Child Protection and Safeguarding Policy: Early Years Addendum (2025–2026)

Oakley School Nursery	2025/26

Name	Role	Qualifications
Sarah Kaye	Head Teacher	SLT
Mike Few	DSL	SLT
Becky Richardson	Manager / DDSL	DSL; Prevent; Integrated families and front door; PFA; Level 3 Diploma for the children and young people's workforce (Early Learning and Childcare); Certificate of Higher Education
Charlotte Thompson	Acting Manager / DDSL	DSL; Prevent; PFA; Level 3 Diploma for the children and young people's workforce (Early Learning and Childcare)
Katharine Price	Acting Deputy Manager / DDSL	DSL

1. Purpose

This Addendum outlines specific safeguarding measures for Early Years settings within the Trust, in accordance with the Early Years Foundation Stage (EYFS) Statutory Framework (September 2025) and Keeping Children Safe in Education (KCSIE) 2025. It complements the Trust-wide Child Protection and Safeguarding Policy and ensures that children aged 0–5 are safeguarded effectively.

2. Designated Safeguarding Lead (DSL) Responsibilities

Each Early Years setting has an appointed named DSL with appropriate training and expertise in early years safeguarding. The DSL ensures that safeguarding training includes content specific to early years, such as intimate care, nappy changing and developmental vulnerabilities. The DSL is responsible for maintaining secure and confidential child protection records and follows reporting duties and responsibilities.

3. Safer Recruitment and Suitability of Staff

All staff and volunteers undergo rigorous vetting procedures, including reference checks as mandated by EYFS 2025 - Paediatric First Aid certification is required for staff included in ratios. Staff must be assessed for suitability and disqualification under the Childcare Act 2006.

4. Safeguarding Training and Supervision
Staff receive annual safeguarding training aligned with Keeping Children Safe in education and Annex C of the EYFS framework. Training includes whistleblowing, online safety, safer eating, and child absence protocols. Staff supervision must be appropriate to their role and experience.

5. Child Absence and Attendance Monitoring
Providers follow up on prolonged or repeated absences and maintain at least two emergency contacts per child. Concerns must be escalated to the DSL and, where necessary, to children's social care.

6. Intimate Care and Privacy
Procedures for nappy changing and toileting must respect the child's dignity while ensuring safeguarding. Staff must follow established protocols and report any concerns immediately. All nappies are changed in the presence of other staff while privacy of the child is maintained by use of the proscribed changing areas. When a nappy is changed it is reported on the FAMLY app so parents can see when a child is changed.

7. Medications
Procedures are in place for the permissions and requirements of administering medications. All children in the nursery have had a medical profile submitted by parents. Children with prescribed medication must have the Stowe Valley MAT consent form to administer medicine completed, the form and all medication administrations are recorded on the FAMLY app and reported to parents. The consent form requires the staff member administering the medication and another staff member as a witness to sign. Parents are also required to sign the consent form upon collection of the child. Children must have had at least one dose of any new medication at least 12 hours prior to coming into nursery in case of any reactions. Children who require administration of any creams or ointments must have the Stowe Valley MAT consent form completed. This is recorded on the Famly app. Children may be given, with prior agreement, one appropriate dose of Calpol after they have been at the Nursery for four hours. This is reported via the FAMLY app and only if parents have previously agreed.

8. Online Safety and Filtering
Age-appropriate filtering and monitoring systems are in place. Staff must be trained to identify online risks and respond appropriately.

9. Child-on-Child Abuse and Early Help
Staff are vigilant for signs of child-on-child abuse and understand the local Early Help process. Early intervention is essential to safeguarding.

10. Whistleblowing and Reporting Concerns
Staff are familiar with the whistleblowing policy and know how to report concerns both internally and externally. All concerns must be escalated promptly.

11. Partnership with Parents and Carers
Safeguarding policies are available to cares / parents. Staff should work collaboratively with families to support children's welfare and development.

12. Safeguarding in the Curriculum
Safeguarding is embedded in the Early Years curriculum through age-appropriate teaching on safe touch, feelings, and trusted adults.

13. Mental Health and Emotional Wellbeing
Staff are trained to identify emotional and behavioural concerns and understand the impact of trauma and ACEs.

