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Springfield Day Nursery is the trading name of Springfield Road Day Nursery Ltd. Co Reg No. 12612979 (England and Wales).

Registered Office: 18 Langton Place, Bury St. Edmunds, Suffolk IP33 1NE.

Child protection and safeguarding policy

Statement

At Springfield Day Nursery we will work with children and families to ensure the rights and safety of children, to give them the best start in life. Regardless of achievement and culture all children have equal rights of protection. We do everything we reasonably can to provide a safe and caring environment whilst the children are in attendance. We will listen and treat in a confidential manner anything said to us. But, we have a legal duty to inform the appropriate agencies if we have any concerns.

Springfield Day Nursery aims to ensure that;

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly trained in recognising and reporting safeguarding issues

Guidance taken from:

This policy is based on the following legislations:

- Keeping Children Safe in Education (2025)
- Working together to Safeguard Children (2023)
- The children Act 1989 (2004 amendment)
- Statutory guidance on the Prevent duty (2023)
- Childcare Act 2006/2016
- Early Years Foundation Stage (2025)
- Suffolk Safeguarding Children Board Guidance and Procedures
- Safeguarding Vulnerable Groups Act (2006)
- The Special Educational Needs and Disability Code of Practice: 0-25years (2015)
- The Prevent Duty Departmental advise for schools and childcare providers
- What to do if you're worried a child is being abused (2015)

Definitions

To ensure that our children are protected from harm, staff need to understand what types of behaviour constitute abuse, neglect and exploitation. Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm. Children includes everyone under the age of 18.

Safeguarding and promoting the welfare of children is defined as (KCSIE 2025):

- Providing help and support 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 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

Abuse, neglect and exploitation

All staff should be aware of the indicators of abuse, neglect and exploitation, understanding that children can be at risk of harm inside and outside of the setting.

Abuse

KCSIE 2025:

- *24. Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.*

Physical abuse

KCSIE 2025:

- *25. Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or 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.*

Physical abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Physical abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health or if they live in a home where domestic abuse happens. Babies and disabled children also have a higher risk of suffering physical abuse.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse can also occur outside of the family environment.

Some of the following signs may be indicators of physical abuse:

- Children with frequent injuries
- Children with unexplained or unusual fractures or broken bones
- Children with unexplained; bruises or cuts, burns or scalds, bite marks

Emotional abuse

KCSIE 2025:

- *26. Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of*

another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Although the effects of emotional abuse might take a long time to be recognisable, practitioners will be in a position to observe it, for example, in the way that a parent interacts with their child. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. Emotional abuse may involve serious bullying – including online bullying through social networks, online games or mobile phones – by a child's peers.

Some of the following signs may be indicators of emotional abuse:

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder'
- Parents or carers blaming their problems on their child
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons

Sexual abuse

KCSIE 2025:

- *27. Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.*

Staff should be aware that many children and young people who are victims of sexual abuse do not recognise themselves as such. A child may not understand what is happening and may not even understand that it is wrong. Sexual abuse can have a long-term impact on mental health. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Some of the following signs may be indicators of sexual abuse:

- Children who display knowledge or interest in sexual acts inappropriate to their age
- Children who use sexual language or have sexual knowledge that you wouldn't expect them to have
- Children who ask others to behave sexually or play sexual games
- Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who have older boyfriends or girlfriends
- Children who suffer from sexually transmitted infections or become pregnant
- Children who suffer from changes in emotional well-being
- Children who misuse drugs and alcohol
- Children who go missing for periods of time or regularly come home late
- Children who regularly miss school or education or don't take part in education

Neglect

KCSIE 2025:

- 28. *Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate*

caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Children who are neglected often also suffer from other types of abuse. It is important that practitioners remain alert and do not miss opportunities to take timely action. However, while staff may be concerned about a child, neglect is not always straightforward to identify.

Neglect may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the child. Neglect may occur during pregnancy as a result of maternal drug or alcohol abuse.

