



Safeguarding Policy

This safeguarding policy is an overarching document that incorporates all aspects of our settings's policies and practice. Safeguarding underpins everything we do. Key elements of this policy are also available as standalone documents for ease of staff reference.



Contents

Safeguarding Policy	1
Contents	2
Introduction.....	3
Legal Framework and Definition of Safeguarding.....	3
Policy Intention.....	4
Nursery Aims.....	5
Contact Telephone Numbers.....	6
Section 3.4 Safeguarding Policies and Procedures.....	6
Different Types of Abuse.....	8
Monitoring attendance of children.....	11
3.7 Whistleblowing.....	12
Use of mobile phones and recording devices.....	16
Professional Conduct and Responsible Internet Usage.....	16
Safe Recruitment of Staff.....	17
Staff Safeguard Training.....	21
Visitors on Site.....	23
Informing parents.....	23
Confidentiality.....	23
Support to families.....	23
Extremism – the Prevent Duty.....	24
e-Safety.....	24



Safeguarding Children Policy

Read in conjunction with Tameside safeguarding tool [Threshold tool](#)
An electronic version of this document can be found on the family app>document

Introduction

The Yellow Door Day Nursery works with children, parents, external agencies, and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive, and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment, and have robust procedures in place to prevent the impairment of children's health and development. In our setting, we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our Inclusion and Equality Policy for further information).

Safeguarding is a much wider subject than the elements covered within this single policy; therefore, this document should be used in conjunction with the nursery's other policies and procedures.

Legal Framework and Definition of Safeguarding

Key legislation and guidance:

- Children Act 1989 and 2004
- Children and Social Work Act 2017
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
- Working Together to Safeguard Children 2023
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015



- Keeping Children Safe in Education 2024
- Data Protection Act 2018 (incorporating UK GDPR)
- Online Safety Act 2023

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

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

(Definition taken from HM Government document: 'Working Together to Safeguard Children' 2015)

Policy Intention

To safeguard children and promote their welfare, we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Encourage children to develop a sense of independence and autonomy appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures, and communities
- Help children understand how they can influence and participate in decision-making and promote British values through play, discussion, and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate



The nursery is aware that abuse does occur in society, and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children.

Due to the many hours of care provided, staff may often be the first to identify that there may be a problem. They may be the first people to whom children confide information suggesting abuse or to spot changes in behaviour indicating abuse.

Our prime responsibility is the welfare and well-being of each child in our care. We have a duty to act quickly and responsibly in any instance that may come to our attention, including sharing information with relevant agencies such as local authority children's social care, health professionals, or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team where needed.

Nursery Aims

- Keep the child at the centre of all we do
- Ensure staff are trained to understand child protection and safeguarding policies and procedures, are alert to signs of abuse, understand what child protection means, and are aware of different ways children can be harmed, including by other children through bullying or discriminatory behaviour
- Ensure staff understand early indicators of potential radicalisation and terrorism threats and act appropriately in line with national and local procedures
- Ensure all staff feel confident and supported to act in the best interest of the child, share information, and seek help
- Ensure staff are updated regularly with child protection training and procedures and informed of local/national changes
- Make child protection referrals in a timely manner, sharing relevant information as per Manchester Safeguarding Children Board procedures
- Refer extremism concerns to the police (PREVENT TEAM) as appropriate
- Ensure information is shared only with those who need to know to protect the child
- Ensure children are never placed at risk while in nursery care



- Take appropriate action relating to allegations of serious harm or abuse against anyone working with children or living/working on nursery premises, reporting such allegations to Ofsted and relevant authorities
- Ensure parents are fully aware of child protection policies and procedures via the FAMILY platform and are kept informed of updates
- Regularly review and update this policy to comply with legal requirements and guidance from Manchester Safeguarding Children Board

We will support children by offering reassurance, comfort, and sensitive interactions. Activities will be devised to enable children to develop confidence and self-esteem within their peer group.

Contact Telephone Numbers

- Local Authority Designated Officer (LADO): 0161 342 4343 – ladoreferrals@tameside.gov.uk
 - Ofsted: 0300 123 1231
 - Non-emergency police: 101
 - Government helpline for extremism concerns: 020 7340 7264
 - Manchester Contact Centre (concerned about a child's safety): 0161 234 5001
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Section 3.4 Safeguarding Policies and Procedures

Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

What to do if you're worried a child is being abused ?



