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**Tiddlywinks nursery, 22 Sylvia Avenue West Heath B31 3LE**

**OFSTED 509315**

**Safeguarding & Child Protection Policy**

We are committed into protecting children and promoting welfare.

**The legal framework for this policy is based on:**

Early Years Foundation Stage (EYFS) (September 2025)

Keeping Children Safe in Education September 2024

Working together to safeguard children December 2023-

Worried about a child being abused document-

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

Protecting children from maltreatment

Preventing the impairment of children’s health or development

Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

Taking action to enable all children to have the best outcomes.

What the **Statutory framework for the early year’s foundation stage states;**

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

“Providers must take all necessary steps to keep children safe and well”

We provide the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We have commitment to anti-discriminatory practice and should explicitly recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

We support children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children’s health and development.

At Tiddlywinks we are all responsible and committed to safeguarding the children in our care. We have a statutory duty protect children and put procedures in place to ensure they are kept safe. We are therefore dedicated to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

Birmingham Safeguarding Children Partnership’s threshold guidance: “Right Help, Right Time”, which provides a shared framework for identifying children’s needs and ensuring they receive the appropriate support at the earliest opportunity.

# Aims of the policy.

We will ensure that arrangements are in place for:

1. All reasonable measures to be taken to minimise the risks of harm to children’s welfare.
2. All appropriate actions to be taken to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies.
3. All persons working within the setting are made aware of this policy.
4. That we are committed to working collaboratively with outside agencies

### Right Help Right Time Approach

Following the guidance of the Birmingham Safeguarding Children Partnership’s threshold document: “Right Help, Right Time” (accessed April 2025).

### Aims:

Safety and Protection – ensuring that every child at the setting feel safe holistically through Bronfenbrenner’s ecological system theory. This will work endlessly to support them through safeguarding and protecting them from harm and ensuring their wellbeing.

Health and Wellbeing – Promoting children’s physical and mental health ensuring necessary resources and support are appropriate for each individual.

Inclusion and Respect – Fostering an inclusive practice where they feel valued and respected. Ensuring children have a voice and share their experiences at all of their decision-making processes.

Opportunities and Growth – Connecting children to meaningful opportunities which will set them up for adulthood and to encourage their full potentials.

### Tiddlywinks Will:

* Provide effective help and support from day of induction into the nursery.
* Holistically work with parents in partnerships and build relationships.
* Encourage discussions with parents as they know their child best.
* Have a transparent approach to partnerships with parents and carers.
* Encouraging resilience building to help and support families when needed.

Ensuring that practitioners understand the RHRT Four layers of children’s Needs through training and cpd.

# Concerns About children

**The definition of a child is a person under the age of 18 (**[Case management guidance - Definitions - Guidance - GOV.UK](https://www.gov.uk/guidance/case-management-guidance/definitions)).

The definition of a vulnerable child or adult is a person who is substantially dependent upon others in performing basic physical functions, or their ability to communicate with those providing services, or to communicate with others, is severely impaired, and, as a result, they would be incapable of protecting themselves from assault or other physical abuse, or there is a potential danger that their moral well-being may be subverted or overpowered.

**Abuse is a violation of an individual's human and civil rights by any other person or persons.**

Abuse may consist of a single act or repeated acts. It may be physical, emotional, sexual, verbal, or psychological. It may be an act of neglect or an omission to act or it may occur when a vulnerable person is persuaded to enter into a sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Staff are made aware of the four types of abuse and what signs to look out for. Regular staff training is given in-house and externally.

We use the definitions and indicators of abuse outlined in the statutory guidance *Working Together to Safeguard Children* (2023) to inform our safeguarding practice. This includes recognising the signs of physical abuse, emotional abuse, sexual abuse, and neglect, as described in the guidance.

These definitions help staff identify concerns early and respond appropriately, ensuring that all children are protected from harm and supported in line with national safeguarding standards. [Working together to safeguard children - GOV.UK](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)

**Physical abuse** - Physical abuse is defined as any type of physical harm purposely inflicted on a child or vulnerable adult such as smacking, pulling, pinching, pushing etc (refer to Disciplinary policy)

**Emotional abuse** - Emotional abuse is defined as any type of inappropriate verbal communication such as shouting, name calling, insulting, intimidation and such like. It includes intimidation, favouritism or being negative towards a child or their family members.

**Sexual abuse** - Sexual abuse is defined as any type of inappropriate physical contact inflicted on a child or vulnerable adult. It also includes inappropriate photographs or recording of a child or vulnerable adult in an undressed state or of a sexual nature. It includes allowing the child to be in a vulnerable state where sexual abuse could take place or subjecting the child to sexual language, pictures or footage.

**Neglect** - Neglect is defined as not meeting the physical or emotional needs of the child or vulnerable adult for instance leaving a child in a soiled nappy, not sufficiently dressed, denying food or drinks and such like.

Considerations need to be given towards families who could be exposed to the Key Parental risk factors, or Parental Challenges**.**

- Mental Health, Domestic Violence and Substance Abuse. This can make the family more vulnerable and susceptible to abuse.

**Female Genital Mutilation** is physical abuse which is now identified in Section 17 of the children’s act. Female Genital Mutilation is a partial or total removal of the external female organs for cultural reasons. It is severely painful, and has serious health consequences. It is usually performed on girls between the ages of 4 and 13 but in some cases on infants or young women.

**What to look out for** – We must always be respectful towards cultural beliefs but there must be no compromise in communicating the message that female genital mutilation is neither legal nor acceptable on the UK.

If staff are concerned that a child may be at risk of female genital mutilation then they must immediately report the matter to the DSL.

Staff should be aware of any parents/careers

* discussing a cultural celebration or travelling to their home country forbeing taken 'home' to visit family
* a special occasion to 'become a woman'
* an older female relative visiting the UK.

### Radicalism and British Values

We take guidance from the June 2015 ‘The Prevent Duty’ document on how to identify when children may be vulnerable to radicalisation or if we identify any signs from any setting users and what to do if identified. We promote British Values using the EYFS framework to assist us.

In order to manage risk and identify early signs of radicalism with all setting users we are alert to any changes in behaviour. In the event of any concerns with radicalism, staff will immediately record and report it to the DSL or acting DSL and they will use their professional judgement in taking action. If the DSL feels that there is a need to refer then they will make an immediate referral to the **Channel programme.** The channel programme is a programme which focuses on supporting vulnerable people who are at risk of being drawn into terrorism or radicalisation. It promotes working together and raising awareness. All staff complete online training recommended by the Channel programme.

