**SAFEGUARDING  POLICY AND PROCEDURES**

**Prevent Lead – Nicola Coyne**

**Keeping Children Safe in Education (September 2025)**

**What to do if you are worried about a child is being abused (2015)**

**Prevent Duty (2023) The Prevent Duty Guidance for England and Wales**

**Working together to Safeguard Children (December 2023).**

A Designated Safeguarding Lead (DSL)  will be available at all times, either at the nursery or by phone.  Nicola Coyne, 07952993951 or Natalie Nasr 07742428830.  Liza Langton (Nursery Manager) can also be contacted on 07950368441.

We intend to create in our Nursery an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this and to ensure that the protection of the child is the Nursery’s first priority, we will:

**Exclude known abusers:**

It will be made clear to applicants for posts within the Nursery that the position is exempt from the provision of the Rehabilitation of Offenders Act 1974.

All applicants for work within the Nursery will be interviewed before an appointment is made and will be asked to provide two referees.  All such references will be followed up.  In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought. DBS checks will always be carried out prior to commencement of employment.

All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the management team is confident that the applicant can be safely entrusted with the children.

If an individual (paid worker or volunteer) is removed from work which involves children, (or would have been removed if the person had not left first) then a referral is made to the DBS.

**Volunteers/visitors:**

Volunteers and visitors are supervised at all times whilst on the premises and are never left alone with the children.  All visitors will be asked to keep their bags, including phones and cameras in the kitchen whilst they are visiting the nursery.

DBS checks will be carried out on all those who work/volunteer at the nursery once a week or more often.

All regular volunteers and new staff will be asked to complete safeguarding courses within the first few weeks of starting at the Nursery.

**Seek and supply training**:

We organise relevant training for staff and regular volunteers, for example through the local authority or Early Years Development and Childcare Partnership, so that they recognise the symptoms of Physical, Neglect, Emotional, Sexual and Peer on Peer abuse.  Nicola Coyne has attended the ‘Safeguarding and Child Protection for the Designated Safeguarding Lead course and will continue to attend any relevant training associated with this position.  All training is regularly updated in accordance with timescales recommended in Bucks Early Years Service guidelines.   Safeguarding is covered at every staff meeting.  (see Appendix 3 for Safeguarding Training).

**Prevent abuse by means of good practice**:

Staff will not be left alone for long periods with individual children or with small groups.  An adult who needs to take a child aside, for example, if the child is injured or unsettled, will leave the door ajar and inform another member of staff.

Staff will keep their bags including cameras and phones in the kitchen area.  Staff will only take emergency calls in the kitchen area.   Only iPads and mobile phones specifically for nursery observational photographs will be used to record observations.

When taking a group of children out of the nursery, for example to the woods/green/school, two personal phones will be taken by staff for use only in the event of an emergency. The nursery phone will stay at the nursery with the rest of the group.

The nursery staff will not publish any photographs or details of children on any social networking sites.  Parents are also requested not to publish photos and details of other children on social networking sites.

We are registered with the Information Commissioners Office as a data controller.

Adults (volunteers/visitors) who have not been checked by the DBS and have not completed induction safeguarding training will not take children to the toilet or be left alone with them.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them.  This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout of the play area, inside and out, will permit constant supervision of all children.

When changing a nappy or a child do so in an area that is visible to other members of staff but at the same time allowing the child to have some privacy.  (See intimate care policy).

Inform another member of staff that you are taking the child to carry out the care procedure.

If all members of staff and children are outside, open the side door and ask another member of staff to remain in the vicinity.

**Attendance Policy**

If a child does not arrive at nursery by 10am, their key person on the day or the manager will contact the parent/carer to establish the reason.   The outcome will be noted in the register.   Patterns will be monitored.  Any concerns will be referred to the local children’s social care services and/or a police welfare check requested.

**Safer Recruitment   (Separate Staffing and Employment Policy)**

The manager and the deputy will interview the candidate.   The manager will have attended a Safer Recruitment course.   Interviews and recruitment will be adhered to as per our Staffing and Recruitment Policy.  We verify qualifications by asking to see certificates.

**Smart Technology**

Personal mobile phones will be kept in the kitchen and will not be used for taking photos of children.

Smart watches will be set to silent during nursery hours.   Any calls or messages to be taken in the kitchen to avoid distractions.

Devices purely for taking observational photos will require a passcode to activate.  This passcode will be changed termly.

Devices for observational photos will not be allowed in the toilet area.

Devices for observational photos can be used in the classroom but please inform another member of staff that you are alone.   Keep the door open.

