Child Protection and Safeguarding Policy

Contents:

Section	Page number
1. Introduction	1
2. Definitions	1
3. Equality Statement	1
4. Key Contacts	2
5. Roles and Responsibilities	2
6. Responding to and Recording Safeguarding Concerns	7
7. Online Safety	8
8. Whistleblowing	10
9. Children potentially at greater risk of harm	11
10.Records and information sharing	11
11.Site safety	12
12.Child-on-child abuse	13
Appendix 1-Types of abuse and safeguarding concerns	16
Appendix 2-Safer recruitment	23
Appendix 3-Statement of procedures for dealing with allegations of abuse against staff	25
Appendix 4 – Key Safeguarding Contacts	30

1 Introduction:

Bright Stars Nursery is committed to a strong culture of safeguarding, ensuring that all staff embrace the concept of “it could happen here” and that they recognise that safeguarding is everyone’s responsibility.

We are fully committed to creating a culture of vigilance. We expect everyone who works in and visits our nursery to share this commitment. We encourage staff, pupils, and visitors to report anything that concerns them, and we will always act in the best interest of the child.

Our pupils are taught how to stay safe, including when online, and to recognise when they may be at risk. We ensure our pupils know how to get help when they need it. In line with the latest Working Together to Safeguard Children, we place importance on contextual safeguarding and consider risks in our local community when assessing the safety of our pupils.

The latest version of this policy is available on the nursery website and upon request. This policy applies to all staff, governors, trustees, volunteers, contractors, agency staff, supply teachers, visitors and anyone working on behalf of the nursery.

2 Definitions:

In line with Keeping Children Safe in Education 2026, we define safeguarding as:
• Providing help and support, including Family Help services, to meet the needs of children as soon as problems emerge.
• protecting children from maltreatment, whether that is within or outside the home, including online
• preventing the impairment of children’s mental and physical health or development
• ensuring that children grow up in circumstances consistent with the provision of safe and effective care
• taking action to enable all children to have the best outcomes

Children include everyone under the age of 18.

3 Equality Statement:

Bright Stars Nursery recognises that all children have an equal right to protection from harm. Safeguarding arrangements apply to all children regardless of age, sex, disability, race, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, or socio-economic background. We recognise that some children may face additional barriers to reporting abuse or may be at increased risk of harm and will take these factors into account when planning support and responding to concerns.

4 Key Contacts:

Name	Role	Contact details
Donna Carpenter Joanne Lindsay	Designated Safeguarding Lead (DSL)	dcarpenter@yfps.co.uk lindsay@yfps.co.uk
Heidi Price Esther Archer Natalie Hobbs Carole Stephens	Deputy DSL(s)	hprice@yfps.co.uk earcher@yfps.co.uk nhobbs@yfps.co.uk cstephens@yfps.co.uk
Bryony Willcock	Designated Teacher for LAC and PLAC	bwillcock@yfps.co.uk
Marilyn Atrill	Safeguarding Governor	governors@yfps.co.uk
Emma Whiteley	Safeguarding Governor	ewhiteley@yfps.co.uk
Lisa.davies@plymouth.gov.uk	Children's Social Care	Lisa Davies
LADO@plymouth.gov.uk	LADO	Liz Best
Lee.earnshaw@plymouth.gov.uk	Virtual Nursery	Lee Earnshaw

We are part of Plymouth City Council local authority. We follow Plymouth Safeguarding Children's Partnership multi-agency safeguarding arrangements put in place by our safeguarding partners.

5 Roles and Responsibilities:

5.1 Designated Safeguarding Lead (and deputies):

The Designated Safeguarding Lead (DSL) has overall strategic responsibility for safeguarding and child protection within the nursery and is supported by appropriately trained Deputy DSLs. The DSL and Deputy DSLs are part of the nursery's leadership structure and provide advice, support and expertise to staff on all safeguarding matters. The DSL will understand and support implementation of local Family Help arrangements and work collaboratively with safeguarding partners to ensure children receive support at the earliest opportunity.

The DSL will:

- Provide leadership and oversight of the nursery's safeguarding and child protection arrangements, ensuring that safeguarding remains at the centre of nursery culture and practice.
- Be available during term time to provide advice and support to staff regarding safeguarding concerns. Appropriate cover arrangements will ensure that a trained safeguarding lead is always available during nursery hours, educational visits, extracurricular activities and periods of staff absence.
- Act as the nursery's principal point of contact with local safeguarding partners and other relevant agencies, sharing information appropriately to safeguard children.
- Lead and coordinate referrals to Children's Social Care, Family Help services, the Channel Programme, the Disclosure and Barring Service (DBS), the Teaching Regulation Agency (TRA) where appropriate, and the Police in line with statutory guidance and NPCC advice.

- Promote effective early intervention through timely Family Help referrals and strong multi-agency working to support children and families.
- Liaise regularly with the nursery managers and CEO, keeping them informed of safeguarding issues, particularly child protection investigations, police involvement and ongoing enquiries under Section 47 of the Children Act 1989.
- Work closely with the Local Authority Designated Officer (LADO) and the case manager where safeguarding concerns or allegations relate to a member of staff, volunteer or contractor.
- Develop effective working relationships with key staff, including the SENCO, attendance lead, mental health lead and online safety leads, to ensure a coordinated approach to safeguarding.
- Promote positive engagement with parents and carers while always prioritising the welfare and best interests of the child.
- Lead on promoting educational outcomes for children with safeguarding vulnerabilities, recognising the link between welfare, attendance, engagement and achievement.
- Maintain oversight of pupils who have or have previously had a social worker, ensuring high aspirations are maintained and support is in place to help them achieve their potential.
- Ensure safeguarding records are accurate, comprehensive, secure and maintained in accordance with the latest Keeping Children Safe in Education guidance and wider information-sharing requirements.
- Ensure child protection files are transferred securely and promptly when a pupil moves nursery, with confirmation of receipt obtained wherever possible.
- Ensure safeguarding policies and procedures are reviewed annually, remain compliant with statutory guidance and are readily accessible to staff, governors, parents and carers.
- Ensure all staff receive appropriate safeguarding updates and are aware of local safeguarding procedures, emerging risks and training opportunities.
- Undertake DSL training every two years, with knowledge and skills refreshed regularly through continuing professional development and at least annual safeguarding updates. Deputy DSLs will receive equivalent training.
- Promote a culture in which children's views, wishes and feelings are heard, understood and taken seriously when making safeguarding decisions.
- Share information lawfully, proportionately and effectively in accordance with data protection legislation and statutory safeguarding guidance, recognising that information sharing is often critical to protecting children.
- Oversee the nursery's approach to online safety, filtering and monitoring, ensuring safeguarding arrangements respond to emerging technologies and risks, including generative AI, deepfakes, AI-generated sexual imagery and other forms of technology-facilitated abuse.
- Ensure the nursery's safeguarding arrangements remain effective in identifying, assessing and managing contextual, extra-familial and online risks.
- Support the implementation of the nursery's reasonable force procedures and ensure these are understood and applied appropriately by staff.
- The DSL will liaise with the Senior Mental Health Lead where mental health concerns may also indicate safeguarding risks.