### In the event of an extremist entering the premise with threatening behaviour

Staff are aware of the procedure to follow in the event of an extremist entering the building. The police will be called immediately, refer to the Critical Incident Policy.

**Sergeant Pete Sandhu - Telephone number 101 ext 8633071- Email prevent@westmidlands.pnn.police.uk**

### **Designated Safeguarding Lead** (DSL)

Following the guidance from The New EYFS Reforms, The Designated Safeguarding Lead (DSL) should take account of any advice from the local safeguarding partners or local authority on appropriate training courses.

In addition the DSL must cover the elements listed below:

• Will ensure they build a safer organisational culture.

• Will ensure safer recruitment.

• Will ensure to develop and implement safeguarding policies and procedures. • Ensure they all staff have relevant training to support and work with other practitioners and professionals to safeguard children.

• Local child protection procedures are followed ensuring understanding of how to liaise with local statutory children's services agencies and with the local safeguarding partners to safeguard children.

• Understands how to refer and escalate concerns

• Will manage and monitor allegations of abuse against other staff.

• Ensure internet safety.

The DSL’s will also provide support, advice and guidance to all practitioners on an ongoing basis, and on any specific safeguarding issue as required. The DSL must attend a training course consistent with the criteria set out in Annex C.

**Our Safeguarding leads are:**

**Susan Emeny** - Manager/Owner - DSL

**Chloe Hall** - Manager/Owner - DSL

**Emily Hall** - Deputy Manager - DSL

All DSL’s are trained with all the relevant safeguarding training to enable to support the nursery staff and practice.

### The role of the Designated Safeguarding Lead (DSL)

is to:

Adhere to Birmingham Safeguarding Children Partnership’s Right Help, Right Time with regards to referring a child or young adult if there are concerns about possible abuse.

* Keeping detailed, confidential written records of all concerns — even when no immediate referral is required — in line with data protection and EYFS requirements

Ensure that all such records are kept confidentially and locked away and are separate from child records.

Storage and Confidentiality Consider clarifying that safeguarding records are stored separately from learning and development files, in line with EYFS Section

* To liaise and joint work with Children’s Advice and Support Services (CASS) Tel 0121 303 1888 and Ofsted number 0300 123 4666, if a significant incident.
* Ensure that all Child Protection procedures are kept up to date and inform other staff of any relevant information.
* Attend regular training to enable her to carry out her role to its fullest potential.
* To understand our setting procedures and to deal with allegations of suspected or actual abuse in a professional manner and transparent manner.
* To guide and support staff and parents during any child protection issues.
* In the absence of **Susan Emeny, Chloe Hall, Emily will act as DSL**
* All staff have been trained and are aware of the procedures to follow in the event of having to make a referral. Supporting staff in recognising the signs of abuse and understanding referral procedures, using guidance from **Working Together to Safeguard Children (2023)** and the **EYFS statutory framework**

**Single Central Record (SCR)**

It is a statutory requirement (Keeping Children Safe in Education 2023, Paragraph 268) for all Nurseries to keep and maintain:

* a single central record (SCR) of recruitment
* vetting checks for their whole workforce (including volunteers, supply staff and teacher trainees on salaried routes)

The SCR is a key element of safer recruitment.  During an Ofsted Inspection, the inspector will ask to view the record.   The DfE Statutory Guidance for Nurseries is to ‘Keeping Children Safe in Education, requires all Nurseries to produce and maintain a Single Central Record of Recruitment and Vetting Checks (SCR).  This requirement has been in place since 2007.

**Who should be included on the SCR?**

* All staff employed by the school – e.g. managers, practitioners, apprentice’s, cleaners, kitchen staff and caretaker etc
* Supply Practitioners / casual workers – either employed through the company or through an agency
* All those in regular contact with children including volunteers
* Contractors who visit the school frequently or intensively\*\*
* All people brought into nursery to provide additional teaching / training / instruction e.g. sports coaches and music teachers.

All the above should be included in the same record: separate SCRs should not be held for different categories of employees/volunteers.  Leavers however can be moved to a separate ‘archive SCR’ on an optional basis.

All fields on the SCR must be completed.  Where any information is not relevant to that individual/role this should be indicated as ‘N/A’ eg qualifications for a Supervisor.   All information inserted in each field/column should be consistent.

Each nursery needs to keep a SCR in place at all times, but it does not need to be a ‘physical’ record i.e. it could be an electronic record.

Where a person has multiple roles in a school, s/he only needs to appear on the SCR once showing the role which gives them the most contact with/responsibility for children.

The name of the person checking information/documents and completing the SCR, along with the date checked, should always be included.  This can be in the form of initials although where initials are used a key should added to the SCR for ease of reference.

### What to do if we are worried about a child being abused

We recognise that some children may be victims of neglect, physical, sexual or emotional abuse. Setting staff may, in their day to day contact of the children, be placed in a situation where they need to identify abuse and offer support for the children in need.

In order to protect our children, we aim to:

* Create an atmosphere where all our children can feel secure, valued and listened to.
* Recognise signs and symptoms of abuse.
* Respond quickly and effectively to cases of suspected abuse.
* Monitor and support children at risk.
* Use the Early Years Foundation Stage Curriculum to raise children’s awareness, build confidence and skills.
* Work closely with parent/carers and families and support external agencies.
* Ensure that all adults within our setting who have access to children have been checked as to their suitability to work with children. *(refer to staff recruitment policy)*

**A child with suspicious bruises or marks is neglected or acts out of character**

* If a child has bruises or marks which do not have a satisfactory explanation then the staff member will report it to the Designated Safeguarding Lead (DSL) or acting manager immediately. These will be recorded on a body form in the safeguarding file.
* All safeguarding concerns are immediately passed on to the DSL who will make a professional judgement as to whether a referral needs is required.

**Staff will not investigate allegations themselves, but they may carry out initial fact-finding to clarify the nature of the concern.**

CASS will assess the concern using their threshold guidance and determine whether the matter should be escalated to the **Multi-Agency Safeguarding Hub (MASH)** for further assessment and multi-agency decision-making.