Some of the following signs may be indicators of neglect:

- Children who are living in a home that is indisputably dirty or unsafe
 - Children who are left hungry or dirty
 - Children who are left without adequate clothing, e.g. not having a winter coat
 - Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence
 - Children who are often angry, aggressive or self-harm
 - Children who fail to receive basic health care
 - Parents who fail to seek medical treatment when their children are ill or are injured
- (What to do if you're worried a child is being abused (2015))

The following 3 **safeguarding partners** are identified in Keeping Children Safe in Education 2025. They will make arrangements to work together to safeguard and promote the welfare of local children, including identifying and responding to their needs:

- The local authority (LA)
- A clinical commissioning group for an area within the LA
- The chief officer of police for a police area in the LA area

Equality statement

At Springfield Day Nursery we recognise that some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

- Have special educational needs (SEN) or disabilities or health conditions
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are looked after or previously looked after

Roles and responsibilities

Safeguarding and child protection is everyone's responsibility. This policy applies to all staff and volunteers and is consistent with the procedures of the 3 safeguarding partners.

All staff will read and understand part 1 and annex B of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education 2025, and review this guidance at least annually.

All staff will sign a declaration annually to say that they have reviewed the guidance.

All staff will be aware of:

- The role and identity of the designated safeguarding lead (DSL) and deputy (DDSL).
- The early help process (sometimes known as the common assessment framework) and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment.
- The process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play.
- What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals.
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as peer-on-peer abuse, child sexual exploitation (CSE), child criminal exploitation (CCE), indicators of being at risk from or involved with serious violent crime, FGM and radicalisation.
- The importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe.

The designated safeguarding lead DSL

Springfield Day Nursery's DSL's are Sarah Orford, Liz Cutter and Mel Notley. The DSL takes lead responsibility for child protection and wider safeguarding in the nursery.

The DSL will liaise with local authority case managers and designated officers for child protection concerns as appropriate. The DSL should keep written records of all concerns, discussions and decisions including the rationale for those decisions. This should include instances where referrals were or were not made to another agency such as LA children's social care or the Prevent program.

The DSL is responsible for the implementation of this policy, including:

- Ensuring that staff, are informed of the nursery's systems which support safeguarding, including this policy, as part of their induction
- Ensuring that staff, understand and follow the procedures included in this policy, particularly those concerning referrals of cases of suspected abuse and neglect
- Communicating this policy to parents/carers when their child joins the nursery
- Ensuring that there is always adequate cover if the DSL is absent
- Ensuring that all staff undertake appropriate safeguarding and child protection training, and updating the content of the training regularly
- Ensuring the relevant staffing ratios are met, where applicable
- Making sure each child in the Early Years Foundation Stage is assigned a key person

Confidentiality

Springfield Day Nursery recognises that all matters relating to safeguarding and child protection are confidential. The DSL will only disclose information about a child to other members of staff on a 'need to know' basis.

Springfield Day Nursery staff recognise that:

- Timely information sharing is essential to effective safeguarding
- Fears about sharing information must not be allowed to stand in the way of the need to prompt the welfare, and protect the safety, of children
- The Data Protection Act (DPA) 2018 and UK GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe
- They should never promise a child that they will not tell anyone about a report of abuse, as this may not be in the child's best interests
- The government's information sharing advice for safeguarding practitioners includes 7 'golden rules' for sharing information, and will support staff who have to make decisions about sharing information
- If they are in any doubt about sharing information, they should speak to the designated safeguarding lead (or deputy)

Recognising abuse and taking action

Springfield Day Nursery staff must follow the procedures set out below in the event of a safeguarding issue.

If a child is suffering or likely to suffer harm or in immediate danger

Make a referral to children's social care and/or the police immediately if you believe a child is suffering or likely to suffer from harm, or is in immediate danger. Anyone can make a referral. Tell the DSL/DDSL as soon as possible if you make a referral directly.