5.2 Governing Body:

The Governing Body has a strategic leadership role in ensuring that safeguarding arrangements are effective, robust and compliant with statutory requirements. Safeguarding and child protection will remain a standing priority within the nursery's governance arrangements.

The Governing Body will:

- Ensure that safeguarding and child protection remain a strategic priority and review, approve and monitor

the effectiveness of this policy and associated safeguarding procedures at least annually.

- Provide effective challenge and oversight of the nursery's safeguarding culture, systems and practices, ensuring that safeguarding is embedded throughout the nursery.
- Appoint a nominated Safeguarding Governor(s) to support, monitor and challenge the nursery's safeguarding arrangements, statutory compliance and safeguarding outcomes for children.
- Ensure all governors receive appropriate safeguarding and child protection training, including induction training, and maintain an up-to-date understanding of their responsibilities under Keeping Children Safe in Education and other relevant statutory guidance.
- Ensure safeguarding arrangements reflect current legislation, statutory guidance and local safeguarding partnership procedures, and that governance practices are updated in response to emerging safeguarding risks and national developments.
- Hold the Head of Nursery and senior leaders to account for the effectiveness of safeguarding arrangements, safer recruitment processes, child protection procedures, attendance practices, staff training, online safety provision and the welfare and outcomes of pupils.
- Ensure appropriate policies and procedures are in place to safeguard and promote the welfare of children and that these are implemented consistently and effectively.
- Ensure that the nursery contributes to multi-agency safeguarding arrangements and fulfils all statutory safeguarding duties.
- Oversee the nursery's approach to online safety, ensuring appropriate filtering and monitoring systems are in place, effective and reviewed at least annually, with identified risks addressed and documented.
- Ensure that safeguarding arrangements take account of emerging technologies and associated risks, including technology-facilitated abuse, generative AI, deepfakes, online exploitation and cyber security threats.
- Ensure there is an appropriately trained Designated Safeguarding Lead (DSL), supported by suitably trained Deputy DSLs, and that sufficient time, funding, resources and support are provided to enable them to fulfil their responsibilities effectively.
- Ensure that procedures are in place to manage allegations against staff, volunteers, contractors and governors, including low-level concerns, in accordance with statutory guidance.
- Fulfil responsibilities under applicable data protection legislation, ensuring safeguarding information is handled, retained, shared and stored lawfully, proportionately and securely, while recognising that data protection legislation should not prevent appropriate information sharing to protect children.
- Monitor the effectiveness of safeguarding through reports, audits, policy reviews, safeguarding visits and other quality assurance activities, ensuring any identified areas for development are addressed promptly.
- Promote a culture of vigilance, transparency and accountability in which children are protected, staff are supported and safeguarding concerns are acted upon without delay.
- Ensure appropriate cyber security measures are in place and reviewed regularly as part of the nursery's safeguarding arrangements.

5.3 All Staff:

All staff have a responsibility to safeguard and promote the welfare of children. The nursery will ensure that all staff receive appropriate safeguarding and child protection training at induction and regular updates thereafter to enable them to fulfil their responsibilities effectively.

All staff will:

Training and Professional Development

- Receive safeguarding and child protection training, including online safety, at induction and regularly thereafter.
- Receive training appropriate to their role that includes:
    - filtering and monitoring responsibilities;
    - technology-facilitated abuse;
    - risks associated with generative AI, deepfakes and manipulated content; and
    - the online risks children may encounter.
- Engage with regular safeguarding updates and continuing professional development to maintain effective safeguarding knowledge and practice.

Knowledge and Understanding

- Read and understand Part One of *Keeping Children Safe in Education (KCSIE) 2026* and any additional sections identified by the nursery as relevant to their role.
- Maintain an attitude of **"it could happen here"** when considering safeguarding concerns.
- Understand local Family Help, Early Help and Child Protection processes, including the circumstances in which children may benefit from additional support.
- Understand how to make referrals to Children's Social Care and the statutory assessments that may follow, including Section 17 (Children in Need) and Section 47 (Child Protection) enquiries under the Children Act 1989.
- Understand their role in information sharing, safeguarding referrals and multi-agency working.
- Be aware that local safeguarding referrals are made through Plymouth Families First (Integrated Front Door):
    - Email: familiesfirst@plymouth.gov.uk
    - Telephone: 01752 668000 (Option 2)

Responding to Children

All staff will:

- Know how to respond appropriately if a child discloses abuse, neglect or exploitation.
- Maintain appropriate confidentiality whilst recognising that safeguarding concerns must be shared with those who need to know.

- Never promise to keep information relating to abuse or neglect secret.
- Reassure children that they are being taken seriously and supported.
- Recognise that some children may not be ready, able or willing to disclose abuse and that this should not prevent professional curiosity or further discussion with the DSL.
- Listen to, support and advocate for children, ensuring their views, wishes and feelings are considered.

Recognising Safeguarding Concerns

All staff will:

- Recognise the indicators of abuse, neglect and exploitation.
- Understand that safeguarding concerns rarely occur in isolation and may be linked to wider vulnerabilities.
- Be alert to risks both within and beyond the family environment, including:
    - child sexual exploitation (CSE);
    - child criminal exploitation (CCE);
    - county lines;
    - serious violence;
    - radicalisation;
    - domestic abuse;
    - child-on-child abuse; and
    - online and technology-facilitated harm.
- Recognise that safeguarding risks can occur both online and offline, and that technology is a significant factor in many safeguarding and wellbeing concerns.

Reporting Concerns

All staff will:

- Report safeguarding concerns immediately in accordance with this policy and the nursery's safeguarding procedures.
- Report concerns about poor safeguarding practice through the nursery's whistleblowing procedures.
- Report concerns about the conduct of adults working with children, including staff, volunteers, contractors and supply staff, in line with Part Four of KCSIE.
- Report concerns regarding:
    - nursery staff to the DSL, safeguarding team or Head of Nursery as appropriate;
    - the Head of Nursery to the Chair of Governors; and
    - directly to the Local Authority Designated Officer (LADO) where appropriate or where a conflict of interest exists.