* We will complete a Request for Support Form from the Birmingham Safeguarding website, complete and submit to [Birmingham Children's Trust - Online Request for Support](https://forms.olmapps.com/ewfprod/manage/view/#/form/birminghamchildrenstrustonlinerequestforsupport?header=1&reset=1)
* The **DSL should monitor the referral and escalate if no contact is made, especially if the concern is urgent.** We will **escalate concerns if no response is made within a reasonable timeframe.**
* The DSL and relevant staff members will thoroughly document all evidence including dates and times.
* The staff member involved and the Designated Safeguarding Lead will support each other. Susan Emeny will also support.
* The DSL will immediately call the **police via 999** if a situation occurs where a child is at immediate risk and try to prevent the adult **leaving with** the child. For instance, if a parent/carer collects the child under the influence of drugs or alcohol or a parent/carer is violent, or a child who is about to be collected discloses abuse at home.
* If a child is brought into the setting with serious injuries, The DSL’s will immediately call 999 for an ambulance to take the child together with their file to the hospital**. This will be recorded as an incident body map form and recorded on our internal CR8 and CR10.**
* DSL will refer the child to CASS immediately and record on our internal records.
* We record existing injuries on an incident body map form and are used to track concerns and correspondence. record and injuries a child may have when they enter the setting. We record in order to recognise patterns of injuries. This is also recorded on CR8 and CR10 forms which are located in the child’s personal file.
* **Staff boundaries**: Clear instructions that staff must not search for a child’s body is essential, this protects both the child and staff from inappropriate conduct.
* Confidentiality must always be paramount.
* **Confidentiality and child-centered practice** We make sure that all children are kept visible and that we put the needs of the child first before the needs of the families. Therefore, if we need to make a referral and the parents/carers subsequently remove their child from our setting then we have a duty of care to notify the CASS.
* We endeavor to work with parents/carers and families as much as possible but in some cases, we are unable to inform them of our recordings, observations, and the referral itself.

**When a child makes an abuse allegation, suggests abuse, or has signs of abuse including domestic violence in line with Domestic Abuse Act 2021 (**[Domestic Abuse Act 2021](https://www.legislation.gov.uk/ukpga/2021/17/contents)).

A child may make a direct allegation or a comment which may suggest abuse.

**Staff will not investigate the allegation themselves, but they conduct gathering contextual information**.

* The child will be listened to in an understanding and empathetic manner without the adult offering any comments, questions or leading answers *(refer to section below – listening to children)*
* The member of staff will report it immediately to the DSL and record exactly what has been said including dates and times. The DSL will report the matter to Susan Emeny.
* If a parent/carer or any other volunteer or visitor makes an allegation against a member of staff then our procedures ‘what to do if a setting user makes an allegation about a member of staff ‘will be followed (*refer to section - If an allegation is made against a staff member)*
* If the child is accusing a member of staff, volunteer or visitor then we will follow our procedures ‘what to do if a setting user makes an allegation about a member of staff’
* If the child is accusing a parent/carer or individual outside the nursery then the decision to refer is made by the DSL supported by the management team. They consider the child’s disclosure and any previous history recorded on body forms and the CR8/CR10 forms. The DSL, supported by the management team will decide whether the accusation warrants a referral or we would record or speak to the parents/carers in some instances providing this would not put the child at risk of harm. In the case of a referral the DSL would follow the above procedures outlined on page 4. We will not inform the parent/carer if we feel that the child is at significant risk. If there is a delay from the CASS and we fear the child may be collect, we would contact the police immediately.
* All evidence is documented and stored in the Safeguarding file in a locked filing cabinet.

# Listening to children

At Tiddlywinks Nursery we endeavour to:

* Create the opportunity and environment for children to be able to talk about their concerns.
* Establish systems to enable cover for the member of staff listening to a child’s concerns.

**We always**

* Take the matter seriously.
* Reassure the child or young adult
* Be non judgemental and respond be aware that children's experiences will differ depending on ability, age, culture, ethnicity, gender, race, religion or sexuality.
* Report immediately to the DSL.
* Record information using the actual words of the child/young adult and note any questions the child may raise.
* Record dates, times, who was present, positions in the room and anything factual about the child’s appearance.
* Use a silent witness where possible.
* Recommended questions we will use to ask the child are the WHAT? WHO? WHEN?
* How have you done that?
* How’s that happened to you?
* What’s happened to you?
* When did it happen?

**We never**

* We never ask leading questions, interrogate or jump to conclusions.
* We never force a disclosure.
* The member of staff will not promise to keep it a secret.
* We will never ask the child/young adult to write down their account.
* We will never ask the child to repeat it to anyone else.
* We never investigate with or without others.
* We never take photographs or examine the child.
* We never attempt any medical judgment.
* We will never arrange a medical examination.
* We will never tape/record an interview.
* We will never ask a child/young adult to remove any item of clothing. Staff should always be aware of their own vulnerability at this point and should take steps to minimise risk to themselves whilst supporting the child.

### Tiddlywinks will support all children by:

* Encouraging self esteem and appropriate self-assertiveness whilst not condoning aggression or bullying.
* Promoting a caring, safe and positive environment within the setting.
* Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
* Notifying The CASS/MASH team on 0121 303 1888 as soon as there is significant concern.
* Providing continued support to a child about whom there have been concerns for, who leaves the setting by ensuring that appropriate information is confidentially forwarded to the child’s new provision.

We recognise that matters relating to Child Protection are confidential. The manager/proprietor or DSL will disclose any information about a child or young adult to other staff members on a need-to-know basis.

*WE ENSURE WE SAFEGUARD CHILDREN WHO ARE VULNERABLE TO EXPLOITATION, BREAST IRONING, FORCED MARRIAGE, FEMALE GENITAL MUTILATION, GANG OR CRIMINAL BEHAVIOUR OR HUMAN TRAFFICKING BY LOOKING OUT FOR SIGNS AND RECORDING EVERYTHING. IF WE FEEL THAT A CHILD IS IN DANGER THEN REFREALS MAY NEED TO BE MADE WITHOUT PARENTAL KNOWLDEGE.*

# Domestic Abuse act 2021

Staff training is offered to enhance staff’s understanding of domestic abuse and to enable them to be aware of the signs to look out for.

We use the West Midlands Domestic Violence & Abuse standards for guidance.

