DEAN CLOSE
LITTLE TREES
NURSERIES

DEAN CLOSE NURSERIES LIMITED

Independent Day Nursery

Safeguarding & Prevent Policy (NL001)

Little Trees, Dean Close Nurseries Ltd is wholly owned by The Dean Close Foundation, registered Charity No: 1086829

Date of issue: September 2026
Review Date: September 2027
Owner: Group Operations Manager

LITTLE TREES DAY NURSERIES

1 INTRODUCTION

This Policy is in accordance with locally agreed Inter-Agency procedures.
A range of documents, circulars and guidance for good practice govern Safeguarding and Child Protection work at Dean Close Nurseries. Key documents which inform this policy include:

a.
Key legislation, statutory guidance and supporting documents

Working Together to Safeguard Children 2026 – statutory guidance
Early Years Foundation Stage (EYFS) Statutory Framework – group and school-based providers, effective September 2026
Children Act 1989
Children Act 2004
Counter-Terrorism and Security Act 2015 – Section 26 (Prevent Duty)
Prevent Duty Guidance: England and Wales 2023, updated March 2024
Mandatory Reporting of Female Genital Mutilation: Procedural Information
Guidance for Safer Working Practice for Professionals Working in Education Settings (2022)
What to do if you're worried a child is being abused (2015)
Gloucestershire Safeguarding Children Partnership – current safeguarding procedures and guidance
Wales Safeguarding Procedures
Social Services and Well-being (Wales) Act 2014
Relevant Care Inspectorate Wales legislation, regulations and guidance
NSPCC safeguarding guidance and resources
Disqualification under the Childcare Act 2006
Rehabilitation of Offenders Act 1974 and Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
DCNL Safer Recruitment Policy NL025
DCNL Whistleblowing Policy NL028
DCNL Mobile Phones and Electronic Device Policy NL041
r. Keeping Children Safe in Education 2026 statutory guidance for schools and colleges (where applicable)
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2 CONTACT DETAILS FOR REFERRING A CONCERN

Each nursery has its own Designated Safeguarding Lead (DSL) and deputy DSL; these are listed with **Appendix C**.
In the absence of the DSL, the matter should be referred to the Deputy DSL or the DSL in another Nursery. Alternatively, the matter can be referred to the Group Operations Manager or Regional Managers, who's contact details are in Appendix C for Dean Close Nurseries Ltd, or by email to safeguarding@deanclosenurseries.co.uk

Directors: The Dean Close Foundation has designated members of the Board of Directors with responsibility for Child Protection matters; they are currently Mrs Victoria Beevers (Nominated Safeguarding Director). Directors may be contacted through the Bursary; 01242 258086, bursary@deanclose.org.uk

3 AIMS AND OBJECTIVES

Little Trees Day Nurseries fully recognises its responsibilities for Safeguarding and Child Protection and its moral and statutory responsibility to safeguard and promote the welfare, health and safety of all children. Little Trees Day Nurseries is concerned to promote a positive, supportive, and secure environment. Consequently, the overall aim of this policy is to safeguard and promote the welfare of the children in the care of Little Trees and recognise that all children are entitled to protection from abuse and neglect. It also recognises that all staff and children are entitled to a fair hearing in case of any allegation of abuse. Little Trees Day Nurseries is committed to providing appropriate training and support to all staff in matters of safeguarding including:

A. Training every two years for the DSL and Deputy DSL
B. Training every three years for all other members of staff
C. Compliance with all safer recruitment legislation and good practice
D. Ensuring that all staff have read this policy and a signed record is maintained.
E. Ensure that all staff are aware of the Prevent duty.
F. Continuing to develop awareness among all staff of the need for Safeguarding and Child Protection and of their responsibility in identifying children who may be suffering abuse, and in identifying abuse, including signs of abuse and what to look for.
G. Ensuring that all staff are aware of referral procedures within Little Trees, feel able to raise concerns and feel supported in their Safeguarding role.
H. Monitoring children who have been identified as ‘at risk’ or ‘in need.’
I. Ensuring that Little Trees recognises the importance of Inter-Agency work by maintaining contact with relevant local agencies.
J. Ensuring that the concepts of the ‘Common Assessment Framework’ and ‘the Team around the Child’ are embedded in all Safeguarding and Child Protection procedures.
K. Ensuring that key concepts of Safeguarding and Child Protection are integrated into the curriculum across Little Trees Day Nurseries at an age-appropriate level.
L. Creating an environment where children feel secure, have their viewpoints valued, are encouraged to talk and are listened to.
M. Ensuring that all children know of at least one adult that they can approach if they are worried or in difficulty.
N. Ensuring that outside agencies are involved where appropriate.
O. Ensuring that all staff are aware of how to refer to the Children’s Duty Team
P. Keeping an open mind about the possibility of a Safeguarding or Child Protection issue arising
Q. Ensuring that staff always act in the interests of the child.
R. Ensuring all staff participate fully in the provision of Early Help

4 THE POLICY

This policy applies to all staff, directors, trustees and volunteers working within Little Trees Day Nurseries and all children. Little Trees Day Nurseries is fully committed to ensuring that the application of this Safeguarding and Child Protection policy is non-discriminatory in line with the UK Equality Act 2010.

This policy will be made available on the website of each nursery and copies will be provided to parents on request. In addition, it will also be made available to all staff within Little Trees Day Nurseries.

This policy is renewed annually by the Group Operations Manager with the Regional Managers and Designated Safeguarding Lead's to ensure that it reflects current legislation and local Safeguarding board procedures.

This policy sits in conjunction with our other Safeguarding policies, namely our Safer Recruitment policy and our Safety of the Children Policy

Little Trees Day Nurseries uses age-appropriate filters on all IT systems within the nurseries to restrict access to illegal and inappropriate sites as well as monitor internet usage and sites accessed. Any attempt to access extremist or terrorist sites, extreme or violent pornography or illegal sites would be blocked and reported.

Children will only be collected from the nursery by an authorised adult known to the staff.
Children will be accompanied at all times by authorised adults when taking part in the nursery's external activities, e.g., walks, visits, trips etc.

The Nursery Manager will notify the relevant inspectorate and the Local Authority of any incident or accident that meets the threshold for notification, and any changes in arrangements which may affect the wellbeing of children.

All visitors will sign in and out, wear a visitor's badge and state the purpose for the visit. Children will not be left alone with any visitors.

5 SAFEGUARDING CONCERNS

There will be occasions when a member of staff suspects that a child may have a significant welfare issue but there is no real evidence of a Safeguarding or Child Protection concern. It may be relevant to complete a Nursery Concern Form (see appendix B). Signs to be aware of include:

a. Behavioural changes
b. Signs of confusion or distress in written or practical work
c. Physical changes
d. Bullying or suspicion of bullying

Any member of staff may make a referral to external agencies at any time. However, it is normal practice to pass information to the DSL in the first instance.

If the child begins to reveal information of a Safeguarding or Child Protection nature, the procedures below should be followed. It is better to raise concerns which may not need action than to do nothing or delay reporting. Always act in the interests of the child and maintain an 'it can happen here' attitude.

DSLs operate an 'open door' policy for the reporting of safeguarding issues and child protection concerns when it is deemed appropriate.
Staff need to be aware that child relationships can be abusive and may need to be investigated as a Safeguarding or Child Protection issue. A child may make an allegation of abuse against another child, in which case, the procedure below should be followed. (*See Positive Behaviour Management Policy*.