Induction Requirements

As part of their induction, all staff must read and understand:

- this Child Protection and Safeguarding Policy;
- the Behaviour Policy, including measures to prevent bullying, cyberbullying and discriminatory behaviour;
- the Staff Code of Conduct;
- the nursery's procedures for children missing education; and
- Part One of KCSIE 2026.

Safeguarding training and guidance will be reinforced through regular updates, ensuring that safeguarding remains an ongoing priority across the nursery community.

6 Responding to and Recording Safeguarding Concerns:

All staff have a responsibility to act immediately if they have any concern about a child's welfare, safety or wellbeing. Any safeguarding concern, disclosure, allegation or indication of abuse, neglect or exploitation must be reported without delay to the Designated Safeguarding Lead (DSL). Staff should record concerns on CPOMS as soon as possible. Visitors should report concerns directly to the DSL or a member of the Senior Leadership Team (SLT).

When responding to concerns, staff will:

- Take all concerns seriously and act without delay.
- Listen carefully to children and respond in a calm, supportive manner.
- Never promise confidentiality and explain that information may need to be shared to keep the child safe.
- Reassure children that they have done the right thing by speaking out and that their concerns will be taken seriously.
- Recognise that some children may not feel ready, able or willing to disclose abuse, and exercise professional curiosity where concerns arise.
- Seek advice from the DSL or a Deputy DSL whenever they are unsure.

Where a concern is identified, the DSL will determine the most appropriate response, which may include:

- Providing additional support within nursery.
- Initiating or contributing to Family Help or Early Help support.
- Seeking advice from relevant safeguarding agencies.
- Making a referral to Children's Social Care, the Police or other statutory services where appropriate.

If the DSL or Deputy DSL is unavailable, staff must not delay taking action where a child may be at risk of harm. Staff should seek support from a member of SLT and contact Children's Social Care or other relevant agencies directly where necessary. Any action taken must be shared with the DSL as soon as possible.

The nursery will normally discuss safeguarding concerns with parents or carers before making a referral. However, this will not occur if doing so may place a child at increased risk of harm, compromise an investigation or conflict with advice from safeguarding agencies.

Recording Concerns

All safeguarding concerns must be recorded promptly on CPOMS and reported verbally to the DSL where urgent.

Records should be:

- Factual, clear, accurate and timely.
- Written using professional language.
- Based on direct observations and the child's own words wherever possible.
- Clear about actions taken and decisions reached.

Safeguarding records will include:

- A clear summary of the concern, disclosure, incident or observation.
- Relevant dates, times and individuals involved.
- Actions taken and outcomes achieved.
- The rationale for decisions made, including referrals or decisions not to refer.
- Details of follow-up actions and ongoing support.

Safeguarding records will be held securely and shared only with those who have a legitimate safeguarding need to know, in accordance with the nursery's information-sharing and data protection procedures.

Pupil Reporting

The nursery promotes a culture in which children feel safe, listened to and supported. Pupils are encouraged to share concerns about themselves or others with a trusted adult, including their teacher, a member of the safeguarding team, pastoral staff or another appropriate member of staff.

All concerns raised by pupils will be taken seriously and acted upon appropriately. Where a child is unable or unwilling to report a concern themselves, staff will remain vigilant to changes in presentation, behaviour, attendance or circumstances and report concerns promptly through CPOMS to the DSL.

7 Online Safety:

The nursery recognises that technology plays a significant role in children's lives and in many safeguarding concerns, including child-on-child abuse, exploitation, bullying and radicalisation. We are committed to helping children use technology safely and responsibly, both in and outside nursery.

Online risks may include exposure to harmful content, inappropriate contact, unsafe online conduct, financial exploitation, misinformation, disinformation and emerging risks associated with generative AI, including deepfakes, AI-generated imagery and online impersonation.

To promote online safety, we will:

- Provide age-appropriate online safety education through the curriculum, including Computing, PSHE/RSHE and wider safeguarding initiatives.
- Develop pupils' digital literacy, resilience and critical-thinking skills.
- Educate staff, pupils and parents about online risks, including emerging technologies and technology-facilitated abuse.
- Promote a culture in which children feel confident reporting online concerns or harmful experiences.
- Ensure online safety is embedded within safeguarding, behaviour and child protection procedures.

Our approach reflects the four areas of online risk identified in KCSIE:

- **Content** – exposure to harmful, illegal or inappropriate material.
- **Contact** – harmful interactions with others online.
- **Conduct** – online behaviours that may cause harm to themselves or others.
- **Commerce** – risks associated with online financial activity, scams and fraud.

The use of mobile phones, smart technology and online services is managed through our behaviour, acceptable use and online safety policies. In line with current DfE expectations, the nursery operates a mobile-phone-free environment for pupils unless an agreed educational, medical or safeguarding exception applies.

Staff are expected to remain alert to cyber security concerns and report any incidents that may compromise the safety of pupils, staff or nursery systems.

7.1 Filtering and Monitoring

The nursery uses appropriate filtering and monitoring systems to help protect pupils from harmful or inappropriate content and to identify safeguarding concerns arising from online activity.

Filtering and monitoring arrangements are informed by the DfE's filtering and monitoring standards, local safeguarding risks and the nursery's risk assessments. Systems are managed by a specialist third-party provider, with strategic oversight remaining the responsibility of nursery leaders and governors.

The Designated Safeguarding Lead (DSL) has lead responsibility for understanding and overseeing filtering and monitoring arrangements and works alongside senior leaders, governors and IT providers to ensure systems remain effective and proportionate.

The nursery will:

- Assign clear roles and responsibilities for filtering and monitoring.
- Review filtering and monitoring provision at least annually and maintain a record of that review.
- Ensure harmful and inappropriate content is appropriately restricted without unnecessarily limiting teaching and learning.

- Respond promptly to safeguarding concerns identified through monitoring systems.
- Consider emerging online risks, including generative AI, deepfakes, online exploitation and technology-facilitated abuse.
- Promote cyber security awareness as part of the nursery's safeguarding responsibilities.

Concerns identified through filtering or monitoring systems will be investigated and acted upon in accordance with safeguarding procedures and may result in support, intervention or referral to external agencies where appropriate. Further information on the nursery's filtering and monitoring arrangements is available from the nursery office.

9 Whistleblowing:

The nursery is committed to maintaining a culture of openness, transparency and accountability in which all adults feel able to raise concerns about safeguarding practice or the conduct of others without fear of reprisal.