The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or Designated Safeguarding Co-ordinator¹ (DSCO). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any other witnesses
- Name of the person to whom any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the Nursery SafeGuarding Manager or the Deputy Safeguarding officer, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

¹ Referred to in the EYFS as a lead practitioner



It may be thought necessary that through discussion with all concerned, the matter needs to be raised with the local authority children's social care team and Ofsted, and/or a Common Assessment Framework (CAF) needs to be initiated. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

Different Types of Abuse

Physical abuse

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged in a pre-existing injury form and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager.

Female genital mutilation

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. For those nurseries caring for older children in their out of school facility this may be an area of abuse you could come across. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this



area, you should contact children's social care team in the same way as other types of physical abuse.

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Procedure:

- All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member
- Such discussions will be recorded and the parent will have access to such records
- If there are queries regarding the injury, the local authority children's social care team will be notified in line with procedures set out by the Local Safeguarding Children Board (LSCB).

Sexual abuse

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.



If a child starts to talk openly to an adult about abuse they may be experiencing the procedure below will be followed.

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the nursery manager or DSCO
- The matter will be referred to the local authority children's social care team.

Emotional abuse

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Procedure:

- The concern should be discussed with the *nursery manager/DSCO/*room supervisor/*registered person
- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- An Assessment Framework form may need to be completed
- If there are queries regarding the circumstances the matter will be referred to the local authority children's social care team.



Neglect

Action should be taken if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Procedure:

- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- An assessment form may need to be completed
- If there are queries regarding the circumstances the local authority children's social care team will be notified.

Monitoring attendance of children

Although it is not compulsory for children to attend the early years setting, under our safeguarding responsibilities we are required to monitor children's attendance and patterns of absence. If a child is not going to attend a session, we ask parents/carers to share the length and reason for the absence. This information will enable us to monitor illnesses that may occur across the setting.



The management of the setting is required to monitor all absences in order to safeguard children, and demonstrate this during inspections, parents are frequently reminded to report first day absences.

3.7 Whistleblowing

Statement of Intent

At The Yellow Door Day Nursery, we are committed to the highest standards of safeguarding, professionalism, and integrity. The welfare and safety of all children in our care is our paramount concern.

In line with the Early Years Foundation Stage (EYFS) Statutory Framework (2025), we ensure that all staff, students, volunteers, and any individuals working on our premises have a clear procedure to raise concerns about poor practice or wrongdoing.

We promote a culture of openness where all individuals feel safe, supported, and confident to speak up. All concerns will be taken seriously, responded to appropriately, and handled sensitively.

Scope

This policy applies to:

- All employees
- Students and apprentices
- Volunteers
- Agency staff
- Contractors and any other persons working on the premises

What is Whistleblowing?

Whistleblowing is the disclosure of information in the public interest about concerns such as:

- Safeguarding or child protection issues
- Poor or unsafe practice
- Criminal offences
- Breaches of legal obligations
- Risks to health and safety



- Attempts to conceal any of the above

Whistleblowing vs Grievance

- Whistleblowing relates to concerns in the public interest
- Grievance relates to personal employment issues

Grievances should be addressed through the nursery's grievance procedure.

Legal Framework

This policy is based on:

- Public Interest Disclosure Act 1998 (PIDA)
- Employment Rights Act 1996

These laws protect workers from unfair treatment or victimisation when raising genuine concerns. To qualify for protection, a disclosure must:

- Be made in the public interest
- Be something the individual reasonably believes to be true

Proof is not required; a reasonable belief is sufficient.

Our Commitment to You

We will:

- Take all concerns seriously
- Act promptly and appropriately
- Handle disclosures confidentially where possible
- Support anyone raising a concern
- Protect individuals from victimisation or disadvantage

Concerns may be raised anonymously; however, this may limit the ability to investigate fully.

Examples of Concerns

Staff should remain vigilant and report concerns such as:

- Inappropriate behaviour towards children (e.g. sexual comments, rough handling)
- Excessive or inappropriate one-to-one contact
- Favouritism or discrimination



- Failure to follow policies and procedures
- Inappropriate use or sharing of images

Whistleblowing Procedure

Step 1: Raise the Concern Internally

Concerns should be reported as soon as possible to:

- Your line manager, or
- The nursery manager/owner (Michele Williams)

Step 2: If the Concern Involves Management

If your concern relates to your manager, or you feel unable to raise it internally, you should report directly to an external agency namely the LADO .

