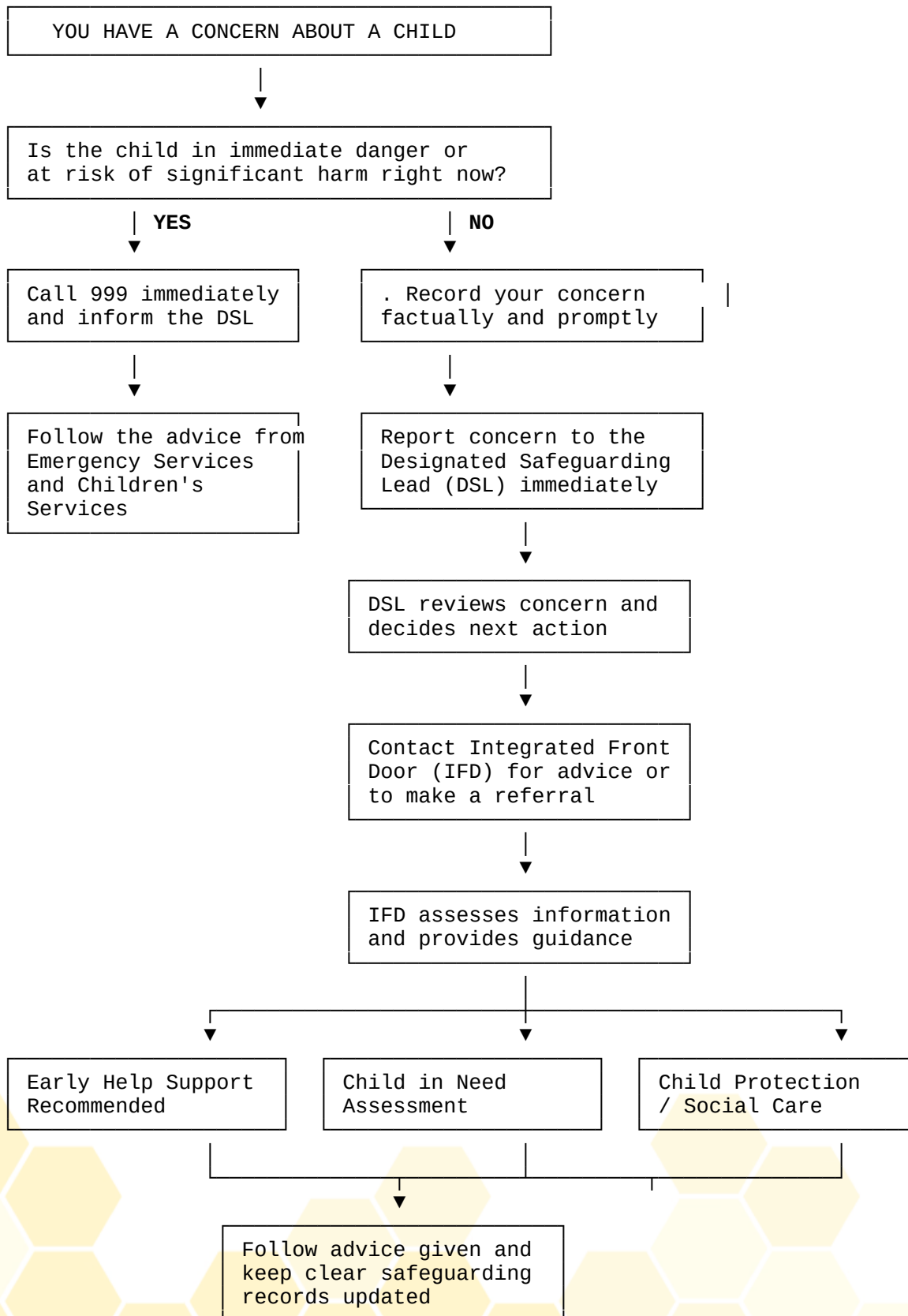
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Important Reminders:

- ✓ 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.

The **four overarching types of abuse** that our staff are trained to be able to recognise are:

Emotional abuse

Working together to safeguard children defines emotional abuse as 'the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.' Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur separately.