Any concern that an adult working in or on behalf of the nursery may pose a risk of harm to children must be reported immediately. This applies to employees, governors, volunteers, contractors, agency staff, visitors and supply staff.

Concerns may include situations where an individual has:

- Harmed, or may have harmed, a child.
- Committed, or may have committed, an offence against a child.
- Behaved in a way that indicates they may pose a risk of harm to children.
- Behaved in a way that may indicate they are unsuitable to work with children.
- Undermined the nursery's safeguarding culture or failed to follow professional standards.

Concerns about a member of staff should be reported to the Head of Nursery. Concerns about the Head of Nursery should be reported to the Chair of Governors. Where there is a conflict of interest, concerns may be raised directly with the Local Authority Designated Officer (LADO).

Staff should also use whistleblowing procedures to report:

- Poor or unsafe safeguarding practice.
- Failures in safeguarding systems or processes.
- Breaches of statutory guidance, including KCSIE.
- Concerns relating to online safety, filtering and monitoring, or cyber security arrangements that may place children at risk.

The nursery will ensure that concerns raised in good faith are considered appropriately and that individuals are protected from victimisation or disadvantage as a result of raising a genuine concern.

Where staff feel unable to raise concerns internally, or believe concerns have not been addressed appropriately, they may contact the NSPCC Whistleblowing Advice Line:

Telephone: 0800 028 0285 **Email:** help@nspcc.org.uk

All whistleblowing concerns will be handled confidentially, recorded appropriately and responded to in accordance with safeguarding procedures, with the welfare of children remaining the nursery's paramount consideration.

10 Children Potentially at Greater Risk of Harm:

Some children may face additional safeguarding vulnerabilities and barriers to recognising, reporting or escaping abuse. Staff should be particularly alert to children who may benefit from early help, Family Help, safeguarding intervention or additional support.

This includes, but is not limited to, children who:

- Have or have had a social worker.
- Are vulnerable to abuse, neglect, exploitation or family difficulties.
- Have special educational needs and/or disabilities (SEND).
- Experience mental health difficulties.
- Are young carers.
- Are missing, or at risk of missing, education.
- Are vulnerable to child criminal exploitation, child sexual exploitation, serious violence or radicalisation.
- Are privately fostered.
- Are lesbian, gay or bisexual, or may be perceived to be so.
- May be questioning their gender identity.
- Face barriers due to disability, communication needs or health conditions.

The nursery recognises that children who are, or have previously been, assessed as Children in Need may require additional support and monitoring due to safeguarding and welfare vulnerabilities. The nursery recognises that children receiving Family Help support may also experience safeguarding vulnerabilities and will work collaboratively with partner agencies to ensure appropriate support and oversight.

Children with a Social Worker

Children who have, or have previously had, a social worker may face additional safeguarding, attendance, behavioural and educational challenges. The nursery will work closely with social workers and other agencies to promote safety, wellbeing and positive educational outcomes.

Attendance and Children Missing Education (CME)

The nursery recognises that poor, irregular, repeated or prolonged absence may be an indicator of abuse, neglect or other safeguarding concerns, including exploitation, serious violence, mental health difficulties, substance misuse and so-called honour-based abuse. Attendance is monitored closely, and concerns are addressed promptly through pastoral support, Family Help, safeguarding intervention and, where required, referral to external agencies.

The DSL maintains oversight of pupils who are missing education or at risk of becoming CME and ensures local authority procedures are followed. Where a child fails to take up a nursery place or cannot be located, the nursery will notify the local authority in line with statutory guidance.

Parents are encouraged to provide at least two emergency contacts and keep contact details updated. When a pupil leaves the nursery, reasonable steps will be taken to establish their destination and expected start date at their new setting.

Children with SEND or Medical Conditions

Children with SEND or certain health conditions can face additional safeguarding barriers, including:

- Communication difficulties.
- Increased vulnerability to bullying, isolation or exploitation.
- Assumptions that indicators of abuse relate to a disability rather than a safeguarding concern.
- Difficulties understanding or assessing online content and associated risks.

Staff will remain alert to these additional vulnerabilities and ensure appropriate support and safeguards are in place. Further information is contained within the nursery's SEND Policy.

Gender Identity and Sexual Orientation

Being lesbian, gay or bisexual is not itself a risk factor for harm; however, children who are, or are perceived to be, LGBT may be vulnerable to bullying, discrimination or abuse.

The nursery will support children who may be questioning their gender identity in a child-centred, safeguarding-led manner. Decisions will be made on an individual basis, taking account of the child's welfare, wishes, parental involvement (unless this presents a risk of harm), professional advice and any wider vulnerabilities.

Alternative Provision

Where pupils attend Alternative Provision (AP), the nursery remains responsible for their safeguarding and welfare. Appropriate safeguarding checks, attendance monitoring, information sharing and quality assurance processes will be maintained. The same safeguarding expectations apply regardless of the amount of time spent in AP.

11 Records and Information Sharing:

Effective safeguarding depends on timely, lawful and proportionate information sharing. The nursery will work proactively with safeguarding partners and other agencies to identify, assess and respond to concerns as early as possible.

The nursery is part of **Operation Encompass**, through which information relating to domestic abuse incidents is shared with the DSL to enable timely support for affected children.

Safeguarding records will be:

- Accurate, factual and comprehensive.
- Maintained securely and confidentially.
- Shared on a need-to-know basis.
- Transferred securely when a child moves nursery.

Records will include:

- A summary of the concern.
- Actions taken and decisions reached.
- The rationale for decisions.
- Outcomes and follow-up arrangements.

The nursery recognises that data protection legislation and information-sharing duties work together to safeguard children. Information will be shared where necessary to protect a child from harm, in accordance with relevant legislation and statutory guidance.

Private Fostering

The nursery will notify the local authority where it becomes aware that a child may be privately fostered, enabling the arrangement to be assessed and appropriate support provided.

12 Site Safety:

All staff share responsibility for maintaining a safe and secure environment for pupils, staff and visitors.

The nursery will:

- Verify and monitor all visitors and volunteers on site.
- Require visitors to sign in, wear identification and follow safeguarding procedures.
- Challenge unidentified individuals appropriately.
- Maintain secure access arrangements for buildings and grounds.
- Report and respond to any site security concerns without delay.

The nursery will not tolerate behaviour from any individual that threatens the safety, welfare or wellbeing of pupils, staff or visitors. Appropriate action will be taken, which may include restricting access to the site and seeking support from external agencies where necessary.