If a member of staff declares that they are a victim of Domestic Violence we will support them while managing risk in a safe and cultivating environment. We will give consideration to whether their professional judgment is compromised by the Domestic violence and we may relieve them of sensitive duties such as Child Protection Officer and give consideration which children they may have in their key group.

DSL will always be notified if staff declare domestic violence and if their children are subject to a child protection plan. The DSL’s will risk manage following a sensitive meeting with the staff to conduct a risk assessment discussion.

### Making a referral of Domestic Abuse

Where a practitioner has serious concerns about a staff or parents’ situation they should complete the Safe lives DASH risk assessment checklist with their parent. If 14 or more boxes have been ticked “yes” or there is significant cause for concern (may include repeat victim cases) it should be brought to the attention of DSLs for referral to the Multi Agency Risk Assessment Coordinator (MARAC). A combination of actuarial assessment (number of ticks) and clinical assessment (professional judgment) for cases with a smaller number of ticks may also be referred to MARAC at the discretion of the Designated MARAC Officer. Following guidance from the MARAC website.

### Safeguarding Children - Acting on Concerns

If we were to have concerns about a child experiencing domestic violence, then we follow our procedures by contacting CASS (0121 303 1888)

Monday to Thursday 08.45am- 17.15pm and Friday 08.45am to 16.15pm for advice and if it is outside of normal office hours we will contact the Emergency Duty Team on 0121-675- 4806.

### ‘What to do if we are worried about a child being abused’

All young people living in homes where domestic violence is prevalent will grow up in an atmosphere of fear, tension, intimidation and confusion.

What children may experience;

* Directly observe physical or sexual violence, by being in the same or next room, being woken, seeing their mothers in distress or injured.
* Directly observe, and often experience, emotional violence and abuse.
* Have been directly threatened, injured or abused, themselves.
* Being forced to participate in the abuse and degradation by the abuser.
* Live with secrecy and shame-whether it be keeping the violence a secret or where they have had to flee, keeping their past life a secret.
* Feel that somehow it is their fault that it is happening.
* Intervene (by calling the police or trying to protect their mum or other siblings) and get injured themselves.

### If they have to flee the violence, they will:

* Experience disruption of their home and schooling
* Experience loss of friends, pets or toys, of their routines and activities and of their father
* Often find themselves brought to the centre of the violence as the perpetrator seeks renewed control over contact with them
* The effects that Domestic Violence can have on children can vary and are normal responses to abnormal situations that children are experiencing.

### Abusers often use children as a form of abusing their partner

This may include:

* Threats to harm the children
* Threats of breaking up the family unit
* Threats to abduct child
* Turning the children against their mother/father
* Withholding money
* Abusing children physically, sexually or emotionally
* Abuse through child contact after separation

**staff disclosures are handled confidentially and in line with our safeguarding protocols.**

### Children's Disclosures

It can be daunting for a child to disclose abuse because of the following fears and beliefs:

* They may feel the abuse is their fault
* They will get into trouble
* Nobody will believe them
* Nobody can stop it
* The abuse will get worse
* Their abuser will be sent to prison and it will be their fault
* People they love will be hurt if they tell
* They told before and nobody listened
* They will be taken into care
* Their abuser has said that they will hurt them if they tell
* They believe that this is what happens in families
* They love their parents
* They may blame it on their behaviour i.e. If I'm good they won’t do it again
* They may believe that they are a bad child
* They feel ashamed of what the abuser does

### Abduction

If there is a threat that the perpetrator may abduct the children then Management would call an emergency meeting with the non offending parent to discuss the safety of the child/ren. We would work with the family to safeguard the child within the boundaries of the law.

**Early Help Assessment (EHA) in Birmingham.**

The aim to assess a child's needs at the first sign of difficulty so as to prevent a child's needs becoming more serious. This therefore provides a good opportunity to identify any domestic abuse that the child may be affected by in order to offer early integrated support to the child and the non-abusing parent.

### Children Accessing Support

Older children can access support themselves through a number of services, such as Childline, Birmingham Signposting Services, Open Door Youth Counseling Service and Amazon. A new counseling service is about to start in Ashram for black and minority ethnic children who have experienced domestic violence.

The following websites are aimed specifically at children who have experienced domestic violence [**www.thehideout.org.uk**](http://www.thehideout.org.uk/)

Where children have been more deeply emotionally affected by their experiences and need more intense support, the GP may consider a referral to the Child & Adolescent Mental Health Teams which aim to support, help and intervene with children and young people who are experiencing emotional and mental health problems.

### Family Support

Families who have experienced domestic abuse will often be very isolated and may have trouble coming to terms with and talking together about the abuse they have experienced.

Mothers who have experienced abuse will be signposted and supported to Women's Aid (city-wide).

### STAFF

**WHAT TO DO IF A SETTING USER MAKES AN ALLEGATION ABOUT A MEMBER OF STAFF – Or if we have concerns regarding the suitability of staff.**

*All references in this document to 'staff, members of staff or individuals’ should be interpreted as meaning all paid or unpaid staff / professionals and volunteers. This also applies to any person, who manages or facilitates access to an establishment where children are present.*

Staff behaviours are considered within the context of four groups, physical, sexual, emotional and neglect. These include, but are not limited to, concerns relating to inappropriate relationships between members of staff and children or young people, for example:

* Having a sexual relationship with a child under 18 if in a position of trust in respect of that child, even if consensual (see ss16-19 [**Sexual Offences Act 2003**](http://www.legislation.gov.uk/ukpga/2003/42/contents));
* 'Grooming', i.e. meeting a child under 16 with intent to commit a relevant offence (see s15 [**Sexual Offences Act 2003**](http://www.legislation.gov.uk/ukpga/2003/42/contents)).
* Other 'grooming' behaviour giving rise to concerns of a broader child protection nature (e.g. inappropriate text / e-mail messages or images, gifts, socialising, social media or IT games etc);
* Possession of indecent photographs / pseudo-photographs of children;
* Excessive use of force in restraining a child/young person;
* Inappropriate use of isolation/restriction.

If concerns arise about the person's behaviour to her/his own children, the LADO team and/or children's social care will inform the employer, the DSL to manage risk and ascertain whether there may be implications for children with whom the person has contact at work. This may lead to us following our disciplinary process *(refer to the above section on Domestic Violence).*

If the employee discloses any issues during a supervision, meeting or through conversation which would lead us to question the individual’s suitability to work with children or young adults then we will also follow our disciplinary process. This may occur within or outside the typical working hours.