Examples of emotional abuse include:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Not giving a child opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate

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- Age or developmentally inappropriate expectations being imposed, such as interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children
- A child seeing or hearing the ill-treatment of another.

A child may also experience emotional abuse through witnessing domestic abuse or alcohol and drug misuse by adults caring for them. In England, The Domestic Abuse Act (2021) recognises in law that children are victims of emotional abuse if they see, hear or otherwise experience the effects of domestic abuse.

Signs and indicators may include delay in physical, mental and/or emotional development, sudden speech disorders, overreaction to mistakes, extreme fear of any new situation, neurotic behaviour (rocking, hair twisting, self-mutilation), extremes of passivity or aggression, appearing to lack confidence or self-assurance.

If **emotional abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

If **physical abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

Sexual abuse

Sexual abuse involves forcing, or enticing, a child to take part in sexual activities. Sexual abuse does not necessarily involve a high level of violence and includes whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.

Sexual abuse can take place online, and technology can be used to facilitate offline abuse, please see our Online Safety Policy for further reference on how we safeguard children online. Adult males are not the sole perpetrators of sexual abuse; women also commit acts of sexual abuse, as do other children. This policy applies to all children up to the age of 18 years.

Action must be taken if staff witness symptoms of sexual abuse, including a child indicating sexual activity through words, play or drawing, having an excessive preoccupation with sexual matters or having an inappropriate knowledge of adult sexual behaviour, or language, for their developmental age. This may include acting out sexual activity on dolls or toys or in the role-play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words.

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Additional signs of emotional and physical symptoms are shown below.

Emotional signs	Physical signs
• Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age or stage of development • Personality changes, such as becoming insecure or clingy • Regressing to younger behaviour patterns, such as thumb sucking or bringing out discarded cuddly toys • Sudden loss of appetite or compulsive eating • Being isolated or withdrawn • Inability to concentrate • Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer • Becoming worried about clothing being removed.	• Bruises • Bleeding, discharge, pains or soreness in their genital or anal area

If **sexual abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

Neglect

Working together to safeguard children defines neglect as 'the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.'

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve adults involved in the care of the child failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect them from physical harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment
- Respond to their basic emotional needs.

The NSPCC statistics briefing for 2024 has found neglect continues to be the most common form of abuse, with one in ten children in the UK having been neglected. Concerns around neglect have been identified for half of children who are the subject of a child protection plan or on a child protection register in the UK. Younger children are more likely than older children to be the subject of a child protection plan in England because of neglect, although research suggests that the neglect of older children is more likely to go overlooked.

Signs of neglect include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the

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same nappy they went home in, or a child having an illness or identified special educational need or disability that is not being addressed. A child may be persistently hungry if a caregiver is withholding, or not providing enough, food. A child who is not receiving the attention they need at home may crave it from other adults, such as at nursery or school.

If **neglect** is suspected, then any concerns must be reported in line with our safeguarding procedures.

Please see Appendix 1 for further information on types of abuse we look out for and protect our children from.

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

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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:

- 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

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)** (Kayleigh Botha) or **Deputy Safeguarding Lead (DDSL)**. In exceptional circumstances, the matter may be referred directly to **West Sussex Children's Services Integrated 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**.

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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.

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**.

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.



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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.

1.2.19 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)**.

1.2.21 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.

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.

Private Arrangement

Any babysitting or childcare arrangement between a parent/carers 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/carers 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, Police, Integrated Front Door (IFD) 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 Low Level Concern

A low-level concern is any concern, however small, about the behaviour of an adult working in or on behalf of Miss B's Nursery that is inconsistent with the Staff Code of Conduct but does not meet the threshold for referral to the Local Authority Designated Officer (LADO). The nursery recognises that identifying and responding to such concerns at an early stage strengthens safeguarding culture, promotes reflective practice and helps prevent patterns of behaviour from developing into more serious safeguarding issues.

Examples of Low-Level Concerns

Examples may include inappropriate professional boundaries, unnecessary one-to-one situations, favouritism, inappropriate language, failure to follow nursery procedures, avoidable physical contact outside normal care routines, misuse of electronic devices, inappropriate communication with families, breaches of confidentiality or behaviour that could undermine public confidence in the nursery. These examples are illustrative and are not exhaustive.