13 Child-on-Child Abuse:

The nursery adopts a whole-nursery, zero-tolerance approach to child-on-child abuse. We recognise that children can abuse other children, both inside and outside nursery, including online.

Child-on-child abuse may include:

- Bullying, including cyberbullying, prejudice-based and discriminatory bullying.
- Abuse within intimate personal relationships.
- Physical abuse.
- Sexual violence and sexual harassment.
- Causing someone to engage in sexual activity without consent.
- Consensual and non-consensual sharing of nudes and semi-nudes.
- AI-generated, digitally manipulated or deepfake sexual imagery.
- Upskirting.
- Initiation or hazing-type behaviours and rituals.
- Online abuse, coercion, exploitation or harassment.

Such behaviours will never be dismissed as banter, growing up, harmless fun or part of childhood.

Staff understand that:

- Child-on-child abuse may not always be reported.
- Girls are statistically more likely to experience certain forms of abuse, although all concerns will be taken seriously regardless of gender.
- Abuse can occur online, offline or through a combination of both.

The nursery seeks to prevent child-on-child abuse through:

- An age-appropriate PSHE/RSHE curriculum.
- Online safety education.
- Positive behaviour and pastoral programmes.
- A culture that encourages children to report concerns.

Children can report concerns to any trusted adult, including teachers, support staff or the safeguarding team.

All allegations or concerns will be:

- Taken seriously and investigated appropriately.
- Recorded on CPOMS and within safeguarding records.
- Risk assessed where necessary.
- Managed in line with KCSIE and local safeguarding procedures.

Victims will be supported and protected, and alleged perpetrators will also receive appropriate support and

intervention. Support may include pastoral provision, mentoring, external agency involvement or specialist services.

Where incidents involve sexual violence, sexual harassment, or the sharing of nudes, semi-nudes or AI-generated sexual imagery, the nursery will follow current KCSIE guidance and UKCIS advice. The wishes, safety and welfare of the victim will remain central to all decisions.

Children concerned about their own sexual thoughts or behaviours, or those of someone else, may be signposted to specialist services, including the Lucy Faithfull Foundation's **Shore** service: https://www.shorespace.org.uk

Appendix 1 – Types of Abuse and Safeguarding Concerns

Types of Abuse

KCSIE identifies four main categories of abuse:

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused 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 such as to cause severe and adverse effects on their emotional development. It may involve:

- Conveying to a child that they are worthless, unloved or inadequate.
- Not giving a child opportunities to express their views.
- Deliberately silencing or ridiculing a child.
- Imposing age or developmentally inappropriate expectations.
- Overprotection or limiting exploration and learning.
- Preventing normal social interaction.
- Seeing or hearing the ill-treatment of another person.
- Serious bullying, including cyberbullying.
- The exploitation or corruption of children.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.

Activities may include:

- Physical contact, including assault by penetration or non-penetrative acts.
- Non-contact activities, such as involving children in looking at or producing sexual images.
- Grooming a child in preparation for abuse.
- Encouraging children to behave in sexually inappropriate ways.

Sexual abuse can occur online and technology can be used to facilitate both online and offline abuse. This includes the creation, sharing or possession of AI-generated, digitally manipulated or deepfake sexual imagery.

Sexual abuse can be perpetrated by adults or by other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development.

Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing or shelter.
- Protect a child from physical or emotional harm or danger.
- Ensure adequate supervision.
- Ensure access to appropriate medical care or treatment.

Other Safeguarding Concerns

All staff should be aware of the safeguarding issues identified within Annex B of KCSIE.

Child Criminal Exploitation (CCE)

CCE occurs when an individual or group exploits an imbalance of power to coerce, manipulate or deceive a child into criminal activity.

Indicators may include:

- Unexplained gifts or possessions.
- Association with older individuals or other exploited children.
- Changes in emotional wellbeing.
- Drug or alcohol misuse.
- Missing episodes from home or nursery.

CCE may occur online as well as offline.

County Lines

County lines is a form of criminal exploitation involving gangs and organised criminal networks distributing drugs using dedicated mobile phone lines.

Children may be exploited to:

- Transport drugs or money.
- Store drugs or weapons.
- Act as runners or couriers.

Exploitation frequently involves coercion, threats, violence, sexual abuse and debt bondage.

Child Sexual Exploitation (CSE)

CSE occurs when an individual or group exploits an imbalance of power to coerce, manipulate or deceive a child into sexual activity.

The victim may appear to consent but remains a victim of exploitation.

Possible indicators include:

- Relationships with significantly older individuals.
- Unexplained gifts or money.
- Missing episodes.
- Sexually transmitted infections.
- Pregnancy.
- Changes in behaviour or emotional wellbeing.

CSE can occur in person or online.

Serious Violence

Children may be vulnerable to serious violence and associated criminal exploitation.

Indicators may include:

- Increased absence from nursery.
- Changes in friendships or peer groups.
- Declining attainment or engagement.
- Signs of self-harm.
- Assaults or unexplained injuries.
- Carrying weapons or expressing concerns about weapons.
- Association with gangs or violent groups.
- Concerning online activity linked to violence.

Where concerns are identified, the nursery will consider appropriate safeguarding responses, risk assessments and safety planning.

Children Missing Education (CME)

All staff should recognise that repeated, prolonged or unexplained absence from education may be an indicator of abuse, neglect or exploitation.

Children Missing Education may be at increased risk of:

- Child criminal exploitation.
- Child sexual exploitation.
- Serious violence.
- Mental health difficulties.
- Radicalisation.
- Forced marriage.
- Honour-based abuse.

Attendance concerns should always be considered within the wider safeguarding context.

Modern Slavery and Human Trafficking

Modern slavery includes human trafficking, slavery, servitude, forced labour and criminal exploitation.

Children may be exploited through:

- Sexual exploitation.
- Forced labour.
- Domestic servitude.
- Criminal exploitation.
- County lines activity.
- Organ trafficking.

Concerns should be referred promptly through safeguarding procedures.

Child Abduction and Community Safety Incidents

Child abduction is the unauthorised removal or retention of a child from a parent or person with legal responsibility.

Nurserys should educate children about personal safety, stranger awareness and how to seek help if they feel unsafe.

Cybercrime and Technology-Facilitated Harm

Cybercrime refers to criminal activity committed using computers, networks or the internet.

Examples include:

- Unauthorised access ("hacking").
- Denial of Service (DoS/DDoS) attacks.
- Creating or distributing malware.
- Online fraud and identity theft.