Suffolk thresholds of needs documents can help staff identify when a threshold has been reached, indicating when a child or family, might need support and then to identify where best to get this support.

(Documents: Suffolk's Thresholds of Needs Guidance and Suffolk's Threshold Matrix)

Taking a disclosure

Where a child makes disclosure to a staff member, that member of staff will:

- Provide reassurance to the child
- Never promise to the child that they will not tell anyone, reassure them those who will know are those whose job it is to protect children
- Listen carefully to the child without showing shock or upset
- Remain calm and show support throughout the disclosure
- Acknowledge how difficult it must have been to talk to someone
- Not investigate, interrogate or decide if the child is telling the truth
- Not ask leading questions, but ask open questions
- Not discuss the disclosure with anyone but the DSL or DDSL
- Use age appropriate language when communicating with the child

Recording a disclosure

When a child is making/has made a disclosure to a staff member, that member of staff will:

- Make some very brief notes at the time and then write them up as soon as possible after the disclosure
- Retain the original notes
- Record the date, time, place
- Write up the conversation in the child's own words
- Record how the child appeared to you (keeping it factual)
- Record the name of the person to whom the concern was reported and the names of any person present at the time.

All disclosures will be reported to the DSL. Alternatively, if appropriate, make a referral to children's social care and/or the police directly and tell the DSL as soon as possible that you have done so. Aside from these people, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process. The disclosures are recorded as soon as possible after the event on a Recording Form for Safeguarding concerns. This information may be shared with parents, carers and other professionals working with the family.

Referral

If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral or support you to do so.

If you make a referral directly, you must tell the DSL as soon as possible.

The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.

If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must follow local escalation procedures to ensure their concerns have been addressed and that the child's situation improves.

To make a referral use the Suffolk County Council Portal. If the portal is unable to be used Customer First can be called 0808 8004005

Designated Officer (formerly LADO) Call: 0300 123 2044 Email: LADO@suffolk.gov.uk

Contact MASH (Multi-Agency Safeguarding Hub) to discuss whether or not a referral is required 0345 6061 499

Record of concern

Complete a record of concern about a child, even where there is no need to refer the matter immediately. These are stored securely within the office.

Concerns about a child (as opposed to believing a child is suffering or likely to suffer from harm, or is in immediate danger)

Where possible, speak to a DSL first to agree a course of action.

If in exceptional circumstances a DSL is not available, this should not delay appropriate action being taken. Take advice from local authority children's social care. You can also seek advice at

any time from the NSPCC helpline on 0808 800 5000. Share details of any actions you take with the DSL as soon as practically possible.

Early help

If early help is appropriate, the Manager or Deputy Manager will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner.

The Manager or Deputy Manager will keep the case under constant review and the nursery will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.

Any child may benefit from early help, but all staff at Springfield Day Nursery should be particularly alert to the potential need for early help for a child who:

- Has health conditions including a mental health need
- Is disabled and has specific additional needs
- Has special educational needs (whether or not they have a statutory education, health and care plan)
- Is at risk of child sexual exploitation and/or other extra familial harm
- Is frequently missing/goes missing from education, care or from home
- Is at risk of modern slavery, trafficking or exploitation
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse
- Has returned home to their family from care
- Is showing early signs of abuse and/or neglect
- Is at risk of being radicalised or exploited
- Is a privately fostered child
- Has a parent or carer in custody, or is affected by parental offending
- Is at risk of honour based abuse
- Is at risk of forced marriage
- Is at risk of female genital mutilation
- Is persistently absent from Nursery

Alternative Provision

Where a child has been placed with an alternative provision provider, Springfield Day Nursery continues to be responsible for the safeguarding of that child and should be satisfied that the placement meets the child's needs.

Safeguarding issues

All staff at Springfield Day Nursery should be aware of safeguarding issues that can put children at risk. Behaviours linked to issues such as unexplained and/or persistent absences from education, radicalisation. Below are some safeguarding issues all staff should be aware of.