Allegations of historical abuse will be responded to in the same way as contemporary concerns.

If the company have concerns about the individuals suitability to work with children and this leads to suspension, the company will have a duty of care to inform any other child care based commitments the individual may have in the interests of safeguarding. Staff are asked during supervision about their suitability to work with children and to disclose any additional employment, either paid or voluntary.

### Procedures we will follow for

1. Gross Misconduct.
2. If an allegation has been made against a staff member or someone in a position of trust.
3. Or if the company has any concerns about the individual’s suitability to work with children or young adults.

The person to whom an allegation or concern is first reported will treat the matter seriously and keep an open mind.

### Management will not:

* Investigate or ask leading questions if seeking clarification;
* Make assumptions or offer alternative explanations;
* We do not promise confidentiality, but give assurance that the information will only be shared on a 'need to know' basis.

### The Safeguarding officer and management will:

* Possibly remove from the room while the SO and management team fact find and decide whether the member of staff poses a risk of harm.
* Fact find – This means making a written record of the information (where possible in the child / adult's own words), including the time, date and place of incident/s, persons present and what was said. Sign and date the written record
* Discuss the matter with the team while taking into consideration the staff members historical information regarding any other incidents, warnings or complaints.
* The DSL’s will consider whether it is low level risk e.g. was the staff member in on the day of the allegation, does the staff member have a history of incidents, was the incident on CCTV? The DSL’s will then decide of whether to suspend or not. This is how they will risk manage.
* If the team feel the allegation is viable or they feel uneasy about the staff’s history of performance then the staff member will be suspended immediately, without prejudice, on full pay while investigations are carried out by outside agencies. The company will not investigate the matter, but will fact find.
* The staff member will be required to leave the setting immediately, handing over any of the nursery keys.
* Staff are not allowed to discuss the issue with any staff or parents/families while on suspension.
* Management will not disclose to the staff member what the allegation was about or show any CCTV evidence as it is a safeguarding matter.
* The DSL will then contact, and report concerns and to request a **LADO** form and submitting online portal, this form can be found on the Birmingham Safeguarding Board’s website.
* **Phone**: 0121 675 1669
* **Email**: ladoteam@birminghamchildrenstrust.co.uk
* **Website**: LADO – Birmingham Safeguarding Children Partnership
* **Download and complete the LADO referral form** from the BSCP website
* **Submit the form securely** via email to the LADO team
* **Contact within one working day** of any allegation or concern involving someone who works with children
* The DSL will report the suspension **to OFSTED** by filling out an Early Years Incident Online Form within the hour. If the child is hurt we would call an ambulance and police in the first instant.
* We will report incidents to the LADO team via telephone and they will advise if it meet the thresholds for a LADO involvement and to complete a form online following their advice.
* The LADO team will advise the DSL whether or not informing the parents of the child/ren involved will impede the disciplinary or investigative processes. Acting on this advice, if it is agreed that the information can be fully or partially shared, the DSL will inform the parent/s. In some circumstances, however, the parent/s may need to be told straight away (e.g. if a child is injured and requires medical treatment). They will not be shown any CCTV until the LADO team or the police say it is appropriate to do so.
* The suspended individual will be offered support from a DSL or external agency such as ACAS 0800 470 0611 for advice and wellbeing.
* Evidence will be gained from written statements and CCTV footage.
* If staff are not suspended, then management will ensure they manage risk. This could be by means of regular supervision, further training or ensuring they are not left alone with the children.

Local Authority Designated Officer (LADO) to:

* Receive the reports or allegations and will oversee the management of the individual case.
* Provide the company with advice and guidance.
* Liaise with the police and other agencies.
* Monitor the progress of the case to ensure that it is dealt with as quickly as possible and consistent with a thorough and fair process. LADO aim to deal with most cases within one month or 1-3 months if police need to forensically check or examine equipment.
* The LADO may request or advise that CCTV be reviewed, but they do not access or search it independently.

We are registered annually with the ICO (Information Commission Office), Registered number: ZF428401 and follows the guidance on the Data Protection Act and other privacy regulations are adhered when using and processing children photos for the purpose of their learning journals and capturing learning/education developments and sharing with parents as well as investigations.

**Usage of recording equipment, phones and cameras:**

* The will be registered annually with the ICO, (Information Commission Office) and follows the guidance on the Data Protection Act and other privacy regulations are adhered when using and processing children photos for the purpose of their learning journals and capturing learning/education developments and sharing with parents.
* I will use a camera to take photos of children to support observations and activities that take place in the service.
* Parent’s permission will always be obtained at admission via permission form, to allow doing this.
* A separate phone can only be taken on outings and will be used to contact emergency services, or if a parent needing to be contacted or emergency service being called for assistance.
* Images will not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
* Images or video recordings of children will be kept securely. Hard copies of images will be kept in a locked drawer and electronic images will be in a protected folder with restricted access.

All pictures will be stored on my laptop/iPad in password protected folder. Only I will access this.

* Parents will agree to an acceptable use policy for using photographs, which will include asking parents not to share photos on social media.
* Children will not be allowed to bring or use any hand held game devices, mobile phones, iPad, iPod or smart watches into my service.
* All I.T equipment belonging to my service will be password for secure log INS. I will not allow children internet access; however there will have opportunities to have programs that are age appropriate to use to develop there IT. Skills.

**Disqualification by Association**

* I will adhere to the Disqualification by Association and inform Ofsted of any disclosures from person living on my premises. Should an disclose any association listed on the disqualification list, I will take steps by contacting Ofsted and informing them of the disclosure? Ofsted will make the decision if the person is suitable to work with children.

**Use of CCTV in Allegation Management and LADO Investigations**

Closed-Circuit Television (CCTV) footage may be used to support internal safeguarding enquiries within the nursery, particularly if an incident occurs within monitored areas. However, the Local Authority Designated Officer (LADO) does not conduct random CCTV searches.

Where appropriate, relevant footage will be reviewed by nursery management and provided to external agencies — including the LADO team or police — upon request or during a formal Allegation Management Meeting (AMM). Access to CCTV will be handled securely, respecting data protection protocols and the privacy of all individuals involved.

