

SAFEGUARDING AND CHILD PROTECTION POLICY

Policy owner: Nursery Manager

Designated Safeguarding Lead (DSL): Sumaya Ahmed

Deputy Designated Safeguarding Lead (DDSL): Rehana Pandor/kayrun Begum

Setting: Twinkle Toes Day Nursery, Newham, London

Date reviewed: October 2026

Next review: October 2027, or sooner if legislation or guidance changes

1. Purpose of this policy

Twinkle Toes Day Nursery is committed to safeguarding and promoting the welfare of every child in our care. The safety, welfare and best interests of children are our priority.

Safeguarding means protecting children from abuse, neglect, exploitation and other forms of harm. It also means providing safe care, supporting children's health and development, and helping them achieve the best possible outcomes.

We will:

- Protect children from abuse, neglect and harm.
- Provide a safe, secure and caring environment.
- Listen to children and take their concerns seriously.
- Recognise signs that a child may need help or protection.
- Act promptly when a concern arises.
- Work with parents, carers and relevant agencies where appropriate.
- Ensure all staff understand their safeguarding responsibilities.

Every child has the right to be safe, respected, listened to and protected.

2. Legislation and statutory guidance

This policy follows the relevant legislation and statutory guidance for England, including:

- **Children Act 1989:** establishes the child's welfare as a key consideration and provides the framework for protecting children at risk of significant harm.
- **Children Act 2004:** strengthens duties to safeguard and promote children's welfare.
- **Childcare Act 2006:** provides the legislative framework for regulating childcare and early years provision.
- **Keeping children safe in education (KCSIE) 2026**
- **Protection of Children Act 1978:** addresses indecent images of children.
- **Female Genital Mutilation Act 2003:** addresses female genital mutilation (FGM).
- **Early Years Foundation Stage (EYFS) statutory framework 2026.**
- **Working Together to Safeguard Children 2026:** statutory guidance on multi-agency safeguarding and child protection.

We will follow the current requirements of Ofsted, Newham Council, Newham's safeguarding arrangements and other relevant authorities.

This policy will be read alongside the nursery's other safeguarding and operational policies.

3. Who this policy applies to

This policy applies to everyone working with or on behalf of the nursery, including:

- Permanent and temporary staff.
- Managers and room leaders.
- Agency staff.
- Students and apprentices.
- Volunteers and helpers.
- Contractors and visitors, where relevant to their activities.

All staff must read this policy during induction, complete the required safeguarding training and follow the nursery's procedures.

No member of staff should assume that someone else will report a concern. Safeguarding is everyone's responsibility.

4. Designated Safeguarding Leads

The nursery's safeguarding leads are:

- **DSL:** Sumaya Ahmed, Nursery Manager.
- **Deputy DSL:** Rehana Pandor Deputy Manager & Kayrun Begum Assistant Manager

A DSL or deputy will be available on the premises whenever children are being cared for, in accordance with applicable requirements.

The DSL is responsible for:

- Receiving and assessing safeguarding concerns.
- Ensuring concerns are recorded accurately and securely.
- Making referrals to children's social care, the Multi-Agency Safeguarding Hub (MASH), the police or other relevant services.
- Seeking advice from safeguarding professionals when necessary.
- Liaising with parents and carers when it is safe and appropriate to do so.
- Maintaining confidential safeguarding records.
- Ensuring staff receive training and regular updates.
- Managing concerns and allegations about staff in accordance with the appropriate procedures.
- Reviewing safeguarding practice and ensuring staff know how to raise concerns.

The deputy DSL will carry out these responsibilities when the DSL is unavailable.

If a child is in immediate danger, staff must call 999. They must not delay action while waiting for the DSL.

5. Recognising abuse and neglect

An adult, a family member, another child or someone outside the family may cause abuse. It can occur at home, in the community, online or within an organisation.

Staff must remain alert to changes in a child's behaviour, appearance, health, attendance or emotional wellbeing.

The main categories of abuse are (PENS):

Physical abuse: hitting, shaking, throwing, poisoning, burning, scalding, suffocating or otherwise physically harming a child.

Emotional abuse: persistent mistreatment that affects a child's emotional development, such as threats, humiliation, rejection, intimidation or exposure to harmful domestic abuse.

Neglect: persistent failure to meet a child's basic physical or emotional needs, including adequate food, clothing, shelter, supervision, medical care or emotional support.

Sexual abuse: involving or encouraging a child in sexual activity, including inappropriate touching, sexual exploitation or online sexual abuse. A child may be abused without physical contact.

Staff must also be alert to other safeguarding risks, including:

- Domestic abuse and coercive control.
- Child sexual exploitation and criminal exploitation.