5.1 RESPONSIBILITY OF A DESIGNATED SAFEGUARDING LEAD (DSL) – See Appendix D

a. To ensure that the Board of Directors' ratified Safeguarding and Child Protection policy is understood and followed by all staff within their nursery.
b. To appoint and support a deputy DSL/ DSLs within their nursery.
c. Contact the local authority children's social care team to report concerns and seek advice, within 24 hours (if it is believed a child is in immediate danger, we will contact the police), (contact details can be found in Appendix C of this policy).
d. It is important to remember that concerns need to be raised, not only with the local authority in which the nursery resides, but also that of the child's residency.
e. Inform the relevant inspectorate.
f. Record the information and action taken relating to the concern raised.
g. Speak to the parents (unless advised not do so by LA children's social care team)
h. Follow up any action taken by the LA social children's care team if they have not contacted the setting within the statutory timeframe.
i. When children leave the nursery, ensure any relevant personal child protection file is copied to be transferred to their new setting as soon as possible. The original documents must be kept at our nursery. A telephone call to the new setting will also be made alerting them of incoming information. This should be transferred separately from the main pupil file, ensuring secure delivery and confirmation of receipt should be obtained.

5.2 The Role of the Regional Managers

5.2 To ensure that the Board of Directors' ratified Safeguarding and Child Protection policy is understood and followed by all staff.
5.3 To appoint and support a DSL and Deputy DSL in each nursery and ensure their training is renewed every two years.
5.4 To inform and liaise with relevant external agencies if there is an allegation against a member of staff.
5.5 Safeguarding and Child Protection is included as an agenda item at every Monthly Managers' meeting. Minutes of Management meetings are kept.
5.6 To keep your own training up to date every 2 years.
5.7 To meet regularly to discuss safeguarding practices across the nurseries and continually look for ways of improving safeguarding knowledge.

5.3 The Role of the Group Operations Manager

a. To ensure the Nursery Safeguarding Policy is kept up to date/ reviewed annually with any changes in legislation across the various local authorities and counties relevant to our nurseries.
b. To complete an Annual Audit of all Safeguarding procedures, including training across the nurseries
c. To keep your own training up to date every 2 years.
d. To ensure that the Regional Managers effectively monitors the DSL and deputy DSL within each nursery and that the correct safeguarding procedures are known and understood within the nurseries.

e. To ensure that the Safer Recruitment processes are carried out with appropriate checks on all staff and that a single central record of identity, qualification and DBS checks is kept for each nursery, and audited regularly by the Regional Manager.
f. To keep the Board of Directors informed of changing safeguarding requirements.
g. To monitor the progress of any major safeguarding concerns or investigation of Nursery/ Foundation procedures by an outside agency.
e. To meet regularly with the Nominated Safeguarding Director with reference to strategy and Nursery/ Foundation issues.

5.4 The Role of the Nominated Safeguarding Director

The Nominated Safeguarding Director (NSD) will ensure that:

a. The Safeguarding and Child Protection policy is reviewed and approved annually and ratified by the Board of Directors
b. Other Safeguarding policies (such as the DCNL Safer Recruitment, Staff Code of Conduct and Positive Behaviour Management) are in place and reviewed regularly.
c. Safeguarding and Child Protection is included as an agenda item at every Board of Directors meeting. Minutes of Directors meetings are kept.
d. There are effective Safeguarding, Staff Code of Conduct and Safer Recruitment policies and procedures in place.
e. Ensure that an annual safeguarding review is presented to the DCNL Board and DCF Safeguarding Trustee.
f. A DSL is appointed at each nursery and there is Deputy DSL, and that they all receive training every two years.
g. The NSD with responsibility for Safeguarding and Child Protection meet with the Group Operations Manager DSL/ Regional Managers DSL at least termly and will report to the Trustee Board and raise any Safeguarding or Child Protection concerns or issues. The designated NSD will receive training every two years.
h. All other staff are trained regularly in accordance with advice from their Local Authority, at least every three years. *Note this is changing to every two years by Autumn Term 2025.*
i. Children have opportunities to learn about safeguarding as part of the curriculum at an appropriate age level.
j. The ‘voice of the child’ is heard, and that the Foundation has an ’it can happen here’ attitude.
k. All Directors comply with their duties under legislation.
l. Procedures are in place to handle allegations against members of staff and any such allegations are referred to the LADO and DBS as necessary.
m. The appropriate authority, time, funding, training, resources, and support is given to the DSLs to take part in Safeguarding and Child Protection procedures including strategy discussions and inter-agency meetings

5.5 The role of the Chair of Directors

The Chair of Directors for DCNL will ensure that:

a. A Director with specific responsibility for Safeguarding and Child Protection is appointed for the nurseries, and meets with the Group Operations Manager/ Regional Managers termly.
b. To inform and liaise with relevant external agencies if there is an allegation against the Group Operations Manager, Responsible Individual/ Bursar or Warden.
c. To read and ratify the Safeguarding and Child Protection policy annually and following any significant revisions.

6 SAFEGUARDING PROCEDURES

6.1 PROCEDURE FOR WHEN A CHILD MAKES A DISCLOSURE OF ABUSE OR CONCERN

a. Allow the child to speak freely and lead the discussion.
b. Recognise the courage the child is showing by making the disclosure.
c. Recognise that there is a relationship of trust between the child and yourself.
d. Make it clear at an early stage that confidentiality cannot be guaranteed.
e. Remain calm and do not overreact.
f. Listen, be supportive and offer reassurance.
g. Accept what the child is saying without challenge.
h. Do not offer any admonishment or criticism of the child's actions or lack of action.
i. Allow silences.
j. Do not ask leading or investigative questions.
k. Be cautious about any physical contact.
l. Do not apportion blame or criticise others mentioned in the disclosure.
m. If the information that has been disclosed needs to be passed on, explain to the child what will happen next.
n. If the child appears to be 'at risk' or 'in need' the information must be passed on to the DSL (or Deputy DSL) as soon as practicably possible
o. If the child is found to be 'in need' the case will be referred to Social Care
p. If the child is found to be 'at risk' Social Care will be contacted as soon as practicably possible
q. If the disclosure is of a safeguarding nature, it should be discussed with the DSL without delay.
r. Write an account of the conversation so soon as possible, using the Nursery Concern Form. Sign and date the form. If the body map is used it must be completed with the child fully clothed. Under no circumstances should a member of staff ask a child to remove or adjust clothing. Only parts of the body normally visible should be viewed and recorded.
s. If the child is in danger of immediate harm, the Police should be contacted first.
t. It is not the responsibility of the nursery to investigate suspected cases of abuse prior to informing Social Care and/or the LADO.
u. Legal action against the perpetrator of abuse can be compromised by inappropriate actions by individuals or the nursery and by not following this guidance.
v. Parents are normally notified (by the DSL) as soon as practicably possible of any concern, suspicion or disclosure of a Safeguarding or Child Protection nature. However, if it is believed that notifying parents could increase the risk to the child or exacerbate the situation, advice will first be sought from Social Care.

6.2 PROCEDURE FOR WHEN AN ALLEGATION OF CHILD ABUSE IS MADE AGAINST ANOTHER CHILD (to be carried out in conjunction with the Anti-bullying section in the Positive Behaviour Management Policy)

a. The disclosure should be listened to and recorded following the steps outlined above.
b. The Anti-bullying policy should be considered when a child makes a disclosure involving another child.
c. Behaviour of a bullying nature should be managed following the Positive Behaviour Management Policy
d. Behaviour which raises Safeguarding or Child Protection concerns should be referred to the DSL as soon as practicably possible.
e. If a disclosure or allegation of abuse is made by a child against another child, it will be referred to Social Care without delay.

f. Children who abuse others may well have been abused themselves, so Child Protection procedures need to be followed for both victim and perpetrator.
g. Child on child bullying where there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm' is likely to be reported to social care and all pupils involved considered to be 'at risk'.
h. Children who make malicious allegations against another child or a member of staff will be dealt with in line with the Behaviour Policy
i. If it is suspected that a crime has been committed, the police will be informed.