Responsibilities

The Designated Safeguarding Lead (DSL)/Nursery Manager are responsible for ensuring concerns are considered promptly, proportionately and confidentially. Each concern will be recorded factually, reviewed in context, and assessed alongside any previous concerns to identify emerging patterns. If the behaviour indicates that the threshold for an allegation may have been met, the matter will immediately be managed under the Whistleblowing Policy and advice sought from the West Sussex LADO where appropriate.

All staff are expected to report concerns on the same working day. Staff should not investigate concerns themselves or discuss them widely with colleagues. Records will distinguish clearly between fact, professional observation and opinion and will be retained securely in accordance with the nursery's record retention schedule and UK GDPR requirements.

1.2.20 Prevent Duty and Channel Programme

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.

1.2.25 Child-on-Child Abuse

Recognising Child-on-Child Abuse

Practitioners understand that abusive behaviour can present in different ways and may include repeated physical aggression, persistent intimidation, discriminatory behaviour,

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coercive behaviour, emotional abuse, inappropriate sexual language or behaviour beyond developmental expectations, harmful sexual behaviour, deliberate exclusion or repeated bullying. Staff consider the child's developmental stage, communication needs, SEND, previous experiences and family circumstances when assessing concerns, while ensuring that developmental explanations are never used to minimise safeguarding risks.

When an incident occurs, practitioners will first ensure the immediate safety of all children involved. Appropriate first aid or emotional support will be provided where necessary. Staff will remain calm, gather factual information through observation rather than investigation and report the concern to the Designated Safeguarding Lead on the same working day. The nursery will consider the needs of both the child who has experienced harm and the child whose behaviour has caused concern, recognising that both may require safeguarding support.

The nursery promotes positive relationships through the EYFS, key person approach and intentional teaching of emotional literacy, turn taking, consent, kindness and respect. Staff maintain active supervision, intervene early when conflict begins to escalate and use co-regulation strategies before considering sanctions. Children are supported to recognise feelings, resolve disagreements safely and understand personal boundaries, including body autonomy and the difference between safe and unsafe touch using age-appropriate language.

Recording and Decision Making

All incidents will be recorded factually, including the context, observations, actions taken, conversations with children and parents, and any follow-up measures. Records will distinguish clearly between fact and professional opinion. The DSL will consider whether the behaviour indicates unmet developmental needs, SEND, family adversity or possible abuse. Where concerns suggest a child may be suffering or likely to suffer significant harm, advice will be sought from the West Sussex Integrated Front Door in accordance with Working Together to Safeguard Children (2026).

Working with Parents and Other Agencies

Parents will normally be informed of concerns unless doing so would place a child at increased risk of harm or compromise a safeguarding investigation. The nursery will work collaboratively with parents, health professionals, early help services and Children's Social Care where appropriate to ensure children receive coordinated support. Confidentiality will be maintained and information shared only on a need-to-know basis in line with the Data Protection Act 2018 and UK GDPR.

1.2.26 Social Media

Miss B's Nursery recognises that social media provides valuable opportunities to communicate with families and promote the nursery. However, inappropriate use can place children, families, staff and the reputation of the nursery at risk. All adults working in or on behalf of the nursery are expected to maintain the same high standards of professionalism online as they do within the workplace. Behaviour on personal social media platforms may have safeguarding implications where it affects professional boundaries or public confidence in the nursery.

Professional Boundaries

Staff, students, volunteers, agency workers and contractors must maintain clear professional boundaries with children and families. Personal social media accounts must not be used to communicate with parents, carers or former children attending the nursery regarding nursery matters. Friend requests, private messaging and participation in personal online groups with current parents should be avoided where these could compromise professional relationships. The nursery business must be conducted only through authorised nursery communication systems.

Protecting Children and Families

No information that could identify a child or family may be shared on personal social media. This includes photographs, videos, observations, names, dates of birth, medical information, safeguarding concerns or comments relating to children's behaviour or family circumstances. Images captured for nursery purposes may only be published through authorised nursery accounts, with valid parental consent obtained and publication complying with the nursery's privacy notices and Data Protection Policy. Staff remain responsible for protecting confidentiality even after their employment has ended.