14. Safeguarding Children with SEND
Children with SEND may have additional vulnerabilities. Individual risk assessments and adapted communication strategies are in place to support and recognise behaviors that can indicate concerns of abuse.

15. Safeguarding During Home Visits and Transitions
Protocols for home visits and transitions include safeguarding considerations. Staff liaise with DSL prior to off site visits.

16. Use of Mobile Phones and Cameras
Personal mobile phones must not be used in areas where children are present. Only Trust-approved devices may be used for documentation, and images must be stored securely. Mobile phones and cameras are not permitted past the inner set of doors clearly labelled. All staff unless given explicit permission by the DSL/Headteacher must sign in and out their phones from the office. SVM devices such as iPads or computers needed by the SVM ICT computer technicians for servicing are permitted. Members of staff who do not adhere to this protocol must be reported using the yellow form process to the Headteacher.

17. Record Keeping and Information Sharing
Daily safeguarding logs, incident forms, and chronologies are maintained. Information sharing is timely and proportionate.

18. Allegations Against Staff
Procedures are in place for managing allegations involving intimate care, physical handling, or one-to-one interactions. Staff must understand the low-level concerns policy.

19. Environmental Safeguarding
Daily risk assessments are conducted in all areas of setting to ensure safe sleep practices, safe spaces, secure outdoor access, this includes the removal of hazardous materials / items that may cause harm.

20. Monitoring and Review
This Addendum will be reviewed annually or in response to changes in statutory guidance. The DSL to ensure staff are informed of updates and that practice reflects current legislation.

21. Safer Eating

Whilst children are eating at Oakley Nursery there is always a member of staff in the room with a valid paediatric first aid certificate for a full course consistent with the criteria set out in Annex A of the EYFS framework September 2025.

Before a child is admitted to Oakley Nursery information is obtained from parents about any special dietary requirements, preferences, food allergies and intolerances that the child has, and any special health requirements. This information is updated on to the FAMLY app and held in the room folder. During mealtimes this information is also displayed visually on a coloured coded unique picture plate and coaster. Green – no restrictions, yellow – dietary restrictions, red – allergies. This information is also shared in the kitchen where food is checked and snacks prepared and one member of staff from

the room takes responsibility to ensure food is prepared in accordance with the dietary requirements. All cooked food has a temperature check by the kitchen and shared with the Nursery to ensure food is safe to heart.

The Oakley Nursery has ongoing discussions with parents and/or carers during handovers through the FAMLY app. Where appropriate the Oakley Nursery will work with health professionals to develop allergy action plans for managing any known allergies and intolerances. This information is always kept up to date by the Oakley Nursery and shared with all staff.

Oakley Nursery has ongoing discussions with parents and/or carers about the stage their child is at regarding introducing solid foods, including to understand the textures the child is familiar with.

The Oakley Nursery prepares food in a way to prevent choking by ensuring the food size is appropriate in size for a child and when age appropriate will sit with a child and support them cutting the food to an appropriate size to eat. Babies and young children are always seated safely in a highchair or appropriately sized low chair while eating. Where possible there should be a designated eating space is identified, and distractions are minimised.

Children at Oakley Nursery are always within sight and hearing of a member of staff whilst eating. Staff are aware that choking can be completely silent, therefore, staff at the Oakley Nursery are always alert for any early signs of choking and will act accordingly to ensure safer eating.

When a child experiences a choking incident that requires intervention, the Oakley Nursery will record these details on the FAMLY app and on a serious medical log along with any head injuries including where and how the child this occurred. Parents and/or carers are always made aware to ensure safe eating both at Oakley Nursery and at home.

The Oakley Nursery as a registered provider will notify Ofsted, or the CMA with which a provider of CoDP is registered, of any food poisoning affecting two or more children cared for on the premises. This will be done as soon as is reasonably practicable, but, in any event, within 14 days of the incident.

Appendix -Pediatric First Aid trained staff

Becky Richardson

Charlotte Thompson

Katharine Price

Jo Bayliss

Ella Parry

Michelle Cross

Mia Dixon

Marian Fernando

Suhita Kilkarni

Agnes Wojcieszynski

Max Clotworthy

Phoebe Molan

Pam Lee – certificate being obtained from previous employer