The nursery understands that CCTV can support safeguarding investigations but will only share and view footage in line with legal responsibilities, ensuring it is:

* Proportionate
* Evidence-based
* Requested through appropriate multi-agency channels
* Logged and documented
* Staff will never be shown CCTV footage related to an allegation until advised by the LADO, police, or other safeguarding authorities.

**See LADO FLOW CHART on the office notice board.**

* Provide the company with advice and guidance in relation to making referrals to the [**Disclosure and Barring Service (DBS)**](http://trixresources.proceduresonline.com/nat_key/keywords/dis_barring_service.html) and regulatory bodies such as Ofsted.
* The DSL will be expected to attend.

The LADO service is managed within the Child Protection and Review (CP&R) team at Birmingham Children’s Trust,and is supported by a dedicated LADO Team. The team can be contacted on 0121 675 1669 or via email at ladoteam@birminghamchildrenstrust.co.uk

The LADO team will then investigate

**Initial consideration by the DSL and the LADO team**

There are up to three strands in the consideration of an allegation:

* A police investigation of a possible criminal offence.
* Children’s social care enquiries and/or assessment about whether a child is in need of protection or services.
* Consideration by an employer of disciplinary action

We will consult with the LADO what action to be taken such as a risk assessment re the staff member, which may or may not include suspension.

* Full evidence will be made available to the member of staff subject of the allegation as soon as is agreed appropriate within the ongoing needs of any investigation by the Police, LADO team or by any disciplinary process.
* If the outcome is dismissal the staff member has the right to appeal. Written detailed evidence will be kept on file and sent to the above bodies.
* The DBS (Disclose and Baring Service) will be notified by the DSL via telephone upon the staff's dismissal and a form completed immediately.
* If a parent/carer feels they need to make a complaint against a member of staff, then they may contact first contact the Manager**.** If they feel that **the Manager** has not dealt with it appropriately or the complaint is regarding **the person,** then they may refer the matter onto OFSTED on 0300 123 4666. Or refer to the settings escalation policy and procedures.

Where staff are persistently unable or unwilling to attend a disciplinary meeting without good cause will make a decision with the management team on the evidence available.

We will then take the advice of the LADO team, the police and our setting policies with regards to reinstating or dismissing the staff member.

Dismissal will be reported to the **Disclosure and Barring Service (DBS)**, who will then carry out their own investigations as to whether they see you are fit to continue to work with children or young or vulnerable adults.

A decision to dismiss will be taken by the Managers/Directors and Deputy Manager. Staff will be informed as soon as possible of the reasons for the dismissal, the date on which the employment contract will end, the appropriate period of notice and their right of appeal.

### **Birmingham Safeguarding Children Partnership (BSCP)**

The setting adheres to the Birmingham Safeguarding Children Partnership.

All relevant serious Case Reviews are read by management, and copies are kept in the office and will be the subject of training, staff room and used in staff training, creating a culture of that it can happen here.

## Early Help Assessment (EHA) in Birmingham, what is Early Help Assessment?

## The Early Help Assessment (EHA) it has replaced the Common Assessment Framework (CAF) it is used to assess the needs of children and their families. It also aims to provide a coordinated response from various agencies to support families facing challenges and this can help prevent situations escalating into a more serious issue. The EHA helps in identifying the needs of children and families who may also require additional support, particularly those with low-level needs that can be addressed through early intervention. The EHA have effective multi-agency collaboration, using different agencies, ensuring that all professionals involved have a shared understanding of the family’s situation which then leads to collaborative multi-agency working.

## Recording of information

CR8 and CR10 forms are completed. These forms record any communication or correspondence with parents/carers and families, any absences, illnesses and medication. Management will accurately record a short summary of the information in legible manner.

Staff complete existing forms which record any injuries which the child may enter the setting with. These are then stored in the Safeguarding folder in a locked filing cabinet.

Staff should liaise with the Susan Emeny and Chloe Hall the Behavioural Needs Officer, to discuss any behavioural concerns around a child, so with the co-operation of parents/carers, strategies can be put into place. We use the Framework for Intervention as a means of managing Behaviour and in supporting our safeguarding procedures. All changes in behaviour are recorded and monitored and strategies and plans are put into place to improve behaviour and meet the individual needs of the child. *(refer to Behaviour Policy)*

We have a designated safeguarding shelf in the office. The child protection folder is kept in a locked filing cabinet.

# The role of all staff and other persons within the setting

All staff, volunteers and support staff have a duty to safeguard children and young or vulnerable adults within the setting. This policy outlines how staff can meet this duty and their role:

* To make safeguarding paramount in the setting and abide by the policy and all other child protection documentation.
* For staff to be aware and abide by our disciplinary policy which outlines actions of gross misconduct.
* For staff to be regularly trained and aware of potential indicators of abuse.
* Open to hearing concerns from children and others, without seeking to investigate these concerns themselves.
* Informed on how to report any concerns to the DSL.
* Informed on how to report any concerns to the setting manager/proprietor.
* Informed on how to report any concerns relating to the manager/proprietor.