6.3 PROCEDURE FOR WHEN AN ALLEGATION IS MADE AGAINST A MEMBER OF STAFF (including volunteers, agency staff and contractors)

a. Allegations against staff, must be reported straight away to the Nursery Manager, or in their absence, the Group Operations Manager/ Regional Managers/ Responsible Person who will refer to the guidance and make a decision with regards to appropriate next steps to safeguard.
b. Where an allegation of harm or abuse is made against anyone living, working or looking after children at the nursery, the Nursery Manager/DSL must notify Ofsted/ relevant inspectorate as required by the EYFS/ National Minimum statutory framework, regardless of whether the allegation occurred on or away from the nursery premises.
c. Allegations that may meet the 'harm threshold' On receipt of an allegation, we will consider if the following criteria has been met, referred to as the 'harm threshold'. Has the adult, for whom the allegation has been shared.
   • Behaved in a way that has harmed a child or may have harmed a child and/or.
   • Possibly committed a criminal offence against or related to a child and/or.
   • Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
   • Behaved or may have behaved in a way that indicates they may not be suitable to work with children.
d. The LADO will advise on subsequent actions.
e. (In borderline cases) informal discussions may be held with the LADO without names or personal details being disclosed.
f. The LADO is pivotal in providing advice when an allegation is made.
g. The LADO presides over any abuse allegation or suspicion of abuse directed against anyone working for Dean Close Nurseries Ltd
h. Staff who are concerned about the conduct of a colleague towards a child must remember to act in the interests of the child despite any issues this may cause for the colleague or Little Trees Day Nurseries.
i. The Whistleblowing policy enables all staff to raise concerns or allegations in confidence and without prejudice.
j. Little Trees Day Nurseries will make every effort to maintain confidentiality and guard against unwanted publicity.
k. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretation of events can and do happen.
l. Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. All unnecessary delays should be eradicated where possible. In the instances where LADO's decision is for the matter to be investigated internally, we will make every effort to do so in a timely manner. In instances where LADO/ and or Police decide it may be a criminal investigation, the Nursery are not able to investigate the matter, and instead will support those individuals involved with the process.
m. Little Trees Day Nurseries will not undertake their own investigations without prior consultation with the LADO, or, in the most serious cases, the Police, so as not to jeopardise statutory investigations.

n. All discussions should be reported in writing.
o. Communication with both the individual and the parents of the child should be timely and accurate.
p. Suspension of a member of staff is not mandatory or automatic and is done without prejudice to the outcome of any inquiry.
q. Possible suspension of the member of staff, against whom an allegation has been made, will be carefully considered usually after consultation with the LADO but not always after consultation with LADO. Careful consideration will be given to safeguard the children.
r. If appropriate, Resident members of staff who have been suspended pending investigation of an allegation will be accommodated off-site.
s. Malicious, unsubstantiated, and unfounded allegations will be removed from staff personal records and will not be referred to in employer references.
t. Any person (whether employed, contracted, a volunteer or pupil) who has harmed or poses a risk of harm to a child and who has been removed from working with children, or would have been removed had they not left earlier, will be reported promptly to the Disclosure and Barring Service (DBS)
u. Consideration will be given to referring a member of staff to the National College of Teaching and Leadership (NCTL) if they have been dismissed or would have been dismissed had they remained in employment, for misconduct.

6.4 PROCEDURE FOR WHEN AN ALLEGATION IS MADE AGAINST THE DEPUTY MANAGER, NURSERY MANAGER, REGIONAL MANAGER, GROUP OPERATIONS MANAGER, RESPONSIBLE PERSON, WARDEN OR DIRECTORS/ TRUSTEES.

a. Concerns can be raised by email to safeguarding@deanclosenurseries.co.uk
b. Allegations against the Deputy Manager/ Nursery Manager must be reported to the Regional Manager who reports it to the LADO within one working day.
c. Allegations against the Regional Manager must be reported to the Group Operations Manager who reports it to the LADO within one working day.
d. Allegations against the Group Operations Manager/ Responsible Person or Warden will be reported to the Trustees who will report it to the LADO within one working day.
e. The Deputy Manager, Nursery Manager, Regional Manager, Group Operations Manager Responsible Person, or Warden of whom an allegation has been made against, will not be informed until advice has been sought from the LADO.
f. Allegations against the Chair of Trustees must be reported to the LADO within one working day.

7 SIGNS OF ABUSE

Somebody may abuse or neglect a child by inflicting harm, or by knowingly not preventing harm. Children may be abused in a family, the community, an institutional setting, or more rarely by a stranger (e.g., via the Internet). Most young people who are abused know their abuser. They may be abused by an adult or adults, child or children.

- **Physical abuse**: This 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.
- Children regularly collect bumps and bruises, but it does not mean they are being abused. Injuries need to be considered in the light of the age of the child, their stage of development, where injuries are on the body and any explanation given.

- Indicators of physical abuse include bruises, grip marks, cigarette burns, bite marks, swelling, fractures, injuries in an area of the body that is unlikely to be harmed in everyday activity, and injury with no explanation or conflicting explanation.
- **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.
- **Emotional abuse**: This is persistent emotional maltreatment which is likely to cause serious harm to the child's health and emotional development. It may involve conveying to the child that they are worthless, unloved or inadequate and cause the child to feel frightened, in danger, be exploited or corrupted. It also includes rejecting or ignoring a child completely, using degrading language or behaviour towards them, rejecting social interaction with them, threatening them, encouraging self-destructive behaviours and allowing a child to witness mistreatment of another.
- Indicators of emotional abuse can be difficult to identify but include developmental lags, acceptance of excessive punishment, over-reaction to mistakes, self-deprecation, fear of new situations, inappropriate emotional response, neurotic behaviour, self-harm or substance abuse. Children suffering emotional abuse may have difficulty forming relationships, seek attention inappropriately, be withdrawn, underachieve or show other signs of disturbed behaviour.
- **Sexual abuse**: This is forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. This may involve physical contact, penetrative or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It can also include involving children looking at or watching pornographic material or watching sexual acts and 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 and other children can also commit acts of sexual abuse.
- Indicators of sexual abuse include damage to or soreness in genitalia, anus or mouth, sexually transmitted disease, pregnancy, urinary tract infection, inappropriate sexual knowledge, sexually provocative behaviour, personality or character change, poor trust in significant adults, insecure or regressive behaviour or self-harm. Many children who are sexually abused will have no visible signs due to the attacker not wanting to leave evidence.
- **Neglect:** This is persistent failure to meet a child's basic physical and psychological needs which is likely to result in serious impairment to their health and development. This may involve a parent or carer failing to provide food, shelter, clothing or a failure to protect from physical or emotional harm or danger, not ensuring adequate supervision, or not allow access to medical care or treatment. It may also include the neglect of a child's basic emotional needs. Where it is deemed appropriate, the DSL may undertake a Neglect toolkit assessment/ Quality of Care Profile.
- Neglect may also result in a child being diagnosed as suffering from 'faltering growth' also known as 'failure to thrive'. This would usually be diagnosed in a young child by a medical practitioner.
- Indicators of neglect include constant hunger or tiredness, frequent lateness or non-attendance, destructive tendencies, poor social relationships, poor personal hygiene, poor general health or untreated medical problems.

Staff also need to be aware of other specific forms of abuse:

- **Children absent from nursery:** A child absent from nursery education is a potential indicator of abuse or neglect. A record of children absent from nursery education should be kept, particularly if absence is repeated, unknown, unexplained and for long periods of time, to help identify the risk of abuse and

neglect, including sexual exploitation, and to help prevent the risks of them being absent in the future. All staff should be alert to signs to look out for and for the individual triggers to be aware of (as detailed in this policy) when considering the potential safeguarding concerns such as travelling to conflict zones (radicalisation) and FGM.