Staff should also be aware of emerging risks linked to technology, including:

- Online grooming.
- Sextortion.
- Deepfakes.
- AI-generated sexual images.
- Digitally manipulated content.
- Online impersonation.
- Misinformation, disinformation and conspiracy theories.

Domestic Abuse: The Domestic Abuse Act 2021

The Domestic Abuse Act 2021 defines domestic abuse as physical, sexual, emotional, psychological, coercive, controlling, threatening or economic abuse between people who are personally connected.

Children are victims of domestic abuse when they:

- Witness abuse.
- Hear abuse.
- Experience the effects of abuse within the home.
- Experience abuse within their own relationships.

Domestic abuse can have significant and long-term impacts on children's health, development and educational outcomes.

Homelessness

Homelessness or the risk of homelessness can present a significant risk to a child's welfare.

Indicators may include:

- Rent arrears.
- Family debt.
- Domestic abuse.
- Family conflict.
- Housing instability.

Staff should seek support from the DSL where homelessness is known or suspected.

Honour-Based Abuse (HBA)

Honour-based abuse encompasses incidents committed to protect or defend the perceived honour of a family or community.

This may include:

- Female Genital Mutilation (FGM).
- Forced marriage.
- Breast ironing.
- Other forms of coercion, control or abuse.

All forms of HBA are abuse and should be addressed through safeguarding procedures.

Forced Marriage

A forced marriage is one conducted without the free and full consent of one or both parties and may involve

coercion, threats or abuse.

It is also a criminal offence to carry out conduct intended to cause a child to marry before their eighteenth birthday, regardless of whether coercion is used.

Female Genital Mutilation (FGM)

FGM comprises procedures involving the partial or total removal of external female genitalia or other injury to female genital organs.

FGM is illegal in the UK and is a form of child abuse.

Teachers have a statutory duty to report directly to the police where they discover that FGM appears to have been carried out on a girl under the age of 18.

Suspected or at-risk cases must be referred to the DSL.

Radicalisation and Extremism

Children may be vulnerable to extremist ideologies and radicalisation.

Staff should be alert to indicators including:

- Intolerance of others.
- Fixation on extremist ideologies.
- Support for violence.
- Online engagement with extremist content.
- Significant changes in behaviour, language or associations.

The nursery fulfils its duties under the Prevent Duty and will make referrals to the Channel Programme where appropriate.

All staff receive Prevent training and the nursery applies appropriate safeguards regarding visiting speakers and external organisations.

Mental Health

Mental health concerns can sometimes be an indicator that a child has suffered, or is at risk of suffering, abuse, neglect or exploitation.

Mental health difficulties should not be viewed in isolation. Where concerns about a child's mental health are also safeguarding concerns, staff must report them to the DSL in line with this policy.

Children with Additional Vulnerabilities

Some children may face increased safeguarding risks, including those who:

- Have or have previously had a social worker.
- Are Children in Need or subject to Child Protection Plans.
- Have SEND or medical conditions.
- Are young carers.
- Are privately fostered.
- Are vulnerable to exploitation.
- Are questioning their gender identity.
- Are lesbian, gay or bisexual, or perceived to be so.
- Experience barriers to communication or reporting concerns.

Staff should remain professionally curious and ensure these children receive appropriate support and protection.

Appendix 2 – Safer Recruitment

Our single central record (SCR) records information on the checks carried out on staff and volunteers. Copies of these checks, where appropriate, will be located in individuals' personnel files. We follow the guidance from Keeping Children Safe in Education and best practice, as outlined below.

New staff

When appointing new staff, we will:

• verify a candidate's identity, including checking the name on a birth certificate where this is available

• obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity)

• obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available

• verify the candidate's mental and physical fitness to carry out their work responsibilities

• verify the person's right to work in the UK

• if the person has lived or worked outside the UK, make any further checks the nursery or college consider appropriate

• verify professional qualifications, as appropriate

• ensure a candidate to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State using the GOV.UK website • check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State. This check is completed using the guidance on GOV.UK

• Seek two references, including from the current employer, before interview and ask specific questions about the suitability of the candidate to work with children • (for nurserys with pupils aged under 8 years old) ensure that appropriate checks are made to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2018

• Conduct online searches on shortlisted candidates, reviewing publicly available material for any incidents or issues and notify applicants of this process

Candidates will be asked to complete a self-declaration regarding their suitability to work with children as part of the recruitment process.

Agency and third party staff

For agency and third party staff, we will include written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, the date the confirmation was received and whether an enhanced DBS certificate check has been provided.

Where we place a pupil with an Alternative Provision (AP) provider, we retain responsibility for the safeguarding of that pupil. As part of our due diligence, we require written confirmation from the AP provider that appropriate safeguarding checks have been completed on all individuals working at the AP setting, consistent with those we would undertake for our own staff. We apply the same expectations to AP providers as we do to any external provider engaging with our pupils. We do not use AP for this age group.

Trainee/student teachers

Where applicants for initial teacher training are salaried by the nursery, we will carry out all necessary checks. Where trainee teachers are fee-funded, we will ensure that the training provider has carried out the necessary checks and obtain written confirmation that these checks have been carried out.

Existing staff

If we have any concerns about an existing member of staff's suitability to work with children, we will carry out the relevant checks as if the member of staff were a new member of staff. If a member of staff moves from a post that is not in regulated activity to a post in regulated activity, we will ensure the relevant checks for that regulated activity have been carried out.

We will follow our legal duty to refer to the DBS if a member of staff has harmed, or poses a risk of harm, to a child or vulnerable adult where:

• the harm test is satisfied in respect of that individual

• the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence

• the individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left

Volunteers

We will never leave an unchecked volunteer to be left unsupervised or to work in regulated activity. We will obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity. We will undertake a risk assessment when deciding whether to undertake an enhanced DBS certificate for any volunteer not engaging in regulated activity, and retain a record of this risk assessment.

Governors

All governors will have an enhanced DBS check without barred list information. A barred list check will be completed if a governor is in regulated activity. All governors will have also have a Section 128 check.

Contractors

We will ensure that any contractor whose work provides them with the opportunity for contact with children will have the appropriate checks. Those contractors engaging in regulated activity will have an enhanced DBS check including barred list information. For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check will be required. If the contractor is engaged in regulated activity then an enhanced DBS check with children's barred list will be required.

Appendix 3 – Statement of procedures for dealing with allegations of abuse against staff.