Devices for observational photos will be cleared weekly.

Devices for observational photos are permitted to be taken away from the nursery but kept away from other family members.

When going to the woods our policy says 2 phones must be taken for emergency purposes.   Please inform the manager of the session which phones you are taking.

The manager is permitted to spot check a member of staff’s device for observational purposes from time to time.

**Respond appropriately to the suspicions of abuse:**

Changes in children’s behaviour/appearance, any unexplained bruising, marks, and comments children may make which give cause for concern, and any deterioration in a child’s wellbeing, children showing possible symptoms of being at risk or frequent absence from nursery, will be investigated.  This would include, Physical, Neglect, Emotional, Sexual and Peer on Peer abuse

(See Appendix 1 for a complete list of different categories of abuse and neglect).

Any concern will be dealt with in accordance with the Local Safeguarding Children’s Partnership guidelines.

See procedures on Appendix 2 when steps are to be taken when a concern about a child’s welfare or safety is raised.

**Keep records**:

Whenever worrying changes are observed in a child’s behaviour, physical condition, absences or appearance, a specific and confidential record will be set up, quite apart from the usual ongoing records of the child’s progress and development.  The record will include, in addition to the name, address and age of the child, timed and dated observations, describing objectively the child’s behaviour/appearance without comment or interpretation, where possible, the exact words spoken by the child, the date, name and signature of the recorder.

Such records will be treated as highly confidential and kept in a locked box, this will only be accessible for updating by the Designated Safeguarding Lead.

**Prevent Duty**

All members of staff have due regard to the need to prevent people being drawn into terrorism.

Procedure to be followed in the event of a child acting in a way which is counter to British Values. (Having due regard for the need to prevent people from being drawn into terrorism (Prevent Duty 2023):

* The manager and Designated Safeguarding Lead will be informed.
* We will accurately record conversations and/or events immediately, or as soon as possible after the incident. Such records will be treated as highly confidential and will be accessible for updating by the Designated Safeguarding Lead.
* The record will be written in the safeguarding log.
* The child’s parent/carer will be informed of the incident unless it is deemed likely that this may impact on the child’s safety.
* First Response will be contacted for advice.
* The police will be contacted if deemed necessary or if advised to do so by First Response (phone 101 for non-emergency or 999 in the case of a serious incident).

**Female Genital Mutilation**

Female Genital Mutilation is a criminal offence in the UK, It affects girls particularly from North African countries, including Egypt, Sudan, Somalia and Sierra Leone.  Any concerns should be reported to the police and First Response as soon as possible.

FGM helpline (0800 028 3550)   Email: fgm.help@nspcc.org.uk

**Child on Child Abuse**

Some children may abuse their peers and any incidents of child on child abuse will be managed in the same way as any other child protection concern and will follow the same procedures.

Child on child abuse can manifest itself in many ways. This may include bullying, gender-based abuse, or sexually harmful behaviour.

**On-line Safety**

We signpost parents to websites to help them keep their children safe on-line.   The use of technology in the setting is limited to adult led activities.

**Child Sexual Exploitation** - is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. This is unlikely to affect our age group but as a staff we are aware of the possible signs.

**Extremism and Radicalisation** goes beyond terrorism and includes people who target the vulnerable to sow division between communities on the basis of race faith or denomination, justify discrimination and persuade others that minorities are inferior or argue against the primacy of democracy and the rule of law in society. This now includes new areas of extremism and often starts online, sometimes with computer games. Concerns will be reported to the MASH team. Spiritualism and Witchcraft has now emerged as raising child protection concerns.

**Possible signs of extremism**

• Concerns if parents make derogatory comments on other sections of society.

We have regard to the Prevent Duty guidance for England and Wales 2023 and are aware that we need to protect children at risk of radicalisation by the following procedures:

**Procedures to Prevent Radicalisation**

\* Staff Training – staff are trained in Prevent

\* Working in Partnership – we build close working relationships with parents and know to be aware of any of the Prevent warning signs

\* Risk Assessment – this is included in our well being section of risk assessments

**Domestic Abuse** - any incident or pattern of incidents of controlling (is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of means needed for independence, resistance and escape and regulating their everyday behaviour), coercive, threatening behaviour (an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim), violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

• psychological              financial

• physical,      emotional

• sexual,

**Possible signs of domestic abuse**

Unexplained bruising on parents.                   Stressed parents not willing to talk

Children’s disclosures. Inconsistent stories from parent and child

**Designated Safeguarding Lead – Nicola Coyne** – will take lead responsibility in safeguarding children within the setting and liaising with local statutory children’s service agencies (phone numbers as above).