- The DSL should follow procedures as set out above in terms of investigation and referral within 24 hours.
- **Female Genital Mutilation (FGM)**: This involves procedures that include the partial or total removal of external female genital organs for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious consequences for physical and mental health. FGM is illegal in the UK.
- Victims of FGM are likely to come from a community that is known to practice FGM. Specific risk indicators include:
    a. Poor integration of the family into UK society
    b. The daughter of a woman who has undergone FGM or where another close family member such as a sister has undergone FGM
    c. Any girl withdrawn from PSHE lessons particularly if from a high-risk group and specially in the lesson is about sex or FGM
    d. The visit of a family elder from the country of origin to a family where a daughter is of FGM age (typically 5 -8 although not always)
    e. A girl talking about FGM; reference by a girl to a special procedure; a girl going on a long or unexpected holiday to the country of origin or where FGM is practiced
    f. Changes in behaviour, medical issues unspecified requested for help from an adult particularly if medically orientated
- It is a mandatory requirement to report FGM in a girl under the age of 18. The report should be made to a healthcare professional or the police without delay. If a girl has been recently cut or is at imminent risk 999 should be called. Safeguarding procedures should be followed if FGM is reported or suspected, and specific guidance sought from the police and social care.
- **Child Sexual Exploitation**: This involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simple affection) as a result of engaging in sexual activities. This can include seemingly consensual relationships or sexual activity in exchange for attention, accommodation, gifts or illegal substances, to serious organised crime by gangs or groups.it is the imbalance of power which makes the relationship exploitative Child Sexual Exploitation is illegal in the UK.
- In CSE the perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. Some young people who are being sexually exploited do not exhibit any external signs of this abuse.
- **Domestic violence**: This is underestimated in the UK. Even if a child does not suffer physical violence in the home, the emotional effect of witnessing violence is significant in children. Children may be hurt by trying to prevent violence. There is a proven link between domestic violence and the abuse of children.
- **Operation Encompass, in Gloucestershire,** is an innovative project in which schools and nurseries are participating and aims to support children and young people who are affected by domestic abuse. Witnessing or experiencing domestic abuse is really distressing for a child or young person, who often see the abuse, hear it from another room, see a parent's injuries or distress afterwards, or can be physically hurt by trying to stop the abuse.

  As a result, following any domestic abuse incident being reported to the police, the

police may make contact with the setting to share relevant, necessary and proportionate information to nominated nursery staff. This will ensure that the setting is made aware at the earliest possible opportunity and can subsequently provide support to children in a way that means they feel safe and listened to.

Each setting has members of staff who have been fully trained in liaising with police and Children's Social Care when required and will ensure that the necessary support is made available to the child or young person following the notification of a domestic abuse incident.

8 PREVENT DUTY

Radicalisation: The nursery is aware of its responsibilities to safeguard children from the risk of radicalisation. The nursery does this by:

- Providing a safe environment for children to talk about issues that may concern them, including sensitive topics such as terrorism and extremist ideology appropriate to the age and stage of development
- Identifying children/ individuals who may be susceptible to terrorism, violent or non-violent extremism.
- Knowing how to complete a Channel referral and how to seek support for the child/ individual as appropriate
- Ensuring all staff receive appropriate safeguarding training and have the knowledge and confidence to identify children/ individuals susceptible of being drawn into terrorism and extremism and challenge extremist ideas.
- Ensuring children are safe from terrorist and extremist material when accessing the internet in nursery, including having in place appropriate levels of filtering.

9 Other Safeguarding and Child Protection issues that staff need to be aware of include:

a. Bullying including cyber-bullying
b. Illegal substances including drugs
c. Faith abuse
d. Gender-based violence and violence against women and girls (VAWG)
e. Mental health
f. Child missing from home or care
g. Fabricated or induced illness

10 CONFIDENTIALITY AND INFORMATION SHARING– in conjunction with Confidentiality policy NL022

Safeguarding and Child Protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved, but also to ensure that evidence is not compromised by being released into the public domain.

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.
Safeguarding issues should be discussed with the minimum number of people and usually only with the DSL in the first instance.

Safeguarding records should be carefully kept in a secure facility with limited access. Child Protection records are kept in a secure facility by the DSL separate from other child records, utilising a digital system called CPOMS. CPOMS requires two-step authentication to access for DSLs only.

When a child leaves our setting, we have a duty to share any safeguarding concerns and records with the child's new setting/ school. Little Trees will seek any safeguarding records from a child's previous setting when they join our setting.

11 INFORMING AND SUPPORTING PARENTS

At Little Trees, safeguarding and promoting the welfare of children is our highest priority. We believe that maintaining open communication with parents is essential in ensuring the safety and well-being of all children. Below is our policy for informing parents when a safeguarding concern arises:
Parental Notification
We aim to communicate with parents as soon as possible when a safeguarding concern is raised, ensuring they understand the nature of the concern and any steps that need to be taken. We may ask for additional information to better understand the situation. We will make it clear that the call or meeting is taking place in the context of safeguarding.
The DSL will clearly explain why the concern has been raised and discuss any next steps or actions, while maintaining sensitivity and professionalism.
In the event that a child presents with bruising/injuries that the Nursery's Safeguarding training has identified as immediate reportable situations to Social Services, the Nursery is duty bound to report these cases. Once the concern has been shared with Social services, they take the lead, and the Nursery must follow their directives. Where possible, the Nursery will provide parents with clear information about the process, however, this may not always be the case. Safeguarding is our top priority, and the Nurseries follows the guidelines set by their regulator, through their Duty to Report forms.

11.1 Sensitive and Supportive Approach

We recognise that safeguarding concerns can be distressing for parents. The DSL will handle these conversations with sensitivity and professionalism, ensuring parents are supported through the process wherever appropriate.
The DSL will provide emotional and practical support to parents during this difficult time. We will work with them, where appropriate, to ensure they feel informed and involved.
Parents will be referred to external support services if needed, such as family support workers, counseling services, or helplines.

11.2 Working Together

We value the trust parents place in us and strive to work collaboratively to ensure the safety of all children. We are committed to supporting parents and families through any safeguarding processes.
We encourage parents to be actively involved, where suitable, in understanding the concerns raised and any safeguarding actions. We will seek parental input and collaborate with them to ensure the child's best interests are prioritised.
In cases where we are advised by Social Care or safeguarding authorities not to involve parents immediately (for example, if a parent or family member is the suspected abuser), we will explain the process as soon as it is safe and appropriate to do so.

11.3 When Parental Notification May Not Be Suitable

There are certain circumstances where it may not be appropriate to inform parents immediately:
In such cases, we will follow the guidance of Social Care or the investigating child protection officers. Parents will be informed by the appropriate authorities if necessary.

- If notifying the parent might place the child at further risk of harm.
- If the concern involves suspected abuse by a parent or family member.
- If Social Care or any other safeguarding agency advises against notifying the parent.

11.4 Seeking Parental Consent for Referrals

We will always seek parental consent before making a referral to Social Care, except in situations were doing so may increase the risk of harm to the child. If consent cannot be obtained for this reason, we will proceed with the referral based on the child's best interests and in line with legal requirements. There are certain circumstances where a referral to Social Care is mandatory under safeguarding guidelines. These situations arise when there is a significant concern about a child's safety or welfare. Below are the key circumstances that typically require a mandatory referral:

- **Suspected Physical, Emotional, or Sexual Abuse** If there is reasonable suspicion or evidence that a child is being physically, emotionally, or sexually abused, a referral to Social Care is mandatory. This includes concerns about neglect or mistreatment that could cause significant harm to the child.
- **Serious Neglect** A referral is mandatory if there is evidence or suspicion that a child is experiencing neglect that is significantly affecting their development, health, or safety. Neglect may include failure to provide basic needs such as food, shelter, medical care, or supervision.
- **Injuries to Non-Accidental Sites** When a child presents with injuries in areas commonly associated with non-accidental harm (e.g., bruising on the face, neck, ear or torso), this may indicate abuse. In these cases, a referral must be made to Social Care for further investigation.
- **Child Discloses Abuse or Harm** If a child directly discloses that they are being harmed or abused, this must be taken seriously, and a referral to Social Care is required, even if there is no physical evidence or the disclosure seems unclear.
- **Signs of Radicalisation** Under the Prevent Duty, if there is a concern that a child, or a member of the family is at risk of radicalisation or being drawn into terrorism, a referral to Social Care is required. The referral may also involve the local Prevent team.
- **Domestic Abuse in the Household** If there is evidence or suspicion that a child is living in an environment where domestic abuse is taking place, and this poses a risk to their safety or well-being, a referral to Social Care is mandatory. This applies even if the child is not the direct victim but may be witnessing the abuse.
- **Unexplained or Sudden Changes in Behaviour or Well-being** If a child exhibits sudden and unexplained changes in behaviour, emotional state, or physical condition that suggests they may be at risk of significant harm, this could warrant a referral to Social Care.
- **Concerns of Harm from Parents or Carers** If there is suspicion that a parent or family member is responsible for causing harm to the child, or if the child is in an unsafe environment, a referral to Social Care is required. In these cases, parents may not be informed immediately to avoid placing the child at further risk.
- **Child at Risk of Harm or Serious Injury** If a child is at immediate or serious risk of harm or injury, such as through harmful cultural practices (e.g., Female Genital Mutilation or forced marriage), a referral to Social Care must be made urgently.

In these mandatory referral situations, the nursery must follow local safeguarding procedures and work closely with Social Care and other safeguarding agencies to ensure the child's safety.

11.5 Respect for Confidentiality

We maintain the confidentiality of all safeguarding concerns and will only share information with those who need to know in order to protect the child.
Parents can trust that their concerns and discussions will be handled discreetly, and sensitive information will be kept confidential unless legally required to share it.

11.6 Clear Pathways for Further Questions and Concerns

We encourage parents to ask questions if they are unsure about any aspect of the safeguarding process. Our Designated Safeguarding Lead (DSL) is available to provide further clarification and offer ongoing support.
Should parents have concerns or wish to seek external advice, we will provide details of the safeguarding agencies, including local authorities and organisations like the NSPCC.

11.7 Referral to Social Care

If a referral to Social Care or another agency is required, we will explain the reasons for this referral and clarify that it is part of our responsibility to safeguard the child, not an allegation against the parents.
We will always seek parental consent before making a referral unless it could put the child at greater risk, or we have been advised not to do so. The nursery does not investigate a safeguarding concern as this is the role of Social Care and Child Protection officers.

Our aim is to work together with parents to safeguard children, offering understanding, support, and guidance every step of the way.

12 THE ROLE OF SOCIAL CARE IN INVESTIGATING A SAFEGUARDING CONCERN

When a safeguarding concern is raised and referred to Social Care, their primary role is to ensure the safety and well-being of the child. They follow a structured process to assess the situation and determine the most appropriate course of action. Below is an overview of Social Care's role in investigating a safeguarding concern:

12.1 Initial Assessment

Upon receiving a referral, Social Care will conduct an initial assessment to determine the nature and seriousness of the concern. This involves gathering information from the referrer (e.g., the nursery), reviewing the child's background, and considering any known risks.
Social Care will decide whether the concern meets the threshold for further investigation. If the concern is deemed serious enough, a formal investigation will proceed.

12.2 Strategy Meeting or Discussion

If the concern involves potential significant harm to the child, Social Care may convene a strategy meeting. This meeting typically involves key professionals such as the police, health services, and the nursery or school. The goal is to share information, assess the level of risk, and plan how the investigation should proceed.
The strategy discussion will decide whether there is a need for immediate protective action and what steps are needed to ensure the child's safety.

12.3 Child Protection Investigation (Section 47 Enquiry)

Under Section 47 of the Children Act 1989, Social Care is legally required to investigate if there are reasonable grounds to suspect that a child is suffering or likely to suffer significant harm.

The investigation typically involves:

- Interviews with the Child: Social Care, often working with the police or other professionals, may speak directly to the child (if appropriate for their age and understanding) to gather their perspective and any disclosures.
- Interviews with Parents or Carers: Parents or carers are usually interviewed to discuss the concerns and provide their perspective. In cases where they are suspected of harm, these interviews may be conducted with caution or delayed.
- Home Visit and Observations: Social Care may visit the child's home to observe their living environment and any interactions with family members. This helps assess the child's safety and well-being.

12.4 Collaboration with Other Agencies

Social Care works closely with other agencies such as health services, schools, and the police to gather relevant information. This multi-agency approach ensures a comprehensive understanding of the child's situation and the risks they may face.

The police may be involved if there is suspicion of a criminal offence, such as physical or sexual abuse.

12.5 Risk Assessment and Decision-Making

Social Care assesses the level of risk to the child based on the information gathered. They consider factors such as the severity of the concern, the child's developmental needs, and the capacity of the parents or carers to protect the child.

Following the assessment, Social Care will make decisions about the next steps, which may include:

- No Further Action: If the concern does not meet the threshold for further intervention, Social Care may decide to take no further action. However, they may provide advice or refer the family to early help services for additional support.
- Ongoing Monitoring: In cases where the risk is not immediate but still a concern, Social Care may put in place a Child in Need plan. This involves ongoing support and monitoring to ensure the child's well-being.
- Immediate Protective Action: If the child is deemed to be at significant risk of harm, Social Care may take immediate protective action, such as removing the child from the home or applying for a court order to safeguard the child.

12.6 Child Protection Conference

If the investigation finds that the child is at risk of significant harm, a Child Protection Conference may be convened. This meeting brings together professionals from different agencies, along with the family (where appropriate), to develop a Child Protection Plan. The plan outlines the steps needed to protect the child and support the family.

The conference will review the investigation's findings, assess the level of risk, and make decisions about ongoing protection and support measures.

12.7 Ongoing Support and Monitoring

Following the investigation, Social Care may continue to support and monitor the child and family, either through a Child Protection Plan or a Child in Need Plan, depending on the level of risk.

Social Care will regularly review the situation and work with the family and other agencies to ensure that the child's safety and well-being are maintained.

12.8 Legal Intervention (If Necessary)

In extreme cases where the child is in immediate danger, Social Care may apply to the court for legal orders to protect the child. This could involve emergency protection orders, care orders, or supervision orders to remove the child from the home or place restrictions on parental access.

12.9 Informing the Parents

If the parents were not initially informed due to concerns that it might place the child at further risk, Social Care, along with other investigating agencies, will handle informing the parents as the investigation progresses. They will ensure that parents are involved in the process where appropriate and provided with support.

Parents will receive clear communication about the investigation and any decisions made, including referrals for additional support if needed.

12.10 Conclusion

Social Care plays a vital role in ensuring the safety and protection of children when safeguarding concerns arise. Their thorough investigation process is designed to assess the risk to the child, collaborate with other professionals, and take necessary steps to protect the child while working with families to provide support and guidance.

13 STAFF TRAINING AND INFORMATION

All staff and designated Directors/ Trustees will be regularly trained, relevant to their job roles and responsibilities, in Child Protection and Safeguarding every 3 years where a record will be kept. This training will be approved by the Local Safeguarding Children Board and may consist of completing an online module, training delivered by the DSL or training delivered by Local Safeguarding Children Board.

The DSL (who are usually the Nursery Manager) is responsible for the organisation, along with the Regional Manager, and the standard of training within their nursery. Temporary, voluntary and visiting staff will be given a copy of this policy for their information, including a brief induction so that they too know how to report concerns appropriately.

Volunteers, students and apprentices working with children at any of the Little Trees are always supervised by a qualified and experienced member of staff.