This appendix applies to all cases where it is alleged that a staff member, supply teacher or volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child • possibly committed a criminal offence against or related to a child • behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

We will deal with any allegation of abuse against a member of staff or volunteer quickly, in a fair and consistent way that provides effective protection for the child and supports the person who is the subject of the allegation. We recognise our duty of care to our employees and will provide effective support for anyone facing an allegation, including a named contact if the person is suspended. We will advise staff to contact their trade union representative.

Allegations of abuse against staff should be reported to the Head of Nursery. Where the concern is about the Headteacher this should be reported to the Chair of Governors. If the member of staff perceives there to be a conflict of interest, they can refer directly to the LADO. The contact details are available in the key contacts.

The following definitions will be used when determining the outcome of any investigation:

- **Substantiated**: there is sufficient evidence to prove the allegation
- **Malicious**: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **False**: there is sufficient evidence to disprove the allegation
- **Unsubstantiated**: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence
- **Unfounded**: to reflect cases where there is no evidence or proper basis which supports the allegation being made

The nursery recognises the distinction between allegations that meet the harm threshold and low-level concerns. Both will be managed appropriately, recorded and reviewed in accordance with Part Four of KCSIE 2026.

Initial consideration when dealing with an allegation

The Head of Nursery (or where the Head of Nursery is the subject of an allegation) the chair of governors, (the 'case manager'), should discuss the allegation immediately with the local authority designated officer. This discussion will consider the nature, content and context of the allegation and agree on a course of action. There may be situations when the case manager will want to involve the police immediately, for example if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. Where there is no such evidence, the case manager will discuss the allegations with the designated officer in order to help determine whether police involvement is necessary. The case manager will inform the accused person about the allegation as soon as possible after consulting the designated officer. Where the police and/or children's social care services are involved, the case manager will only share such information with the individual as has been agreed with those agencies.

If the initial sharing of information leads to a decision that no further action is to be taken in regard to the individual facing the allegation or concern, this decision and a justification for it will be recorded by both the case manager and the designated officer, and agreement reached on what information should be put in writing to the individual concerned and by whom. The case manager will then consider with the designated officer what action should follow both in respect of the individual and those who made the initial allegation. If the allegation is about physical contact, the strategy discussion or initial evaluation will take into account that nursery staff are

entitled to use reasonable force to control or restrain children in certain circumstances.

Where it is clear that an investigation by the police or children's social care services is unnecessary, or the strategy discussion or initial evaluation decides that is the case, the designated officer will discuss the next steps with the case manager. In those circumstances, the options open to the nursery or college depend on the nature and circumstances of the allegation and the evidence and information available. This will range from taking no further action to dismissal or a decision not to use the person's services in future. Suspension will not be the default position: an individual should be suspended only if there is no reasonable alternative.

In some cases, further enquiries will be needed to enable a decision about how to proceed. If so, the case manager will discuss with the designated officer how and by whom the investigation will be undertaken. In straightforward cases, the investigation should normally be undertaken by a senior member of our staff. In other circumstances, the allegation will require an independent investigator.

Parents or carers of the child or children involved will be told about the allegation as soon as possible if they do not already know of it. However, where a strategy discussion is required, or police or children's social care services need to be involved, the case manager will not do so until those agencies have been consulted and have agreed what information can be disclosed to the parents or carers. Parent or carers will be kept informed about the progress of the case. Parents will be reminded of the requirement to maintain confidentiality about any allegations made against teachers whilst investigations are ongoing. If parents or carers wish to apply to the court to have reporting restrictions removed, they should be told to seek legal advice.

If the accused person resigns, or ceases to provide their services, this will not prevent an allegation being followed up. We will ensure that a referral to the DBS is made, if the four criteria at the start of this appendix are met. We will also consider whether a referral to the Secretary of State is appropriate.

Following a criminal investigation or prosecution, the police should inform the nursery and designated officer immediately when a criminal investigation and any subsequent trial is complete, or if it is decided to close an investigation without charge, or not to continue to prosecute the case after the person has been charged. In those circumstances, the case manager will discuss with the designated officer whether any further action, including disciplinary action, is appropriate and, if so, how to proceed.

If the allegation is substantiated and the person is dismissed or the person's services are no longer used, or the person resigns or otherwise ceases to provide his or her services, the designated officer will discuss with the case manager and their personnel adviser whether the nursery or college will decide to make a referral to the DBS for consideration of whether inclusion on the barred lists is required. In the case of a member of teaching staff, the case manager and personnel officer will discuss with the designated officer whether to refer the matter to the TRA to consider prohibiting the individual from teaching.

Where it is decided on the conclusion of a case that a person who has been suspended can return to work, the case manager will consider how best to facilitate this and consider how the person's contact with the child or children making the allegation can best be managed.

Allegations against a teacher who is no longer teaching will be referred to the police. Historical allegations of abuse will also be referred to the police.

Confidentiality

The nursery will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

The case manager will take advice from the designated officer, police and children's social care services to agree the following:

- who needs to know and, importantly, exactly what information can be shared • how to manage

speculation, leaks and gossip
• what, if any, information can be reasonably given to the wider community to reduce speculation
• how to manage press interest if, and when, it should arise.

Record keeping and references

Details of allegations that are found to have been malicious will be removed from personnel records. For all other allegations, a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken, and decisions reached, is kept on the confidential personnel file of the accused, and a copy provided to the person concerned. Records will be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

Cases in which an allegation was proven to be false, unsubstantiated or malicious will not be included in employer references. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious will also not be included in any reference.

Timescales

Any cases where it is clear immediately that the allegation is unsubstantiated or malicious will be resolved within 1 week.

If the nature of an allegation does not require formal disciplinary action, we will institute appropriate action within 3 working days.

If a disciplinary hearing is required and can be held without further investigation, we will hold this within 15 working days.

Suspension

Suspension will not be an automatic response when an allegation is reported: all options to avoid suspension will be considered prior to taking that step. Suspension will only be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm, or the case is so serious that it might be grounds for dismissal. Based on assessment of risk, the following alternatives will be considered by the case manager before suspending a member of staff:

- redeployment within the nursery so that the individual does not have direct contact with the child or children concerned
- providing an assistant to be present when the individual has contact with children
- redeploying to alternative work in the nursery so the individual does not have unsupervised access to children
- moving the child or children to classes where they will not come into contact with the member of staff, making it clear that this is not a punishment and parents have been consulted; or
- temporarily redeploying the member of staff to another role in a different location, for example to an alternative nursery or work for the local authority

If immediate suspension is considered necessary, the rationale and justification for such a course of action will be agreed and recorded by both the case manager and the designated officer.