Step 3: Safeguarding Concerns

If the concern relates to safeguarding or child protection, you must also follow the nursery's **Safeguarding/Child Protection Policy** immediately.

Step 4: What Happens Next

- Your concern will be taken seriously and assessed promptly
- Advice may be sought from the Local Authority Designated Officer (LADO)
- External agencies (including Ofsted and safeguarding partners) will be informed where required
- Appropriate action will be taken in line with safeguarding procedures

If Your Concern Is Not Taken Seriously

If you believe that:

- Your concern has not been taken seriously,
- No appropriate action has been taken, or
- The issue remains unresolved,

you must escalate your concern without delay by contacting an external agency directly.

You do not need permission from the nursery to do this. The nursery fully supports any individual who raises concerns in good faith to protect children or address serious wrongdoing.



External Reporting

Concerns can be raised externally at any stage, particularly if:

- You feel unable to raise the issue internally
- The concern involves management
- You believe the concern has not been addressed appropriately

You may contact:

- Local Authority Designated Officer (LADO)
- Children's Social Care
- Ofsted Whistleblowing Hotline: 0300 123 3155
- NSPCC Whistleblowing Helpline: 0800 028 0285

Contact details are also displayed within the nursery and available on the staff Family hub.

Outcomes

- **Founded allegations** may result in dismissal and referral to relevant authorities, including the police where appropriate
- The **Disclosure and Barring Service (DBS)** will be notified where required
- **Unfounded allegations** will result in reinstatement of rights

All records will be securely stored in line with statutory requirements.

Confidentiality

All concerns will be handled sensitively and confidentially. Information will only be shared on a need-to-know basis, particularly where safeguarding concerns require this.

Protection from Victimisation

No individual will suffer any detriment for raising a genuine concern.

Any person who:

- Victimises a whistleblower
- Attempts to prevent concerns being raised
- Makes malicious or false allegations



may face disciplinary action, up to and including dismissal.

Failure to report serious concerns may also result in disciplinary action.

Monitoring and Review

This policy will be reviewed regularly to ensure it reflects current legislation, guidance, and best practice, including updates to the EYFS framework.

This policy supports a culture of openness, accountability, and safeguarding excellence within the nursery.



Use of mobile phones and recording devices

The nursery's safeguarding policy on mobile phones and recording devices prohibits staff from using personal devices, including smartwatches, in childcare areas- to prevent distractions and unauthorized photography. Only designated, secure nursery cameras/tablets can be used. Staff's personal mobile devices are strictly stored in lockers during working hours. Strict restrictions also apply to parents, visitors, and children's devices to protect privacy.

Key components of our Mobile phone Policy:

- Staff Usage: Personal mobile phones must be stored in staff lockers- with keys returned to the reception key cabinet. Only nursery-provided equipment may be used for taking photographs or tracking. All nursery devices are subject to regular checks and audits.
- Parents and Visitors: Use of mobile phones, cameras, or smartwatches is prohibited on premises. Visitors will be asked to leave their phone at reception and parents will be instructed to not use their phone on the premises.
- Photography/Recordings: All recordings must be for specific, approved purposes (e.g., learning journeys) and require parental consent.
- Outings: Staff should use designated nursery phones for emergencies, not personal ones.
- For further clarity on our mobile phone policy and usage please consult the nursery policies : Mobile phone and social networking / Mobile Phone and electronic Devices
- It is the responsibility of management to ensure all staff understand and adhere to these policies to ensure a safe environment for children. Any breaches will result in disciplinary action

Professional Conduct and Responsible Internet Usage

All staff members are required to maintain the highest standards of professional conduct at all times, which extends to the responsible and ethical use of nursery technology resources. Specifically, staff are strictly prohibited from using the internet for any purpose other than those directly related to educational instruction, research, professional development, and administrative tasks necessary for their role within



the institution. This policy is in place to ensure a focused, safe, and professional working and learning environment, and to safeguard the integrity and security of the nursery network.

Compliance and Enforcement:

- **Strict Prohibition:** The use of Nursery-provided internet access, computers, and devices to visit, stream, or download content from non-educational websites is strictly forbidden. This includes, but is not limited to, personal social media platforms, entertainment sites, online shopping, personal email, gambling sites, or any content deemed inappropriate, unprofessional, or disruptive to the educational environment.
 - **Monitoring and Investigation:** The Yellow Door Day Nursery reserves the right to monitor all internet activity on its network and devices. Any evidence that suggests the violation of this policy, such as the confirmed visitation of non-educational sites, will be considered a serious matter. Such evidence will trigger a formal and thorough internal investigation in accordance with the Nurseries disciplinary procedures.
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Safe Recruitment of Staff

Introduction

The Yellow Door Day Nursery is committed to ensuring that all individuals working with children are suitable, qualified, and safe to do so. We recognise that safer recruitment is a key element of safeguarding and promoting the welfare of children.