FGM

Keeping Children Safe in Education explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs". FGM

is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'.

Any other member of staff who discovers that an act of FGM appears to have been carried out on a child under 18 must speak to the DSL and follow our Suffolk safeguarding procedures. DSL must immediately report this to the police, personally.

Extremism

If a child is not suffering or likely to suffer from harm, or in immediate danger, where possible speak to the DSL first to agree a course of action.

If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to the Deputy Manager and/or seek advice from local authority children's social care. Make a referral to local authority children's social care directly, if appropriate. Inform the DSL or deputy as soon as practically possible after the referral.

Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include Channel, the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children's social care team.

The Department for Education also has a dedicated telephone helpline, 020 7340 7264, staff members can call to raise concerns about extremism with respect to a child. Staff can also email counter.extremism@education.gov.uk Note that this is not for use in emergency situations.

In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if staff:

- Think someone is in immediate danger
- Think someone may be planning to travel to join an extremist group
- See or hear something that may be terrorist-related

All staff have access to general Prevent information along with information about Prevent within their induction. Information includes helping to identify any risks to the children of radicalisation and report their concerns to the DSL.

Mental health concern

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff will be alert to behavioural signs that suggest a child may be experiencing a mental health problem or be at risk of developing one.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, by following the Nursery child protection policy and speaking to the DSL.

If you have a mental health concern that is not also a safeguarding concern, speak to the manager or deputy manager to agree a course of action.

County lines

Family involvement or sibling involvement with County Lines directly impacts young children. It may place them at higher risk of harm because of exposure to violence, intimidation, family financial blackmail, poverty, homelessness and easy access to weapons or drugs.

Signs to look out for:

- Children who go missing from nursery or home are subsequently found in areas away from their home
- Knowledge of family associations with crime or criminality

- Children appear afraid or have changes in behaviour
- Knowledge of family debt or changes in economic circumstances
- Family members suddenly acquire unusual amounts of money/wealth or have high value items
- Items such as weapons or drugs hidden in children's belonging talk of violence or violent behaviour is displayed
- Family drug use or evidence of drug use in the child's home

Peer on peer abuse

Springfield Day Nursery may be the only stable, secure and safe element in the lives of children at risk of, or who have suffered harm. Nevertheless, whilst at Nursery, their behaviour may be challenging and defiant, or they may instead be withdrawn, or display abusive behaviours towards other children. Springfield Day Nursery recognises that some children may abuse their peers and any incidents of peer-on-peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures. Staff will seek advice and support from other agencies as appropriate.

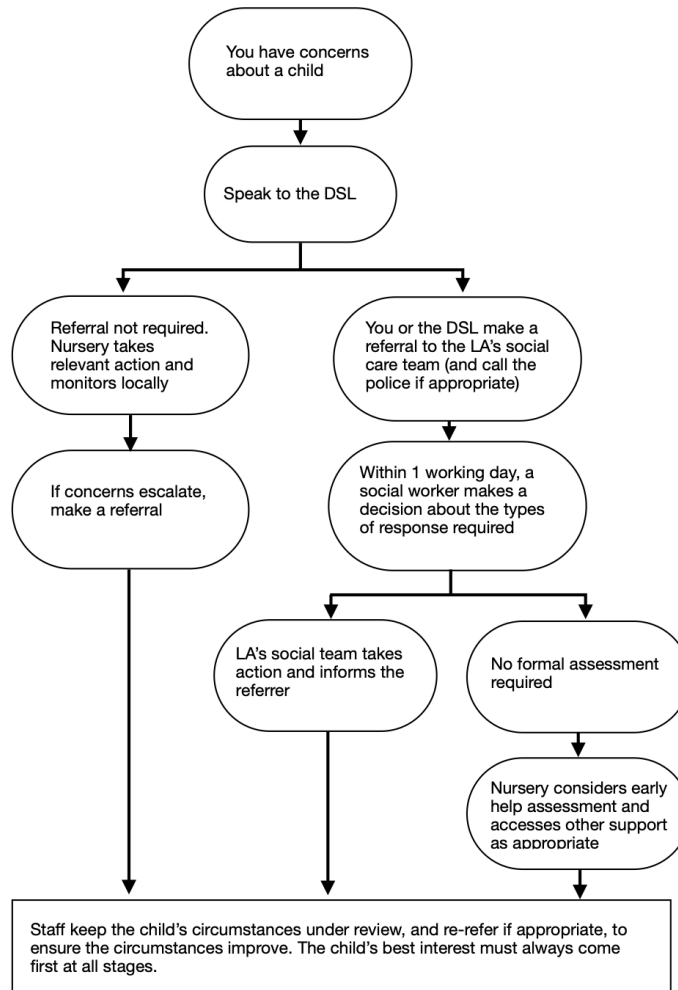
Procedures for dealing with allegations of peer-on-peer abuse