*Signed on behalf of the nursery school………………………………..*

*Date*

*Understood and accepted by ..............................................................*

**Appendix 1 - Forms of abuse and neglect**

Safeguarding action may be needed to protect children and learners from:

• physical abuse

• sexual abuse

• emotional abuse

• bullying, including online bullying and prejudice-based bullying

• racist, disability and homophobic or transphobic abuse

• gender-based violence/violence against women and girls

• peer-on-peer abuse, such as sexual violence and harassment

• radicalisation and/or extremist behaviour

• child sexual exploitation and trafficking

• child criminal exploitation, including county lines

• serious violent crime

• risks linked to using technology and social media, including online bullying; the risks of being groomed online for exploitation or radicalisation; and risks of accessing and generating inappropriate content, for example ‘sexting’

• upskirting

• substance misuse

• issues that may be specific to a local area or population, for example gang activity and youth violence

• domestic abuse

• female genital mutilation

• forced marriage

• fabricated or induced illness

• medical neglect

• affluent neglect

• poor parenting

• homelessness

• so-called honour-based violence

• witchcraft

• breast ironing

• cuckooing

• other issues not listed here but they pose a risk to children, learners and vulnerable adults

**Appendix 2:**

**Steps to be taken when a concern about a child’s welfare or safety is raised including how this will be recorded.**

It is important that every staff member and volunteer is clear about what they need to do if they have safeguarding concerns. It is the responsibility of all staff to raise concerns regarding the welfare of children. As a nursery we are constantly reviewing our readiness in order to be prepared for a possible disclosure.

Jordans Village Nursery has

• A Designated Safeguarding Lead (Nicola Coyne) who ensures that all staff know who they are and who the deputy DSL (Natalie Nasr) is.

• A regular update and training programme to make sure all staff are equipped to cope with any situation that arises (see Appendix 3)

• A quick access folder available to staff at all times to remind them what to do.

• A clear understanding that the first step for all staff is to contact the Designated Safeguarding Lead in confidence if they have any concerns. (unless they themselves are the subject of concern).

• The Designated Safeguarding Lead will refer to the BSCP Continuum of Need and Threshold Document to inform their decision making.

• The Designated Safeguarding Lead may decide to contact the Link Family Support Worker for advice.

• The Designated Safeguarding Lead will then help to determine the correct course of action based on the level of need.  Where we feel referral is required we will contact First Response : 01296 383962, or 0800 999 7677 (out of hours) and make a referral through First Response to MASH (using the MARF form online).

• The Designated Safeguarding Lead will be constantly referring to the BSCP process for What to Do if you are Concerned about a child in Buckinghamshire. A flowchart is available in the quick access folder.

• Blank safeguarding forms are kept in the safeguarding folder.

• A secure lockable box is kept in the locked cupboard for completed forms.  The Designated Safeguarding Lead and her deputy have the key.  All suspicions and investigations will be kept confidential, shared only with those who need to know.  The people most commonly involved would be the Designated Safeguarding Lead for safeguarding, the child’s key person and the nursery manager.

• Any member of staff who receives a disclosure or who is the subject of an allegation will be offered support.

• It may also be that social care feel that it does not meet their criteria in which case you may challenge that decision, with that individual or their line manager.

• In any issue of peer on peer abuse both children are considered needing support.

The NSPCC have launched a helpline offering support and advice for free – 0808 800 5000 or they can be contacted online.

**Effective management of allegations and complaints against practitioners**

**Ethos**

Be prepared to believe the unbelievable, professional practitioners can and do harm children.

Allegations must never be minimised or ignored.

All practitioners, parents and children should be aware that they can raise concerns and will be taken seriously.

Take advice about making any approach to:

the alleged perpetrator

the child’s parent/carer

the child/ren

Do not take written statements. Make a written log for your own reference. Store separately from the child’s records confidentially and securely.

Allegations against staff MUST BE investigated fully in consultation with other services (ie. social services and police).

Ensure you ALWAYS contact LADO ASAP but within 24 hours.  (Local Authority Designated Officer). The process should be open and transparent.

All allegations and complaints against staff MUST be reported to OFSTED. Failure to do so is a criminal offence.

**Keep yourself safe**

Ensure you record any behaviour or incident that could compromise you:

* If a child makes an allegation against you or another member of the team.
* If a child touches you in a sexual manner or inappropriate place.
* Think about the type and frequency of touch required when working with children with additional needs.
* Know your procedures.
* Know who your designated person is.
* Avoid excessive time alone with a child.
* Ensure you have appropriate training.
* Ensure you have parental consent e.g. for taking photographs.
* Respect confidentiality unless the information you have may impact on the safety or welfare of a child.
* Always share concerns you may have with the appropriate person and never be afraid to get advice or seek clarification.