The nursery operates robust recruitment procedures to prevent unsuitable individuals from gaining access to children and to ensure all staff share our commitment to safeguarding.

2. Legal Framework

This policy is based on current legislation and guidance, including:

The Statutory Framework for the Early Years Foundation Stage (EYFS)

The Childcare Act 2006

The Safeguarding Vulnerable Groups Act 2006

The Rehabilitation of Offenders Act 1974

Guidance from the Disclosure and Barring Service (DBS)

The nursery complies with all legal requirements relating to recruitment, vetting, and ongoing suitability of staff.

3. Policy Intention

To safeguard children and promote their welfare, the nursery will ensure that:

All staff are subject to robust recruitment and vetting procedures

All required checks are completed prior to employment

Staff are suitable to work with children at all times

Clear systems are in place to monitor ongoing suitability



Staff understand their responsibility to disclose any changes that may affect their suitability

4. Procedures

4.1 Advertising and Recruitment

The nursery uses reputable recruitment platforms and ensures all advertisements reflect our commitment to safeguarding and equal opportunities.

All recruitment materials clearly state that:

- Enhanced DBS checks are required
 - References will be obtained
 - Safeguarding responsibilities are central to the role
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4.2 Shortlisting and Interview Process

All candidates are shortlisted against a clear person specification.

Shortlisted candidates are provided with:

- A job description
- A person specification
- An equal opportunities monitoring form
- A request for identification

At interview:

- A minimum of two panel members are involved in the decision-making process
- Candidates must provide proof of identity and right to work in the UK
- Employment history is reviewed, including any gaps
- Safeguarding knowledge and values are assessed
- Candidates are asked consistent, structured questions



Candidates may also take part in a supervised working interview within the nursery to assess their suitability in practice.

All candidates are scored based on their responses, experience, and qualifications. The most suitable candidate is selected based on this process.

All applicants are informed of the outcome, and unsuccessful candidates are offered feedback.

4.3 Pre-Employment Checks

All offers of employment are conditional upon the satisfactory completion of all required pre-employment checks.

In line with EYFS requirements, no member of staff, student, or volunteer will begin work in the nursery until all safer recruitment checks have been completed and verified.

These checks include:

- At least two suitable references covering recent employment (obtained and verified prior to employment)
- Verification of qualifications
- Proof of identity and right to work in the UK
- Completion of a health declaration
- Full employment history, with all gaps explained and verified
- An enhanced Disclosure and Barring Service (DBS) check

The nursery does not permit any individual to have supervised or unsupervised contact with children until all checks have been completed and deemed satisfactory.

All information is recorded and maintained on the nursery's Single Central Record, including identity checks, qualification verification, DBS details, and all vetting procedures.

4.4 Disclosure and Barring Service (DBS)



All staff are required to hold a valid enhanced DBS check prior to commencing employment.

Where a DBS disclosure highlights information, suitability will be assessed on a case-by-case basis, considering:

- The nature and seriousness of the offence
- The relevance to working with children
- The time elapsed since the offence
- The individual's age at the time
- The level of supervision required

The DBS Update Service may be used where appropriate with the individual's consent.

All staff are required to declare any convictions, cautions, or circumstances that may affect their suitability to work with children.

4.5 Induction and Probation

All new staff will complete a structured induction programme over a three-month probation period. This ensures that staff are fully supported, appropriately trained, and assessed to carry out their role safely and effectively.

The induction process begins with an initial training day (typically 9:00am–3:00pm), during which key policies, procedures, and expectations are introduced.

The induction programme includes:

- Reading and understanding all nursery policies and procedures
- Safeguarding and child protection training
- Health and safety procedures, including emergency evacuation
- Equality, diversity, and inclusion
- Understanding of the EYFS framework and daily practice

Each new starter will be assigned a mentor who will provide ongoing guidance and support. Regular review meetings will take place throughout the probation period to monitor progress, address training needs, and provide feedback.



All induction training and progress will be recorded and signed off using The Yellow Door Inspired Qualification documentation. This serves as a formal and supportive record of development and will be used as part of the assessment to determine whether a staff member successfully passes or fails their probation period.