- Child trafficking and modern slavery.
- Female genital mutilation (FGM).
- Forced marriage and so-called honour-based abuse.
- Radicalisation and extremism.
- Bullying, discrimination and harmful behaviour between children.
- Online abuse, grooming and exposure to inappropriate content.
- Children who go missing or are repeatedly absent.
- Serious injuries, unexplained bruising or repeated accidents.
- Parental substance misuse, severe family difficulties or other circumstances that may affect a child's safety.

A child may experience more than one type of abuse. Staffs do not need to prove that abuse has occurred before reporting a concern.

6. Children who may be more vulnerable

All children have the right to protection. Some children may face additional barriers to communicating concerns or obtaining help.

Staff must consider the needs of children who:

- Have special educational needs and disabilities (SEND).
- Have communication difficulties or are non-speaking.
- Are very young and cannot explain what has happened.
- Are looked after or have previously been in care.
- Experience domestic abuse, neglect or parental substance misuse.
- Have experienced adverse childhood experiences.
- Are isolated, experiencing discrimination or facing difficulties within their family.

Staff must adapt their communication, observe carefully and seek appropriate professional support. A child's disability or communication difficulty must never be used as a reason to dismiss a concern.

7. What staff must do if they are worried about a child?

All concerns must be taken seriously and reported promptly.

Staff must follow these steps:

Step 1: Identify

Notice signs of possible abuse, neglect, and changes in behaviour, injuries or information that raises concern.

Step 2: Listen

If a child speaks about something worrying:

- Remain calm and listen carefully.
- Reassure the child that they have done the right thing by telling you.
- Take the child's words seriously.
- Use only simple, open questions when clarification is necessary.
- Do not ask leading questions or investigate the allegation.
- Do not promise to keep the information secret.
- Explain that you must tell someone who can help keep them safe.

Step 3: Record

Write a factual record as soon as possible, including:

- The child's name and date of birth, where known.
- The date, time and location of the concern.
- What was seen or heard.
- The child's exact words, using quotation marks where possible.
- Any visible injuries or relevant changes in behaviour.

- The names of witnesses, if applicable.
- The action taken and the person informed.
- The date and time the record was completed.

Separate facts from opinions. Do not add assumptions or personal judgements.

Step 4: Report

Report the concern to the DSL or deputy DSL immediately. Do not wait until the end of the day or assume that a verbal conversation is sufficient.

The DSL will decide the appropriate next steps and ensure that referrals are made promptly.

Step 5: Follow up

If staff believes that the concern has not been dealt with appropriately, they must raise it again or contact the relevant safeguarding authority directly. Staff must follow the whistleblowing procedure if necessary. All information is provided on notice boards within the nursery or online.

If the child is in immediate danger, call 999. Do not delay an urgent referral while waiting for internal approval.

8. Responding to a disclosure from a child

If a child tells a member of staff that they have been harmed or are frightened:

- Listen calmly and give the child time to speak.
- Reassure them that they are not to blame.
- Avoid showing shock, disbelief or anger.
- Do not question the child repeatedly.
- Do not confront the person alleged to have caused harm.
- Do not promise a particular outcome.
- Report the disclosure immediately to the DSL or deputy.
- Record the child's words as accurately as possible.

Staff must not conduct their own investigation or attempt to obtain evidence. It is the responsibility of the appropriate safeguarding agencies to investigate.

9. Referrals and information sharing

The DSL will contact Newham's MASH or the appropriate children's social care service when a child may need safeguarding support or protection.

Where appropriate, the nursery will also work with health professionals, family support services, the police and other relevant agencies.

Parents and carers will normally be informed about a referral when it is safe and appropriate to do so. They must not be informed in advance if doing so could place the child at greater risk, compromise an investigation or be contrary to advice from children's social care or the police.

The nursery will share relevant information lawfully and securely with professionals who need it to safeguard a child. **Confidentiality must never be used as a reason to withhold information necessary to protect a child.**

Consent should be sought where appropriate, but staff must not delay a necessary safeguarding referral because consent has not been obtained.

10. Safeguarding and allegations involving staff

The nursery takes all allegations and concerns about adults working with children seriously.

Concerns may include:

- An allegation that a member of staff has harmed a child.
- Behaviour that may pose a risk to children.

- Inappropriate physical contact, language or relationships.
- Breaches of professional boundaries.
- Conduct that suggests an adult may be unsuitable to work with children.

Any concern about a member of staff must be reported immediately to the Nursery Manager or the appropriate senior person.

Where an allegation concerns the DSL or manager, it must be reported to the appropriate external authority without referring it to the person who is the subject of the allegation.

The nursery will:

- Contact Newham's Local Authority Designated Officer (LADO) for advice and follow the relevant procedures.
- Notify Ofsted of allegations of harm where required by the current EYFS framework.
- Contact the police or children's social care when appropriate.
- Take advice on protective measures, including whether temporary changes to duties or suspension are necessary.
- Maintain confidential, factual records.
- Cooperate with investigations and avoid taking action that could compromise them.