**Appendix 3: Safeguarding Training (EYFS 2025)**

This appendix summarises the **EYFS 2025 Annex C** requirements for safeguarding training. Jordans Village Nursery School ensures staff are **trained, supported, and able to apply safeguarding procedures effectively**.

**1. Training Delivery**

* **All staff receive induction training** covering safeguarding, emergency evacuation procedures, welfare requirements, whistleblowing, absence procedures, intimate care, safe eating practices, and Prevent duty.
* **Designated Safeguarding Leads (DSLs)** receive **advanced multi-agency training** at least every **2 years**.
* **All staff** complete formal child protection training **at least every 2 years**, with **annual refresher updates**.

**2. Training Embedding**

Jordans Village Nursery School ensures that safeguarding training is embedded in practice through:

* Regular **supervision and reflective discussions** to reinforce safeguarding knowledge.
* **Staff meetings every half term and informal training** to review case studies and share lessons learned including identifying different forms of abuse and actions to be taken.  Regular safeguarding updates.
* **Annual policy reviews** or as and when new regulations/guidelines are announced, ensuring all staff are updated on changes to statutory guidance.
* **Practical drills and scenarios** (e.g., responding to disclosures, absence tracking, safer eating checks).  Focus safeguarding questions/scenarios shared weekly with staff.

**3. Recording & Monitoring**

Jordans Village Nursery School

* Maintains a **centralised training log** for all staff (including volunteers and trainees).
* Records **dates, content, and providers** for all training.
* Monitors training effectiveness during **supervisions and appraisals**.
* Retains evidence of **how training is embedded** (e.g., meeting notes, reflective practice records).

**4. Special Requirements**

* **Students/trainees** will only count in staffing ratios if they hold **Paediatric First Aid** and have completed safeguarding induction and have been DBS checked.
* **Managers involved in recruitment** have completed **Safer Recruitment training** and follow new rules for verifying references **before employment**.
* **DSLs** are responsible for ensuring safeguarding practice reflects **multi-agency thresholds** and local safeguarding partnership processes.

**Reference:**

* **EYFS Statutory Framework 2025** – Annex C
* **Working Together to Safeguard Children (2023)**
* **Keeping Children Safe in Education (2025)**

**WHISTLE BLOWING – POLICY AND PROCEDURES**

Don’t think, “What if I’m wrong” – think, “What if I’m right”

All members of staff, whether paid, voluntary or students must be aware of the Child Protection Policy and Procedures, including Effective management of allegations and complaints against practitioners.

The Whistle Blowing Policy and Procedure is in place to allow for each member of staff, whether paid or voluntary, to be able to raise a concern about unacceptable practice or procedure within the setting at any time.

We recognise that you may feel unable to express these concerns, which in turn leads to feelings of being disloyal to friends and colleagues, not being believed or just getting things wrong, however, you must think of the child continuing to be unnecessarily at risk and this risk worsening.

If an allegation is made against a member of staff, including the manager, volunteer or student we will notify **LADO: 01296 382070 (ASAP but within 24 hours)**

We will also inform Ofsted as soon as possible (0300 123 1231) and at the latest within 14 days of any allegations of serious harm or abuse by any persons working at JVNS, (whether the allegation relates to harm or abuse committed on the premises or elsewhere).  enquiries@ofsted.gov.uk.

We will consider how and by whom any investigations will be conducted (without interfering in any investigation by child protection authorities or the police) and how confidentiality will be ensured.

If a member of staff resigns or is dismissed and there are concerns over their suitability to work with children, then Ofsted and Disclosure and Barring Service must be informed.   Consult LADO first for advice.

Local Authority Designated Officer – (LADO) Tel: **01296 382070**

Email**secure-LADO@buckinghamshire.gov.uk**

Early Years Service - Tel: **01296 387111**

NSPCC – Whistleblowing advice line.  Tel: 0800 0280285. 08:00 to 20:00 Monday to Friday and 09:00 to 18:00 at weekends.  Email : help@nspcc.org.uk.  Address: NSPCC, Weston House, 42 Curtain Road, London, EC2A 2NH.

All up to date telephone numbers are listed on the Safeguarding/Child Protection papers from Buckinghamshire County Council.  Up to date information is kept in the Safeguarding File.

*Signed on behalf of the nursery school………………………………..*

*Date*

*Understood and accepted by:*