If a child makes an allegation of abuse against another child:

- Staff must record the allegation and tell the DSL, but do not investigate it
- The DSL will contact the local authority children's social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- The DSL will put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed
- The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

Procedure if you have concerns about a child's welfare (as opposed to believing a child is suffering or likely to suffer from harm, or in immediate danger)

Note - if the DSL is unavailable this should not delay action.



Staff at Springfield Day Nursery

At Springfield Day Nursery we hold paramount the importance of the welfare of the children within our care. We aim to do all we can to meet our duty of care for all the children who attend our setting.

The DSL and DDSL;

- Are appropriately trained
- Act as a source of support and expertise
- Keep clear well organised written records which are stored securely
- Seek advise and refer cases of suspected abuse or neglect to Customer First
- Ensure the Child Protection and Safeguarding policy is annually updated

All staff

All staff who have contact with children and families will have supervisions which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.

All Staff will;

- Attend appropriate safeguarding training
- Refuse entry to a parent/carer if they believe this person is unable to care for or look after the child. In this case the enrolment form will be used to contact another family member, or Customer first can be contacted for advice.
- Are expected to read Part 1 and Annex **B** of KCSIE.
- Should reassure victims of abuse that they are being taken seriously, they will be supported and kept safe
- Should not give children the impression they are creating a problem or made to feel ashamed for making a report
- Should know the indicators of abuse and neglect for specific safeguarding issues e.g. child criminal exploitation and child sexual exploitation
- Should be aware that multiple safeguarding issues often overlap with one another
- Should be aware of the risk factors that increase the likelihood of involvement in serious violence
- Treat all children with respect
- Conduct themselves appropriately and set a good example by being a good role model
- Encourage positive and safe behaviour among the children
- Are alert to changes in a child's behaviour or wellbeing
- Recognise that challenging behaviour could be an indicator of abuse
- Read and are familiar with all the nursery's safeguarding guidance, policies and wider safeguarding issues
- Take steps to ensure that children are not photographed or filmed for any other purpose than recording their development and if their photograph is used for an event organised by the nursery, parental consent is checked before.

New Staff

- Candidates are informed they must have an enhanced disclosure checks with the Disclosure and Barring Service (DBS) with the update service recommended.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- The Nursery abides by Ofsted requirements in respect of references and DBS check for staff to ensure that no disqualified or unsuitable person works in the setting, or has access to the children.
- All staff are informed to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with the nursery)

Visitors and guests

- Procedures are in place to record the details of visitors who come to the nursery
- Steps are taken to ensure that the nursery has control over who comes into the setting, so that no unauthorised person has unsupervised access to the children, see Security Policy for more information.

Safer recruitment

As part of the nursery's safeguarding culture, at least one person conducting any interview for any post at the nursery will have undertaken safer recruitment training. This will cover, as a minimum, the contents of Keeping Children Safe in Education, and will be in line with local safeguarding procedures.