Allegations will be handled fairly and confidentially. The nursery will not assume that an allegation is true or false before the appropriate process has taken place.

Staff must also report concerns about poor practice, unsafe behaviour or breaches of the staff code of conduct, even when the behaviour does not appear to meet the threshold for a formal allegation.

11. Safer recruitment and staff suitability

The nursery will follow safer recruitment procedures to help prevent unsuitable people from working with children.

These procedures include, as applicable:

- Verifying identity and employment history.
- Obtaining suitable references.
- Carrying out the required enhanced Disclosure and Barring Service (DBS) checks.
- Completing other relevant suitability checks.
- Checking qualifications and eligibility to work where required.
- Ensuring staff understands their safeguarding responsibilities before working with children.

The nursery will follow the current EYFS requirements for DBS checks, including the requirements applying to volunteers, and will not allow new employees to start work before the required checks have been received.

Staff must promptly disclose information that may affect their suitability to work with children, in accordance with the current legal requirements and nursery procedures.

12. Staff conduct and professional boundaries

All staff must maintain professional boundaries and act in the best interests of children.

Staff must:

- Treat children with dignity, kindness and respect.
- Use appropriate language and behaviour.
- Follow the nursery's physical contact, intimate care and behaviour management procedures.
- Never use corporal punishment, humiliation, threats or inappropriate restraint.
- Never form inappropriate personal or online relationships with children.
- Never use personal mobile phones or unauthorised cameras to photograph or record children.
- Report unsafe practices or concerns about colleagues.
- Follow the nursery's code of conduct and whistleblowing policy.

Any physical intervention must be necessary, proportionate, consistent with applicable law and the nursery's procedures, and properly recorded.

13. Safeguarding between children

The nursery recognises that children can cause harm to other children, including through bullying, physical aggression, discriminatory behaviour or inappropriate sexual behaviour.

Staff must respond promptly and appropriately to incidents involving children. They must consider the safety and needs of every child involved, record incidents and report concerns to the DSL.

The nursery will:

- Supervise children appropriately.
- Promote positive relationships and respectful behaviour.
- Help children learn about personal boundaries and safety in an age-appropriate way.
- Investigate concerns through appropriate safeguarding procedures rather than dismissing them as ordinary childhood behaviour.
- Seek external advice when behaviour or the level of risk requires it.

14. Online safety, mobile phones and cameras

Please see online safety and mobile phone policy.

15. Supporting children and families

The nursery aims to create a welcoming and inclusive environment in which children feel safe, valued and respected.

We will:

- Build trusting relationships with children and families.
- Listen to children's views in ways appropriate to their age and communication needs.
- Encourage confidence, independence and positive relationships.
- Promote equality, respect for different cultures and beliefs, and freedom from discrimination.
- Support children to understand how to keep themselves safe.
- Work with parents and carers to identify support needs at an early stage, where safe and appropriate.
- Refer families to relevant services when additional support is needed.

The child's welfare will remain the priority in all decisions.

16. Safeguarding records and confidentiality

All safeguarding concerns must be recorded accurately and stored securely in the designated safeguarding records.

Access will be restricted to authorised people who need the information to protect the child.

The nursery will:

- Maintain clear, dated and factual records.
- Record decisions, referrals and actions taken.
- Keep safeguarding information separate from general records where appropriate.
- Share information securely with relevant agencies.
- Retain and transfer records in line with applicable legal requirements and safeguarding guidance.

Staff must not discuss safeguarding concerns with colleagues who do not need to know, or with other parents.

17. Staff training and supervision

All staff must receive safeguarding training during induction and regular updates thereafter.

Training will help staff to:

- Recognise possible abuse, neglect and exploitation.
- Understand how to respond to disclosures.

- Know how to record and report concerns.
- Understand the role of the DSL and deputy.
- Recognise safeguarding risks relating to online safety, domestic abuse, radicalisation and other relevant forms of harm.
- Understand professional boundaries, whistleblowing and allegations procedures.

The DSL and deputy must complete appropriate child protection training and keep their knowledge up to date.

Managers will provide supervision and support so that staff feel confident to raise concerns and challenge unsafe practice.

18. Whistleblowing

Please refer to whistleblowing policy

19. Related nursery policies

This policy should be read alongside:

- Safer recruitment and staff suitability.
- Staff code of conduct and monitoring staff behaviour.
- Whistleblowing.
- Online safety
- Mobile phones, cameras and electronic devices.
- CCTV and data protection.
- Health and safety
- Missing child procedures.
- Prevent duty and radicalisation.
- Children with SEND and additional needs.