14 Other DCNL policies to work in conjunction with Safeguarding:

- Safer recruitment including Disqualification by Association, please refer to Dean Close Nurseries Ltd, ‘Staff and Employment’ policy NL025.
- Students and Visitors, please refer to Dean Close Nurseries Ltd, Student Placement policy NL026.
- Health & Safety including accident reporting.
- Medication Policy
- DCF Transport policy
- Outings Policy
- Positive Behaviour Management policy
- Confidentiality Policy
- Lost Child Policy on an Outing
- Lost Child Policy in the Nursery

- Supporting Children with Additional Learning Needs/ SENco

APPENDIX A - TERMINOLOGY

1. Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

2. Child protection refers to the processes undertaken to protect children who have been identified as suffering or being 'at risk' or 'in need'.

3. The Foundation refers to Dean Close School, Dean Close Preparatory School and Dean Close Pre-Preparatory School, Dean Close St. John's School and Little Trees Day Nurseries, Dean Close Nurseries Ltd. It includes all policies, procedures and personnel attached to all schools and nurseries.

4. Little Trees Day Nursery, Dean Close Nurseries Ltd refers to Little Trees Celtic Springs, Little Trees St Arvans, Little Trees Tutshill, Little Tress Hucclecote, Little Trees Christchurch, Little Trees Lansdown, Little Trees Tewkesbury, Little Trees Inchbrook and Little Trees Brownshill. It includes all policies, procedures and personnel attached to our nurseries.

5. Staff refers to all those working for or on behalf of Little Trees Day Nurseries, Dean Close Nurseries Ltd, including full-time, part-time and regular visiting staff, in either a paid or voluntary capacity. This also includes Directors/ Trustees and members of Dean Close Foundation as defined above.

6. Children refers to all young people who have not yet reached their 18th birthday, and all children on the role of Little Trees Day Nursery, Dean Close Nurseries Ltd.

7. Safeguarding Lead refers to the person responsible for coordinating Safeguarding policy and practice throughout Little Trees Day Nursery, Dean Close Nurseries Ltd

8. Nursery Manager refers to the manager of the appropriate nursery in Little Trees Day Nursery, Dean Close Nurseries Ltd.

9. Chair of Directors refers to Mrs Kathryn Carden for the DCNL Board.

10. Nominated Safeguarding Director refers to Mrs Victoria Beevers, Director on the DCNL Board.

11. Warden refers to the CEO of the Dean Close Foundation, Mrs Areti Bizior, Director on the DCNL Board.

12. Group Operations Manager for Little Trees Day Nursery, Dean Close Nurseries Ltd, Mrs Charlene Burgess

13. Regional Manager for Little Trees Day Nursery, Dean Close Nurseries Ltd, refers to Mrs Karen Green for the Cheltenham/ Gloucester/ Tewkesbury nurseries, and Mrs Marisa Blundell for the Stroud/ Chepstow/ Newport nurseries.

14. Responsible Individual refers to the Bursar and Director of Little Trees Day Nursery, Dean Close Nurseries Ltd, Mr. Adrian P. Bowcher.

15. The relevant inspectorate for Little Trees St Arvans and Little Trees Celtic Springs nurseries is Care Inspectorate Wales (CIW) who is the inspecting body. ESTYN is the education inspecting body.

16. The relevant inspectorate for Little Trees Tutshill, Little Trees Hucclecote, Little Trees Lansdown, Little Trees Christchurch, Little Trees Tewkesbury, Little Trees Inchbrook and Little Trees Brownshill Nurseries is Ofsted who is the inspecting body.

17. LADO refers to the Local Authority Designated Officer within the Children's Duty team for the authority that the nursery resides in, and or where the child resides.

APPENDIX B – SAFEGUARDING CONCERN FORM

Date:	**Person Raising Concern**:
Name of Child:	
Details of concern raised (who/what/when/where, names of witnesses, include documentation)	
Details of conversation (use children's and adults' actual words)	
Other people who witnessed the conversation	
Further information and details	
Name of DSL receiving concern	
Action taken by DSL:	

Documents relating to concern.

Name	Date	Location

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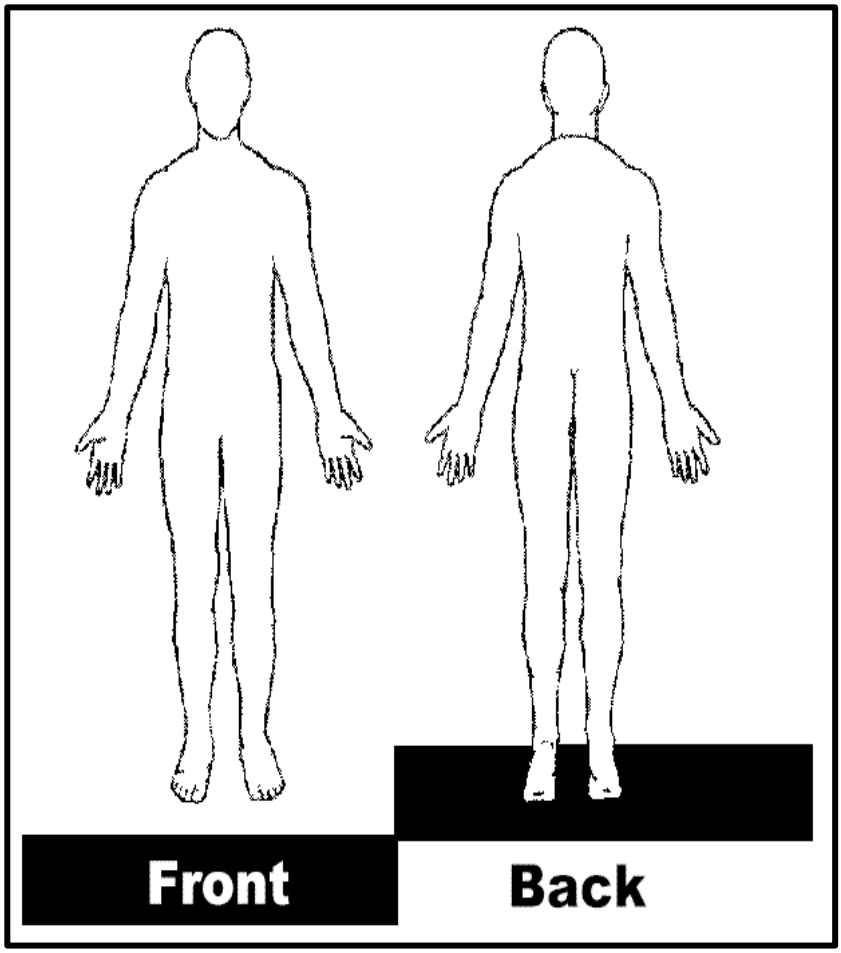
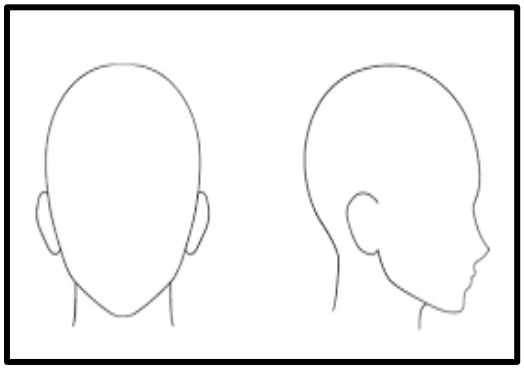
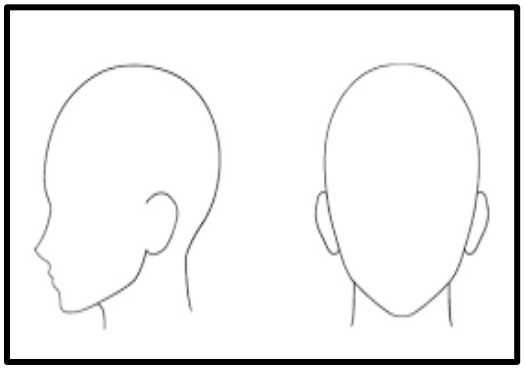
Use and complete the body map if appropriate to record Safeguarding or Child Protection concerns.
DO NOT REMOVE CLOTHING