Supply staff

We will ensure any allegations against an individual not employed by At Yealmpstone Farm Primary Nursery, such as supply teachers, will be dealt with properly. We will not decide to stop using a supply teacher due to safeguarding concerns without finding out the facts and liaising with our local authority designated officer to

determine a suitable outcome. We will discuss with the agency whether it is appropriate to suspend the supply teacher. We will inform the agency of our process for managing allegations and invite the agency's human resource manager or equivalent to meetings as appropriate.

Learning lessons

At the conclusion of a case in which an allegation is substantiated, we will review the circumstances of the case with the designated officer to determine whether there are any improvements to be made to the nursery's procedures or practice to help prevent similar events in the future.

Non recent allegations

Abuse can be reported no matter how long ago it happened. Where an adult makes an allegation to our nursery that they were abused as a child, the individual will be advised to report the allegation to the police. We will report any non-recent allegations made by a child to the LADO.

Low-level concerns

In line with Section Two of Part Four of Keeping Children Safe in Education, we recognise the importance of creating a culture of openness, trust, and transparency to encourage all staff to share low-level concerns with the right person so that they can be addressed appropriately. The purpose of our approach to low-level concerns is to ensure that our values are constantly lived, monitored, and reinforced by staff. Our values our outlined in more detail in our Staff Code of Conduct.

The term 'low-level' concern does not mean that the concern is insignificant, it means that a staff member, supply teacher or volunteer does not seem to have:

- behaved in a way that has harmed a child, or may have harmed a child • possibly committed a criminal offence against or related to a child • behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or

- behaved or may have behaved in a way that indicates they may not be suitable to work with children

A low-level concern covers any concern no matter how small, even if it is no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the nursery or college may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and;
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on a personal mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or
- humiliating pupils.

Such behaviour can exist on a spectrum. Our nursery's response to low-level concerns is an extension of our Code of Conduct. Staff are able to share their concerns confidentially in a simple and easy manner. It is imperative that

where staff do have concerns, they share them as outlined in this policy to support with building a culture of expected behaviour and promoting our nursery values.

Low-level concerns about a member of staff, supply staff, volunteer or contractor should be reported to the Head of Nursery.

The Head of Nursery will have oversight of all recorded concerns and has ultimate decision making power in respect of all low-level concerns.

Any concerns about the Head of Nursery should be reported to the CEO **OR** Chair of Governors.

All low-level concerns will be recorded in writing. Each record will include details of the concern, the context in which the concern arose, and action taken. The name of the individual who raised the concern should be noticed, but if that individual wishes to remain anonymous, that will be respected to the extent it is reasonably possible to do so.

Records will be kept confidential, held securely, and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation.

Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will decide on a course of action, either through our disciplinary procedures or by referring to the LADO, where a pattern of behaviour moves from a low level concern to meeting the harm threshold. We will also consider whether there are wider cultural issues existing at the nursery that may have enabled the behaviour to occur. If this is found to be

the case or a contributory factor, we may review our policies and deliver extra training where we consider this will minimise the events happening again.

Links to other policies:

- SEND Policy
- Staff Code of Conduct including acceptable use
- Online Safety Policy
- Anti-Bullying Policy
- Behaviour Policy

Appendix 4 – Key Safeguarding Contacts

Nursery Safeguarding Team

Name	Role	Contact Details
Donna Carpenter **Jo Lindsay**	Designated Safeguarding Lead (DSL)	dcarpenter@yfps.co.uk jlindsay@yfps.co.uk
Heidi Price **Esther Archer**	Deputy Designated Safeguarding Lead	hprice@yfps.co.uk earcher@yfps.co.uk
Natalie Hobbs **Carole Stephens**	Deputy Designated Safeguarding Lead	nhobbs@yfps.co.uk cstephens@yfps.co.uk
Bryony Willcock	Designated Teacher for Children Looked After (CLA), Previously Looked After Children (PLAC) and children in kinship care where required.	bwillcock@yfps.co.uk
Marilyn Atrill	Safeguarding Governor	governors@yfps.co.uk
Emma Whiteley	Safeguarding Governor	ewhiteley@yfps.co.uk

Local Authority and External Safeguarding Contacts

Plymouth Families First (Integrated Front Door)

For safeguarding concerns, Family Help requests and Children's Social Care referrals.

Email: familiesfirst@plymouth.gov.uk

Telephone: 01752 668000 (Option 2)

Children's Social Care

Plymouth City Council Children's Services

Telephone: 01752 668000

Out of Hours Emergency Duty Team: 01752 346984

Local Authority Designated Officer (LADO)

For concerns and allegations regarding adults working with children.

Email: LADO@plymouth.gov.uk

Contact: 01752 306340

Plymouth Safeguarding Children Partnership (PSCP)

Website: https://www.plymouthscp.org.uk

Provides local safeguarding procedures, guidance and multi-agency arrangements.

Prevent / Radicalisation Concerns

If there are concerns that a child may be vulnerable to radicalisation or extremism, staff should contact the DSL immediately. Prevent referrals will be made through local authority safeguarding arrangements as appropriate.

Emergency Contacts

Police

Emergency: 999

Non-Emergency: 101

Ambulance / Fire Service

Emergency: 999

National Safeguarding Support

NSPCC Helpline

For safeguarding advice and support.

Telephone: 0808 800 5000

Website: www.nspcc.org.uk

NSPCC Whistleblowing Advice Line

For concerns about how safeguarding issues are being handled.

Telephone: 0800 028 0285

Email: help@nspcc.org.uk

Childline

For children who need support or advice.

Telephone: 0800 1111

Website: www.childline.org.uk

Lucy Faithfull Foundation – Shore

Support for young people who are worried about their own or someone else's sexual thoughts or behaviour.

Website: https://www.shorespace.org.uk

CEOP (Child Exploitation and Online Protection)

For reporting online exploitation or abuse.

Website: https://www.ceop.police.uk

NSPCC Report Abuse in Education Helpline

Telephone: 0800 136 663

Email: help@nspcc.org.uk

Immediate Safeguarding Response

If a child is believed to be at immediate risk of significant harm:

1. Contact **Children's Social Care** immediately.
2. Contact **Police (999)** if a crime has been committed or a child is in immediate danger.
3. Inform the **DSL or Deputy DSL** as soon as possible.
4. Record all actions and concerns on **CPOMS** without delay.

This appendix should be read alongside the Child Protection and Safeguarding Policy, Staff Code of Conduct, Online Safety Policy and Whistleblowing Procedures.

Approved by:	Date:
Review date:	13/07/2026
Next review due by:	13/07/2027