Official Nursery Accounts

Official nursery social media accounts are managed only by authorised members of the management team. Content must accurately reflect the nursery's ethos, celebrate children's learning appropriately and protect the dignity, privacy and rights of every child. Comments,

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messages and interactions received through official accounts will be monitored regularly. Concerns suggesting a child may be at risk will not be managed via social media but will be referred immediately through the nursery's safeguarding procedures.

Concerns and Reporting

Any member of staff who becomes aware of inappropriate online behaviour that may affect a child's welfare, breach confidentiality, or damage the nursery's reputation must promptly report the matter to the Nursery Manager/Designated Safeguarding Lead. Concerns relating to the conduct of an adult will be managed in accordance with the Low-Level Concerns or Allegations Against Staff and Volunteers Policy, depending upon the circumstances. Where criminal offences or safeguarding risks are suspected, advice will be sought from the appropriate statutory agencies.

1.2.27 Female Genital Mutilation (FGM)

Miss B's Nursery recognises that Female Genital Mutilation is a serious form of child abuse and violence against women and girls. It is illegal in the United Kingdom and causes significant lifelong physical and psychological harm. Although FGM is most commonly carried out on girls between infancy and adolescence, practitioners understand that babies and pre-school children may also be at risk. The nursery adopts a culture of professional curiosity, remaining alert to indicators without making assumptions about any family, culture, faith or community. Safeguarding decisions will always be based upon the individual circumstances of the child.

Any member of staff who becomes concerned that a child may be at risk of FGM, or believes FGM may already have taken place, must report the concern immediately to the Designated Safeguarding Lead. Staff must never attempt to investigate concerns themselves, question the family in a manner that could increase risk or delay appropriate safeguarding action. The DSL will review the information, consult the West Sussex Integrated Front Door where appropriate and make referrals in accordance with Working Together to Safeguard Children (2026) and West Sussex Safeguarding Children Partnership procedures. Where there is reason to believe a child is at immediate risk of significant harm, emergency safeguarding procedures will be followed without delay.

Understanding Risk

Staff receive safeguarding training that includes awareness of FGM as part of wider safeguarding responsibilities. Possible indicators may include discussions about a planned extended visit abroad, references to a special ceremony or celebration, changes in family circumstances, older siblings known to have undergone FGM, prolonged or unexplained absence following overseas travel, or comments made by a child or family member that raise concern. Individually, these indicators may have innocent explanations; however, practitioners are expected to consider the wider context and seek advice whenever uncertainty exists.

Working with Families

Miss B's Nursery values respectful partnership working with parents and carers. However, where informing parents may place a child at increased risk or compromise a safeguarding investigation, the nursery will follow statutory safeguarding guidance and seek advice from Children's Social Care before sharing information. Practitioners will remain sensitive, respectful and culturally aware while ensuring that the child's welfare remains the paramount consideration.

All concerns relating to FGM will be recorded promptly, accurately and objectively using the nursery's safeguarding recording procedures. Records will include factual observations, the child's own words where appropriate, actions taken and the rationale for decisions made. Information will be shared only with professionals who require it in order to safeguard the child and in accordance with the Data Protection Act 2018, UK GDPR and the information-sharing principles contained within Working Together to Safeguard Children.

1.2.28 Child Sexual Exploitation (CSE)

Professional Awareness

Early years practitioners are often the first professionals to notice changes within families. Staff remain professionally curious where they identify unexplained changes in behaviour, unusual relationships involving older individuals, concerning online activity affecting siblings, repeated domestic abuse, parental exploitation, neglect or disclosures suggesting inappropriate sexualised behaviour within the family. While none of these factors alone

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confirms exploitation, practitioners recognise that seemingly minor concerns may form part of a wider safeguarding picture.

Responding to Concerns

Where concerns arise, practitioners will record factual observations and report them immediately to the Designated Safeguarding Lead (DSL). Staff must not investigate concerns independently or question children beyond what is appropriate for clarification. The DSL will consider the available information, consult previous safeguarding records and determine whether advice or referral should be sought from the West Sussex Integrated Front Door in accordance with Working Together to Safeguard Children (2026). Where immediate risk is identified, emergency safeguarding procedures will be followed without delay.