APPENDIX C – NURSERIES CONTACT INFORMATION FOR REFERRAL

Little Trees Nurseries Contacts			
All Nurseries	Oversight of all DCNL Safeguarding; Group Operations Manager	Charlene Burgess	07884 666191 cburgess@deanclosenurseries.co.uk
Little Trees Christchurch, Lansdown, Tewkesbury and Hucclecote	Regional Manager	Karen Green	07867 382556 kjgreen@deanclosenurseries.co.uk
Little Trees Inchbrook, Brownshill, Tutshill, St Arvans and Celtic Springs	Regional Manager	Marisa Blundell	07586 640215 mcblundell@deanclosenurseries.co.uk
Little Trees Christchurch	Designated Safeguarding Lead	Alice Hastings	07867 382556 or 01242 512837 akhastings@deanclosenurseries.co.uk christchurch@deancloselittletrees.co.uk
	Deputy DSL	Lauren Phelstead	lmphelstead@deanclosenurseries.co.uk
Little Trees Lansdown	Designated Safeguarding Lead	Vikki Gunn	07442 431016 or 01242 241349 vgunn@deanclosenurseries.co.uk lansdown@deancloselittletrees.co.uk
	Deputy DSL	Victoria Webster	vwebster@deanclosenurseries.co.uk
Little Trees Tewkesbury	Designated Safeguarding Lead	Marie Collorick	01684 212800 mlcollorick@deanclosenurseries.co.uk tewkesbury@deancloselittletrees.co.uk
	Deputy DSL	Beth Keen	bmkeen@deanclosenurseries.co.uk
Little Trees Hucclecote	Designated Safeguarding Lead	Sarah Cannings	07867 382507 or 01452 613674 smcannings@deanclosenurseries.co.uk hucclecote@deancloselittletrees.co.uk
	Deputy DSL	Ainsley Merrill	amerrill@deanclosenurseries.co.uk
Little Trees Inchbrook	Designated Safeguarding Lead	Jess Martin	01453 835113 or 07587 904623

			jmartin@deanclosenurseries.co.uk inchbrook@deancloselittletrees.co.uk
	Deputy DSL	Ellie Coxhead	escoxhead@deanclosenurseries.co.uk
Little Trees Brownshill	Designated Safeguarding Lead	Jess Martin	01453 731101 or 07353 111722 jmartin@deanclosenurseries.co.uk brownshill@deancloselittletrees.co.uk
	Deputy DSL	Kyra Niblett	ktniblett@deanclosenurseries.co.uk
Little Trees Tutshill	Designated Safeguarding Lead	Sara Guerreiro	07586 640215 or 01291 628344 sguerreiro@deanclosenurseries.co.uk tutshill@deancloselittletrees.co.uk
	Deputy DSL	Vicki Weyman	vlbennetto@deanclosenurseries.co.uk
Little Trees St Arvans	Designated Safeguarding Lead	Amy Welsh	07471 350715 or 01291 624893 alwelsh@deanclosenurseries.co.uk starvans@deancloselittletrees.co.uk
	Deputy DSL	Saskia Scott	slscott@deanclosenurseries.co.uk
Little Trees Celtic Springs	Designated Safeguarding Lead	Katy Richards	07471 350714 or 01633 81675 krichards@deanclosenurseries.co.uk celticsprings@deancloselittletrees.co.uk
	Deputy DSL	Rebecca Gray Fran Hughes	rgray@deanclosenurseries.co.uk fmhughes@deanclosenurseries.co.uk

Referrals made to the area in which the child resides;

Gloucestershire		
Local Authority Designated Officer	Nigel Hatten	gscb@gloucestershire.gov.uk 01452 426994
Gloucestershire Children & Families Helpdesk		01452 426565 childrenshelpdesk@gloucestershire.gov.uk

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Gloucestershire Emergency Duty Team		01242 614194
Gloucestershire Safeguarding Children Board		01452 583636 www.gscb.org.uk
Ofsted		0845 640 4040
Police Control Room		101
Anti-Terrorism Hotline		0800 789 321
DofE Counter Extremism Helpline		02073 407 264 (Office Hours) Counter.extremism@education.gsi.gov.uk

Newport		
Local Authority Education Safeguarding Care & Support Officer for Newport (LADO)	Mike Portlock	01633 235664 or 07817106758 Mike.portlock@newport.gov.uk
Newport Safeguarding Hub		01633 631657 Children.duty@newport.gov.uk
Gwent Safeguarding Board		https://www.gwentsafeguarding.org.uk/en/Home.aspx
Southeast Wales Emergency Duty Team	(After 5PM & Bank Holidays)	08003284432
CIW		0300 790 0126
Police Control Room		101
Prevent Duty Lead for Newport	Heather Powell	heather.powell@newport.gov.uk 01633 210446
Anti-Terrorism Hotline		0800 789 321
DofE Counter Extremism Helpline		02073 407 264 (Office Hours) Counter.extremism@education.gsi.gov.uk

Monmouthshire		
Local Authority Designated Officer	Heather Heaney	01633 644392 heatherheaney@monmouthshire.gov.uk
Monmouthshire Children & Families Services		01291 635669 childduty@monmouthshire.gcsx.gov.uk
Southeast Wales Emergency Duty Team	(After 5PM & Bank Holidays)	08003284432
CIW		0300 790 0126
Police Control Room		101
Prevent Duty Lead for Monmouthshire (SPOC)	Heather Powell	07980 907 720 Heather.powell@newport.gov.uk

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Anti-Terrorism Hotline		0800 789 321
DofE Counter Extremism Helpline		02073 407 264 (Office Hours) Counter.extremism@education.gsi.gov.uk

Appendix D
Designated Safeguarding Lead (DSL) Job Description

1. To lead in facilitating the development of Safeguarding and Child Protection policies, training and procedures and guidance for each nursery within the Foundation, ensuring that the Safeguarding and The Child Protection Policy is reviewed annually by the Board of Directors.

2. To ensure that the Nursery Safeguarding and Child Protection Policy is reviewed at least annually by the Group Operations Manager DSL and that the procedures and implementation are updated and reviewed regularly.

3. To ensure that robust online safety procedures are in place and are followed that are appropriate to the age of the pupils. To make sure that internet use via the nursery network is both monitored and filtered.

4. To undertake appropriate Child Protection Training at least every 2 years in order to:
   a) Understand the assessment process for providing Early Help and intervention, e.g., through locally agreed common and shared assessment processes such as Early Help assessments.
   b) Understand how the local safeguarding board conducts Child Protection Case Conferences and be able to attend these effectively when required to do so.
   c) Ensure each member of staff has access to and understands the Nursery's Safeguarding and Child Protection Policy and procedures.

5. To undertake appropriate Prevent Training:
   a) To ensure staff are able to identify children at risk from being drawn into terrorism.
   b) Ensure that staff are aware of the DfE Prevent Duty documentation.
   c) Ensure that all staff receive appropriate Prevent Duty training.

6. To ensure that all staff are provided with induction training, are aware of the identity of their DSL and Deputy DSL and have signed to say they have read:
   a) The Nursery's Safeguarding and Child Protection Policy
   b) The staff Codes of Conduct
   c) Part One and Annex B of KCSIE
   d) The Nursery Whistleblowing policy
   e) Are aware of all other school and Foundation policies concerned with child welfare.

7. To provide training and support, on a regular basis, and in accordance with the requirements of the local authority to all staff (including newly appointed) and volunteers who work with children so that they are aware of the Nursery Safeguarding and Child Protection arrangements. To also ensure that all new staff are aware of the Whistleblowing policy.

8. To ensure that all staff are aware of the risks of radicalisation in young people; how to identify signs of radicalisation and how to recognise those children most susceptible to radicalisation.

9. To keep staff aware of Safeguarding and Child Protection procedures.
10. To have an understanding of the Local Authority procedures.