A formal probation review will take place at the end of the three-month period. Outcomes may include confirmation of employment, extension of the probation period where further development is required, or termination of employment where required standards have not been met.

4.6 Ongoing Suitability and Monitoring

The nursery ensures ongoing monitoring of staff suitability to safeguard children at all times.

Staff are required to:

- Declare any changes to their circumstances immediately that may affect their suitability to work with children
- Complete the nursery's Health and Suitability to Work form on a termly basis, confirming their continued suitability
- Participate in regular supervision and appraisal processes

Staff are made fully aware of their responsibility to declare any changes in circumstances. This requirement is clearly embedded throughout nursery procedures, including:

- The initial application process
- Supervision meetings
- Appraisals
- The termly Health and Suitability to Work declaration

The nursery manager will review all information provided and take appropriate action where concerns arise. This may include restricting duties, increasing supervision, or seeking guidance from Ofsted or the Local Authority Designated Officer (LADO), where necessary.



4.7 Staff Supervision and Development

The nursery is committed to supporting staff through effective supervision and ongoing professional development to ensure high-quality practice and strong safeguarding standards.

Supervision provides an opportunity for staff to discuss their role, reflect on practice, identify training needs, and raise any concerns, including those relating to safeguarding and child protection.

All staff will receive:

- Regular supervision meetings in line with nursery procedures
- A minimum of one formal annual review
- A minimum of three appraisal meetings per year

Supervision and appraisal processes will include:

- Monitoring staff performance and well-being
- Identifying training and development needs
- Reviewing safeguarding knowledge and responsibilities
- Providing support, challenge and professional guidance

The nursery also provides:

- Ongoing training and professional development opportunities
- Mentoring and coaching to support individual development

This ensures that staff remain competent, confident in their roles, and able to meet the needs of the children in their care while maintaining high standards of safeguarding and practice.

5. Monitoring and Review

The nursery regularly reviews recruitment procedures to ensure they remain effective and compliant with current legislation and best practice.



Records are maintained securely and reviewed as part of safeguarding monitoring.

6. Policy Review

This policy will be reviewed regularly to ensure it reflects current legislation, EYFS requirements, and best practice.

Staff Safeguard Training

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the nursery regardless of whether or not they have a DBS clearance.

All staff will complete child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children's services team, the Local Safeguarding Children Board (LSCB) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so. Staff will also be alerted to the Staff Document Hub on Famly that contains up to date Safeguarding documentation plus a list of contact numbers for raising safeguarding concerns.

Managers have been trained on how to train staff using the *'What to do if you're worried a child is being abused: advice for practitioners'* All staff are familiar with this document and have their own annotated copy for reference.

We have a named person within the nursery who takes lead responsibility for safeguarding and co-ordinates child protection and welfare issues, known as the Designated Safeguarding Co-ordinator (DSCO). The nursery DSCO liaises with the Local Safeguarding Children Board (LSCB) and the local authority children's social



care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field.

The Designated Safeguarding Co-ordinator (DSCO) at the nursery is: **Michele Williams/Angela Goodwin/Christopher Mellor**. The Nursery DSOs complete Tameside borough training every two years and have an understanding of:

1. How to build a safe organisational culture
 2. How to ensure safe recruitment
 3. How to develop and implement safeguarding policies and procedures
 4. If applicable, how to support and work with other practitioners to safeguard children
 5. Local child protection procedures and how to liaise with local statutory children's services and local safeguarding partners
 6. How to refer and escalate concerns
 7. How to manage and monitor allegations of abuse against other staff
 8. How to ensure internet safety
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Visitors on Site

- All visitors have to report to the main office. We have strict robust procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children
 - All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
 - All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues or visitors in an appropriate manner
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Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local authority children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser



or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the LSCB.

Support to families

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

Extremism – the Prevent Duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.



e-Safety

Our nursery is aware of the growth of internet use and the advantages this can bring. However it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the nursery we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- Using approved devices to record/photograph in the setting
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk/)
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- Ensuring children are supervised using internet devices
- Using tracking software to monitor suitability of internet usage (for older children)
- Integrating e-safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'
- When using Skype and FaceTime (where applicable) discussing with the children what they would do if someone they did not know tried to contact them
- We encourage staff and families to complete a free online e-safety briefing which can be found at <http://moodle.ndna.org.uk/>

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the *nursery manager.