Partnership Working

The nursery works collaboratively with Children's Social Care, health professionals, police, early help services and other safeguarding partners. Parents will normally be involved in safeguarding discussions unless doing so could increase the risk to a child or compromise an investigation. Information-sharing decisions will be proportionate, lawful, and focused on achieving the best outcomes for the child.

Recording and Confidentiality

All concerns relating to potential exploitation will be recorded promptly in accordance with the nursery's safeguarding recording procedures. Records will include dates, times, observations, actions taken and the rationale for decisions. Information will be shared only with professionals who require it for safeguarding purposes and will be managed in accordance with the Data Protection Act 2018, the UK GDPR, and the principles set out in Working Together to Safeguard Children.

1.2.29 Child Criminal Exploitation (CCE) and County Lines

Miss B's Nursery adopts a child-centred approach to safeguarding and recognises Child Criminal Exploitation as a form of abuse in which a child is manipulated, coerced, groomed or controlled into criminal activity for the benefit of another individual or organised group.

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County Lines activity is one form of criminal exploitation involving the movement of illegal drugs and associated criminality across geographical areas. Exploitation can occur through intimidation, violence, debt bondage, emotional manipulation, threats or the promise of money, status, belonging or protection. The nursery recognises that exploitation often affects the whole family and that early identification of vulnerability is essential.

Any member of staff who becomes concerned that a child or family may be affected by criminal exploitation must immediately record factual observations and report the matter to the Designated Safeguarding Lead (DSL). Staff must not investigate concerns, confront family members or attempt to gather evidence independently. The DSL will review available information alongside previous safeguarding records, consider cumulative risk, and determine whether advice or referral should be sought from the West Sussex Integrated Front Door, the Police, or other safeguarding partners in accordance with Working Together to Safeguard Children (2026). Immediate action will always be taken where there is reason to believe a child is suffering or likely to suffer significant harm.

1.2.30 Looked After Children and Previously Looked After Children

Miss B's Nursery recognises that Looked After Children and previously looked after children may have experienced trauma, abuse or neglect.

The nursery will:

- work closely with carers and professionals;
- attend meetings where appropriate;
- support Personal Education Plans where required;
- ensure children receive consistent care;
- promote emotional wellbeing and secure attachments.

Confidentiality will always be maintained.

1.2.31 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.

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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.

1.2.32 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**
-

1.2.33 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?

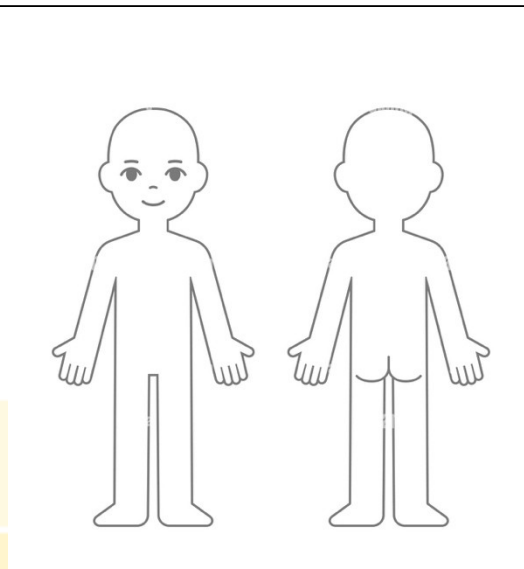
(Ensure you only record facts - what was observed and said. Avoid using unclear language such as lots, often, always - record the actual number of occurrences, with dates and times. Avoid language describing behaviour such as aggressive, unkind - record what actually happened for you the feel the behaviour 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 Adult 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	A form of sexual abuse where a child is manipulated, coerced or

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Exploitation (CSE)	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 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,

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	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 Mutilation (FGM)	FGM involves the partial or total removal of external female genitalia 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	The misuse of alcohol, illegal drugs, prescription medication or other substances by parents or carers, which may negatively impact their

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Misuse	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 Babies	Any unexplained bruise, mark, swelling or injury in a baby who is not yet independently mobile should be treated as a safeguarding concern and requires immediate investigation and referral.