(Sarah Orford has completed safer recruitment training)

Concerns about a staff member

If you have concerns about a member of staff, or an allegation is made about a member of staff posing a risk of harm to children, speak to Sarah Orford, Liz Cutter or Mel Notley (DSL) as soon as possible. Should the allegation not be resolved or dealt with by Stage Three of the Complaints Policy, it would be investigated by the DSL (if appropriate).

Where you believe there is a conflict of interest in reporting a concern or allegation about a member of staff to Sarah Orford, Liz Cutter or Mel Notley report it directly to the local authority designated officer (LADO). Where appropriate, the nursery will inform Ofsted of the allegation and actions taken, within the necessary timescale.

The Suffolk Safeguarding Board sets out clear procedures in the publication Arrangements for managing allegations of abuse against people who work with children or those who are in a position of trust (a copy of this publication can be found in the office). These procedures should be followed in respect of all allegations that a person working with children 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 indicated that they are unsuitable to work with children

All allegations should be reported to a DSL who should:

- Determine the nature of the allegation. Is the concern about conduct of alleged abuse/neglect of a child?
- If the allegation is not related to the criteria above i.e. is its about conduct, it is important staff follow the Complaints and Disciplinary Policy
- If the concern is about abuse/neglect of a child, as set out in the criteria above the following procedure must be acted in, failure to comply is a criminal offence.

Procedure

1. Inform the Designated Officer (formerly LADO)) within 24hours of the allegation being made
2. Make a referral for the child(ren) who are involved in the allegation to Customer First (0808 8004005)
3. Inform Ofsted
4. Under no circumstance will the nursery conduct interviews or investigations
5. Open and maintain a record of concern
6. In certain circumstances staff member/s may be suspended during an investigation, advice from Designated Officer (formerly LADO) will be obtained before acting.

Suspension of the accused

Suspension of the accused will not be the default position, and 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 there might be grounds for dismissal. In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative.

Based on an assessment of risk, we will consider alternatives such as:

- Redeployment within the nursery so that the individual does not have direct contact with the child or children concerned
- Providing an additional staff member to be present when the individual has contact with children

If in doubt, a DSL will seek views from the local authority, as well as the police and children's social care where they have been involved.

Springfield Day Nursery will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere), and any action taken in respect of the allegations. This notification will be made as soon as reasonably possible and always within 14 days of the allegations being made.

Timescales

Springfield Day Nursery will deal with all allegations as quickly and effectively as possible and will endeavour to comply with the following timescales, where reasonably practicable:

- Any cases where it is clear immediately that the allegation is unsubstantiated or malicious should be resolved within 1 week
- If the nature of an allegation does not require formal disciplinary action, appropriate action should be taken within 3 working days
- If a disciplinary hearing is required and can be held without further investigation, this should be held within 15 working days

However, these are objectives only and where they are not met, we will endeavour to take the required action as soon as possible thereafter.

Record-keeping

The DSL will maintain clear records about any case where the allegation or concern meets the criteria and store them on the individual's confidential personnel file for the duration of the case.

The records of any allegation that, following an investigation, is found to be malicious or false will be deleted from the individual's personnel file (unless the individual consents for the records to be retained on the file).

For all other allegations (which are not found to be malicious or false), the following information will be kept on the file of the individual concerned:

- A clear and comprehensive summary of the allegation
- Details of how the allegation was followed up and resolved
- Notes of any action taken, decisions reached and the outcome
- A declaration on whether the information will be referred to in any future reference

In these cases, the Nursery will provide a copy to the individual, in agreement with children's social care or the police as appropriate.

Where records contain information about allegations of sexual abuse, we will preserve these for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry. We will retain all other records at least until the individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer.