Staff Recruitment and Employment *- Refer to staff employment policy*

* The job advertisement is worded in such a way that would show we are a setting who will be thoroughly vetting our staff prior to employment. This is intended to deter possible offenders applying for the position. We ensure we advertise stating the vetting includes a enhanced DBS check.
* All staff are required to provide a CV at the time of the interview to show their previous work history and complete a detailed questionnaire. They are asked to discuss their previous work history. Management question for any breaks in employment.
* The candidate is required to show photograph identification such as a passport. A copy is taken and kept on file.
* They are required to provide details of two referees (they cannot be family members or partners). Written references are requested by the nursery and kept on file. These are still verbally checked. One of the references should be from a current employer who can comment on his or her suitability to work with young children. Staff are never left unattended until we have received their two written references and their DBS has been returned.
* Volunteers who are working with children for the first time are required to give two character references (not family or partners).
* Student are asked to bring a letter from their school, college, university or training company to show state that they are suitable to work with children.
* Staff with unsatisfactory references are not employed.
* The original qualification certificate is viewed at the interview and a copy is taken and kept on file.
* We will conduct a new enhanced DBS check for new staff prior start date.
* We renew DBS’s every three years in accordance with the Birmingham Safeguarding Children Parentship. We will question changes in personal circumstances, actions which would lead to unsuitability to work with children, staff declare their suitably by signing in daily.
* We will not employ anyone who has been barred from childminding, fostering or adopting or from any childcare or vulnerable persons profession.
* During their first week of employment, staff will be given a comprehensive induction into their new role where copies of all policies and procedures are given and explained. These are signed for to say they have been given and understood.
* **Chloe Hall** is the designated Policies and Procedures Officer, monthly questionnaires testing the staff member’s knowledge of the policies. These questionnaires always have a minimum of five safeguarding questions. Staff progression is recorded and if knowledge is limited then the induction is repeated.
* Staff are employed on a three-month trial period. Management reserve the right to extend this trial period.
* Staff have 6 - 8 weekly supervisions (refer to staff development policy) and an annual Professional Development Plan to discuss their work and aid with the professional development. The supervision process offers an opportunity for staff to inform us on any personal changes which would impact on their credibility or suitability to work with children thus leading to possible safeguarding concerns.
* The setting holds quarterly staff meetings which always include safeguarding content.
* All staff are made aware of their role as a member of staff and know what behaviour is acceptable and unacceptable and consequences of their actions. *(Refer to the grievance and disciplinary policy)*
* Volunteers, students and ply workers are not allowed to be left alone with the children.
* All staff sign in and out of the setting and visitors sign a visitor’s book giving the reason and time of visit, showing their identification which is checked and logged. Visitors are accompanied at all times and never left alone with the children.
* Staff are given clear guidelines of their duties and what is expected of them by means of a job description and code of conduct.
* They are provided with a contract as well as policies and procedures which outline that they must not verbally, physically, neglectfully or mentally abuse a child, staff member, parent or visitor. They are informed that this will lead to immediate suspension and an investigation by the LADO team the DBS and the police.
* It is outlined in our **Whistle Blowing Policy that** it is their duty to report any such incidents which they may witness or are knowledgeable about to the DSL. The Designated Whistle Blowing Officer will then report it to the person managing at the time. They may also go directly to the manager or whistle blower.
* Staff are made aware that they are not to leave unqualified staff, agency staff or new members of staff who have not received clearance from management unattended at any time.
* We use a reputable staffing agency for emergency cover and ensure that all staff are fully vetted by the agency prior to arrival (refer to staff Employment Policy). We record their DBS numbers on an agency induction sheet which also includes their personal details and a signature to confirm that we have informed them of our safeguarding policy and relevant health and safety information.

### Supporting Staff

Management recognise that it can be very stressful and upsetting for staff who have dealt with a child or young adult who has or may suffer harm. Therefore, we support such staff by providing an opportunity to discuss their concerns with the DSL and to seek additional outside support where appropriate.

Management and the DSL are available for support for those who have been involved in safeguarding issues. Time will be allocated for staff to seek counselling through their GP if needed.

If a member of staff is suspended then someone will be delegated from the setting to support that person.

### Position of trust

Adults should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They will report any incident with this potential. Staff should dress in an appropriate manner for the tasks and role in which they undertake fro Health and Safety purposes.

**Staff do not baby sit for any setting users or friends of setting users. Staff will not invite any child into their home or personal living space.(transfer of risk)**

Staff will not have any social contact with the children or their families unless the reason has been firmly agreed by senior management. Staff are aware that social contact in certain situations could be misconstrued as grooming.

Any gifts given from staff to children should be given openly for good reason or part of a reward plan and not for favouritism or by means of a bribe. Alternatively, staff will not accept gifts as bribes or lead the giver to expect any preferential treatment.

Staff do not have favourite children and treat all children as equal.

Staff need to be aware of their duty to raise concerns where they exist regarding the attitudes or actions of their colleagues for the safety of the children in their care where a transfer of risk may be evident.

From time to time a child or young adult may develop an infatuation with a member of staff. The staff should deal with this appropriately and sensitively and ensure that their behaviour is professional and the minor’s feelings are considered. The staff member should report this to the Manager/DSLs.

Staff need to ensure that they are appropriately handling the children in accordance with safeguarding measures. They should only touch the children in an appropriate manner to meet their needs. Staff must always offer a child comfort and reassurance in times of distress; however, they should consider appropriate methods of delivering this.

When staff change nappies or assist children with toileting they must always consider the child’s privacy and dignity. Staff must remain professional with the job they are doing and never touch a child or young adult in a way which may be considered indecent.

Professional boundaries should always be maintained while dealing and communicating with all setting users.

We are a no smacking setting and therefore any incidents of smacking which are witnessed by staff will be immediately reported to the DSL/Manager follow Whistle blowing procedures. Consideration for the child’s protection is given in making the decision whether to refer children who are known to or are alleging to witnessing domestic violence. We display our ‘no smacking’ policy.

If we have any information, concerns or witness any safeguarding incidents from any parents/carers or family members we made need ask them not to enter the nursery and find alternative collection arrangements. We may need to contact the MASH team or the police.

### Technology Safety

Our technology policy is adhered to and staff do not use their mobile phones around the children. They may use them in the staff room when there are no children in there and must turn them off the rest of their working day. Setting users are not permitted to take photographs or video footage within the setting on their personal phones or cameras unless in certain circumstances such as nativity and festivals where prior parental permission when written parental/carer consent is obtained. All webcams on the settings laptops/computers/tablets are deactivated.

Phones are carried and used for work based reasons when staff are out on trips and outings and when working with the out of schools club or school delivery or collection. Children’s photographs are not taken on staffs personal phones at these times.

Staff are aware that it is an offence to allow the child to watch inappropriate scenes on the television or PC or to view any indecent images. Staff will be liable for this.

All webcams on PC’s and laptops are disabled and covered up.

Children’s photographs are only displayed on Facebook or the Nursery Website with parental or guardian’s permission.

Staff are not permitted to record or suggest where they work on Facebook or any other social networking sites.

### Under 18’s policy

* If any staff member, volunteer, trainee or student under the age of 18 (referred to as a young adult in this policy), confides in a member of staff about current personal abuse, they will be made aware that our child protection policy and procedure will also apply to them and will be treated in the same procedure as a child within the nursery.

# In the event of a child making an allegation against another child

We would need to ascertain whether the incident was a developmental act of exploration as to what course of action we would take. This would lead us in dealing with any incidents in different ways.

If we felt, in our professional judgments that a child’s behaviour exceeded the developmental exploration then we would separate the children immediately while we gather relevant information from staff, children and any CCTV evidence. We would refer to the above section of listening to Children when speaking to those involved.