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11. To refer allegations of cases of suspected abuse to Children's Social Care or Police as appropriate, making contact with either of them within 24 hours of a disclosure or suspicion of abuse, in writing or with written confirmation of a telephone referral.

12. To make prompt contact with the LADO in relation to allegations made against someone working at the nursery and/or with the police if a criminal offence is suspected.

13. To receive and coordinate referrals, arranging action and reviewing services for children and families.

14. To maintain accurate, confidential and up-to-date documentation (written or online) on all cases of Safeguarding and Child Protection, ensuring that all records are forwarded to any new setting the child may attend and the appropriate request made of the previous setting for the Safeguarding and Child Protection records.

15.To work directly with children 'in need' and their families in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.

16. To support the care of children where their living arrangements are at risk of breakdown (including Local Authority placements).

17. To ensure that children who have suffered or are at risk of suffering harm are reported to Social Care immediately and that a multi-agency assessment is requested using the Local Authority Multi Agency Service Request Form (MARF)/ Duty to Report Form (DTRF)

18. Where an allegation of harm or abuse is made against anyone living, working or looking after children at the nursery, the Nursery Manager/DSL must notify Ofsted (or the relevant inspectorate) as required by the EYFS/ National Minimum statutory framework, regardless of whether the allegation occurred on or away from the nursery premises.

19. To ensure that children who are victims of abuse are supported appropriately and sensitively and that all actions assigned from planning and intervention meetings are successfully carried out and monitored.

20. To have a knowledge of multi-agency working in the local area.

21. To inform the Regional Manager and or Group Operations Manager of Safeguarding issues especially ongoing enquiries under Section 47 of the Children Act 1989 and Police investigations, including Safeguarding Review meetings on the Monthly Management Meeting.

22. To act as a source of support, advice and expertise to staff on matters of Safeguarding and Child Protection and when deciding whether to make a referral by liaising with relevant agencies.

23. To ensure that the Nursery is always presented positively within and beyond the setting and to encourage a culture of listening to children and taking account of their wishes and feelings on any. measure the Nursery might have taken to protect them.

24. To ensure that staff are aware of training opportunities and the Local Authority guidance.

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25. To develop effective links with relevant statutory and voluntary agencies.

26. To ensure that the Local Authority/ Relevant Inspectorate has access to the Nursery Safeguarding and Child Protection policy and that the policy is published on the Nursery's website.

27. Attend and participate in Child Protection Conferences and planning and review meetings whilst working closely with colleagues in Children's Services and meetings with other Agencies, as required.

28. To maintain confidentiality at all times.

29. To identify vulnerable children within the Nursery and ensure that all staff are made aware of who these children are.

30. To ensure a record is kept of staff Safeguarding and Child Protection training.

31. To ensure that Safeguarding and Child Protection is included in the Nursery curriculum, appropriate to child age.

32. To undertake other duties that relate to Safeguarding and Child Protection matters.

APPENDIX E
Staff Code of Conduct
Introduction

The Dean Close Foundation takes pride in the friendly and supportive atmosphere that exists between members of staff and children. The lack of barriers between children and staff creates a happy and productive working atmosphere but all colleagues must be aware that they have a professional relationship with children and that discretion must be exercised at all times. There is a difference between being friendly towards children/ parents and behaving as their friend.

Allegations of unprofessional or improper conduct can arise and it is the duty of all members of staff. to behave professionally at all times. The purpose of this Code of Conduct is to ensure that colleagues know what acceptable and unacceptable behaviour is in order to maintain the safety of the pupils and guard against allegations of impropriety.

It is important that all adults working with children understand the nature of their work and them. responsibilities relating to it, places them in a position of trust. At Dean Close, the welfare of children is paramount, so it is the responsibility of all adults to safeguard and promote the welfare of children. Members of staff are responsible for their own actions and behaviour and should avoid any conduct, which would lead a reasonable person to question their motivation and intentions.
This guidance is not exhaustive and is designed to set out principles rather than to give detailed and specific advice as the circumstances in which staff work vary.

Key documents which inform this policy include:
a. Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings, last updated 2022
b. Keeping Children Safe in Education September..

Other Dean Close policies which relate to this guidance include:
a. Safeguarding and Child Protection policy (NL001)
b. Confidentiality policy
C. Safety of the Children Policy (NL002)
f. Staff Social Media policy (W057)
g. Positive Behaviour Management policy
h. First aid policy (S111)
i. Acceptable use of ICT
j. Guidance on Acceptance of Gifts (W001)
m. Data Protection policy (W008)
o. Whistleblowing policy (W035)

Duty of care

This is the duty, which rests upon each Nursery, and the staff within it to ensure that all reasonable steps are taken to safeguard the safety of children involved in any activity for which the nursery is. responsible. All staff have a duty to keep children safe and protect them from sexual, physical and emotional harm. Children have the right to be safe and to be treated with respect and dignity.

Members of staff are accountable for the way in which they exercise authority, manage risk, use.

resources and protect children from discrimination and avoidable harm. The duty of care is, in part, exercised through the development of respectful, caring and professional relationships between staff. and children and behaviour by staff that demonstrates integrity, maturity and good judgement.

The Nursery has a duty of care towards employees, which requires the provision of a safe working. environment for staff and guidance about safe working practices. Staff who are subject to an allegation will be supported and the principles of natural justice applied.

Staff should not engage in any discriminatory behaviour towards children or colleagues of either a positive or negative nature.

Appendix F
Low Level Concerns

The Dean Close Foundation has processes and procedures in place to manage any safeguarding concerns about a staff member (including supply staff, volunteers and contractors). Paragraph 22 of this policy details the procedures that should be followed if an allegation of abuse by a member of staff is made.

It is also the duty of the Foundation to ensure that low level concerns, which don't meet the allegation thresholds outlined in paragraph 22-b, about a member of staff are also recorded so that any potential patterns of inappropriate behaviour can be identified.

A low-level concern is any concern, no matter how small, that an adult may have acted in a way which.
a. Is not consistent with the Foundation Code of Conduct found in appendix E of this policy.
b. Related to their conduct outside of work that has caused a sense of unease about that adult's suitability to work with children.

Staff do not need to determine whether the actions of an adult can be defined as a low-level concern or whether they reach the allegation threshold they just need to make a report. It is the role of the Area Manager, in conjunction with the DSL, if necessary, to make this decision.

Any member of staff can report a low-level concern about themselves or a colleague to their line manager, the DSL of the nursery, or alternatively, the Regional Manager, the Group Operations Manager, the Warden or the Director of HR.

Staff should feel confident that they can self-refer when for example they have found themselves in a position which could be misinterpreted, which might appear compromising to others and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

All low-level concerns should be recorded in writing as part of a professional interview or by email. The record should include:
a. The details of the concern
b. The context in which the concern arose.
c. The names of the individuals (children and staff) involved.
d. The name of the reporting member of staff, if anonymity is not wanted.

Records of low-level concerns will be kept confidentially and securely and comply with GDPR legislation. In most cases, records will be destroyed 7 years after the employee leaves the Foundation.

Records will be regularly reviewed in order to:
a. Identify patterns of concerning, problematic or inappropriate behaviour.
b. Aid decisions on the appropriate course of action to be taken.

c. Provide evidence if the records meet an allegation threshold and a referral to the LADO is made.
d. Help in the identification of possible wider cultural issues within the nursery or Foundation that enabled the concerned behaviour to occur and decide on a course of action to minimise the risk of repeated low-level concerns.

Spectrum of behaviour
Allegation.
Behaviour which indicates that an adult who works 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 indicates they may pose a risk of harm to children

Low-Level Concern
Any concern – no matter how small, even if no more than a 'nagging doubt' – that an adult may have acted in a manner which:
• is not consistent with an organisation's Code of Conduct, and/or
• relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult's suitability to work with children.

Appropriate Conduct
Behaviour which is entirely consistent with the organisation's Code of Conduct, and the law.