Prevent abuse by means of good practice

At Springfield Day Nursery;

- Adults will never be left alone for long periods of time, with individual children or with small groups
- Adults that have no DBS certificate or relevant childcare qualifications will never be left alone with a child
- All staff are aware of where to access the Customer First phone number, displayed in the Nursery (08088004005) and Emergency Duty Service, Weekdays: 5:20pm-8:45am
- All staff are made aware of the Mobile Phone Policy and the Staff Conduct Policy

Whistle blowing

Any individual who has reasonable suspicion of malpractice should inform Sarah Orford or Liz Cutter. If they do not feel this is satisfactory, they can report Ofsted or the Local Authority.

This can be a daunting and difficult experience, all reports will be investigated and dealt with in confidence, including only those staff on a need to know basis.

Whistle Blowing Ofsted Hotline: 0300 123 3155 (Mon-Fri 08:00 - 18:00) Email:

whistleblowing@ofsted.co.uk Write: WBHL, Ofsted, Royal Exchange Buildings, Piccadilly Gate, Manchester, M1 2WD

Public Concern at Work give free and confidential advice. Call: 020 7404 6609 Email:

helpline@pcaw.co.uk Website: www.pcaw.co.uk/law/uklegislation.htm

Whistleblowing procedure for staff displayed in the staff room and office.

Training

All staff members will undertake safeguarding and child protection training at induction, including on whistle-blowing procedures and online safety, to ensure they understand the nursery's safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect.

This training will be regularly updated and will:

- Be integrated, aligned and considered as part of the whole-setting safeguarding approach and wider staff training, and curriculum planning
- Be in line with advice from the 3 safeguarding partners

All staff will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

Staff will also receive regular safeguarding and child protection updates, including online safety, as required but at least annually.

The DSL will undertake child protection and safeguarding training at least every 2 years.

In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).

Staff supervision

Springfield Day Nursery aims to create a culture and environment where members of staff feel competent and confident to raise concerns and feel supported in their safeguarding role. Any member of staff affected by issues arising from concerns for children's welfare or safety is encouraged to seek support from the DSL.

The Nursery will ensure that members of staff are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage (EYFS) 2024.

- The induction process will include familiarisation with child protection responsibilities and procedures as outlined above. The induction clearly states that any safeguarding and child protection concerns should be brought to the DSL's attention, as soon as possible

The nursery will provide appropriate supervision support for all members of staff to ensure that:

- Staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
- All staff have regular reviews of their own practice to ensure they improve over time
- The DSL will also put staff in touch with outside agencies for professional support if they wish

E Safety

Springfield Day Nursery recognises that the use of technology presents particular challenges and risks to children and adults both inside and outside of nursery. The DSL have read paragraphs 123-135 regarding Online Safety within KCSIE 2025

The children at Springfield Day Nursery are never able to use the laptop or tablet, which has access to the internet, unsupervised. The children's computer has no access to the internet.

Children are taught to stay safe online. www.childnet.com/smartie is used to support this learning.

Strategies used:

- All apps, websites and search results are checked before being used with the children
- Children are always supervised when using the internet
- Safety modes and filters are applied
- Staff role model safe behaviour and privacy awareness
- Permission is asked of the children before taking their photograph even with granted parental permission
- Digiduck stories from www.childnet.com/dididuck are used to teach the children about online and computer safety

Helpful contacts:

- Keeping under-fives safe online www.childnet.com/parents-and-carers/hottopics/keeping-young-children-safe-online
- Professionals online safety helpline 0344 3814 772
- NSPCC helpline 0800 800 5000

Approved by:	Sarah Orford
Revised/reviewed	March 2022, September 2024, September 2025
Next review	September 2026

Key Safeguarding Contacts:

The Designated Safeguarding Lead (DSL) is: Sarah Orford, Liz cutter, Mel Notley
Designated officer (formerly LADO)

Manager of Springfield Day Nursery: Sarah Orford

Deputy Manager of Springfield Day Nursery: Liz Cutter