We would then inform the parents of both children immediately without disclosing the name of the other child involved

Dependant on allegation we may need to send the children home and sign post them to outside agencies for support.

We always need to be mindful that our after school and holiday club children are of an older age range who could be sexually active or that all ages could be acting out scenarios which they may have witnessed or experienced.

We would also take into consideration any other concerns which we may have recorded around the family.

We would always seek the advice from the CASS team and record everything.

### Parental substance misuse

If a parent/carer or other adult authorised to collect a child is found to be under the influence of drugs or alcohol when they arrive to collect the child

* We will use our judgement as to their state.
* We will take talk to them and discuss whether they feel they are in a good state to care for a child and highlight the consequences of their actions of the child in their care.
* If we feel they are not able to care for the child adequately or that the child is at risk they will be asked to call on someone else to collect the child.
* If they refuse and we still feel the child is at risk and there are no other alternatives we would make all reasonable attempts to prevent the parent/carer from taking the child always ensuring our safety. If they do leave with the child then we would need to call the police.
* In the event of any threatening or abusive behaviour or if the staff were in danger then the police will be called immediately.
* We will record the incident and it may lead to us making a referral to the CASS.
* The above procedures will be followed for parents/carers attending the setting smelling of cannabis.

# If a Child is not Collected from Nursery

If a child is not collected from the nursery at the end of the day then the parents will be contacted. Depending on their reply, the nursery will wait with the child until the adult arrives. After 1 hour and no response from a parent, guardian or representative, if a non-collection is evident, the Police will be contacted (only in extreme circumstances) and CASS will be informed.

In the event of a drunken or violent parent/carer we would contact the police immediately.

We would always work alongside other outside agencies and families to safeguard children and assist with their welfare.

A copy of this policy is available to all parents/carers and all other setting users upon request. Staff are provided with the policy upon induction. Temporary staff such as agency staff are informed of the settings safeguarding policy upon induction.

**Training**

Include reference to **Annex C** of the EYFS 2025, which outlines safeguarding training requirements for all staff and DSLs.

All members of staff receive training on Safeguarding procedures and updates and every 2 years.

The DSLs are trained on core training and updated regularly. In addition to this they attend network and safeguarding meetings to maintain up to date knowledge.

Amex c: Criteria for effective safeguarding training.

1. Training is designed for staff caring for 0-5 year olds and is appropriate to the age of the children being cared for.
2. The safeguarding training for all practitioners at Tiddlywinks Nursery Limited must cover the following areas:

* That is meant by the term Safeguarding.
* The main categories of abuse, harm and neglect
* The factors, situation and actions that could lead or contribute to abuse, harm and neglect.
* How to work in ways that safeguard children from abuse, harm or neglect.
* How to identify signs of possible abuse, harm or neglect at the earliest opportunity.

Child Protection training is clearly cross referenced and supplemented by other areas of training such as domestic abuse, risk assessment and Behavioural management.

**Information sharing and confidentiality**

We include safeguarding content in our staff newsletters, weekly management meetings, quarterly staff meetings and supervisions *(refer to supervision policy)*. We have monthly questionnaires on our policies and procedures which always include at least five safeguarding questions.

We read any new serious case reviews and discuss with staff during staff meetings. We refer to the Birmingham Safeguarding Website regularly for updated information. We keep these and sections 17 and 47 of the children’s act on file.

We abide by the following.

* What to do if you are worried about a child being abused
* The Early Years Inspection Framework
* Information Sharing
* Inspection Safeguarding in Early Years, Education and skills settings
* The Prevent Duty
* the what to do flow chart for referral
* the POT flowchart
* Right Help Right Time
* Our own procedures if making a referral

The above will be followed by the most up-to-date reference.

Parents and carers are made aware of the settings policies by displaying them in the entrance hall. We have a display board designated for safeguarding. This includes a safeguarding statement and photographs of the DSL’s.

Parents/carers will be informed that in cases of suspected abuse there may be need to contact other agencies without informing them first. This decision is made betweenthe DSL’s. This is a legal obligation and not a personal decision. This is highlighted in the parent/carer policy and a statement on the child admission forms.

In cases where the parent/carer is not the accused the setting will support them and signpost them to agencies.

Confidentiality is maintained at all times and information is only shared on a need to know basis, however safeguarding overrides confidentiality and the **Data Protection Act 2018** and the **UK General Data Protection Regulation (UK GDPR)**.

**Legal Basis for Sharing**

Under UK GDPR Article 6(1)(e) and Article 9(2)(g), information can be shared without consent if it is necessary to protect a child.

Confidentiality is maintained at all times and information is only shared on a need-to-know basis. However, where there are safeguarding concerns, the duty to protect a child from harm overrides confidentiality and the requirements of the UK GDPR and Data Protection Act 2018. Information will be shared lawfully, proportionately, and securely in line with statutory guidance and local safeguarding procedures.

**Teaching and Learning**

The EYFS curriculum policy is used to raise children’s awareness and build on children’s confidence to provide the child with various different strategies to support their own protection and understand the protection of others.

The setting promotes child support services through the use of outside agencies such as Childline, Connexions, and Birmingham Signposting Services….

The setting also adheres to the guidance of “PANTS” NSPCC [Talk PANTS: Conversation to help keep children safe | NSPCC](https://www.nspcc.org.uk/keeping-children-safe/support-for-parents/pants-underwear-rule/), teach children to keep themselves safe too and understand that the have the right to say no and if they need to speak out about something, someone will listen.

**Curriculum Link to Safeguarding** EYFS 2025 encourages safeguarding to be embedded in teaching and learning, but it’s not a standalone “safeguarding curriculum.”

**Visitors and Volunteers (see above)**

All visitors and volunteers’ are made aware of the DSL and their role.

**Abbreviations**

DSL – Designated Safeguarding Lead

LADO – Local Authority Designated Officer

CASS – Children’s Advice Support Service

DBS – Disclosure and Barring Services

MASH – Multi Agency Safeguarding Team

POT- Position of Trust

IDA - Independent Domestic Violence Advisor

MARAC Multi Agency Risk Assessment Coordinator (MARAC)

**Safeguarding is every one responsibility!**

Reviewed by: Chloe Hall - Nursery Manager

Date: 23/July 2025

Next review date: July 2026

(unless amendments to policy are released sooner).

***Created March 2016***

Review update: 23 July 2025