



06. Safeguarding children, young people and vulnerable adults' Policy

Policy Review

- Alongside associated procedures in 06.1-06.10 Safeguarding children, young people and vulnerable adults.
- The Little Bumblebee will review this policy **annually**. In cases of relevant legal or procedural changes, we will review this policy accordingly. The policy should be made available on the Nursery website, with paper copies provided by the Nursery upon request.
- The policy should be provided to and followed by all staff and volunteers.

Date of this Policy	Review Frequency	Date to review	Signed	Position
May 2026	Annual	May 2027	Mojdeh Najafpoor	Nursery Manager

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1. Safeguarding Main Points of Contact

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL) Nursery Manager:	Mojdeh Najafpoor	020 4501 4097 07463 916 323 manager@little-bumblebee.co.uk
Deputy DSL	Thu Phan Shamim Mohammadi	020 4501 4097 manager@little-bumblebee.co.uk
Third in Charge	Shova Poudel	020 4501 4097 manager@little-bumblebee.co.uk
Ealing Children's Integrated Response Service (ECIRS)		0208 825 8000 Or ECIRS@ealing.gov.uk
Local authority designated officer (LADO)	Emmanuel Adofo	0208 825 8930 Email: asv@ealing.gov.uk Mobile: 07890 940 241
Early Years Help (EHAP)		Website: www.ealing.gov.uk/EHAP Email: EHAP@ealing.gov.uk Telephone: 020 8825 5588
Whistle-blowing Helpline		0800 028 0285
NSPCC		Contact: 0808 800 5000 Website: https://www.nspcc.org.uk/onlinesafety
NSPCC 24-hour FGM helpline:		0800 028 3550 or email fgmhelp@nspcc.org.uk Government help and advice: www.gov.uk/female-genital-mutilation
Childline		Contact: 0800 1111 Website: www.childline.org.uk
Ofsted		Contact: 0300 123 1231 Email: enquiries@ofsted.gov.uk
Forced Marriage Unit (FMU)		<ul style="list-style-type: none"> • Telephone: +44 (0) 20 7008 0151 • Email: fmu@fco.gov.uk • Email for outreach work: fmuoutreach@fco.gov.uk
Local Police - Non-Emergency: Local Police – Emergency: UK Anti-Terrorism Hotline phone		101 999 0800 789 321.

2. Aims

At The Little Bumblebee Nursery, safeguarding is central to everything we do. We are committed to ensuring that every child, young person, and vulnerable adult is protected from harm, empowered to express themselves, and supported to develop resilience and confidence. We aim to make safeguarding and welfare integral to all aspects of our curriculum, staff conduct, and parental partnerships.

3. Scope of this policy

This policy applies to all staff, students, apprentices, volunteers, contractors, and visitors working on behalf of The Little Bumblebee Nursery. It also extends to children, young people (aged 16–19), and vulnerable adults as defined under the Care Act 2014.

4. Relevant Legislation and Guidance

- Children Act 1989 & 2004
- Care Act 2014
- Working Together to Safeguard Children (HMG 2023)
- Keeping Children Safe in Education (DfE 2025)
- Statutory Framework for the Early Years Foundation Stage (DfE 2025)
- Prevent Duty Guidance (HMG 2015)
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018 / UK GDPR
- Counter-Terrorism and Security Act 2015
- Equality Act 2010

5. Equality statement

Some children have an increased risk of abuse both on and offline, 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 and disabilities (SEND) or health conditions (see section 10)
- Are young carers
- 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 debt, 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 (see section 12)

- Are missing or absent from education
- Have parents/carers who have expressed an intention to educate them at home

Local Procedures for Accessing Early Help: For information on local procedures and accessing early help in our area, please refer to the Ealing Early Help services. The local authority's Early Help team can be contacted via the contact methods in the 'Key Contacts' section of this document. Additionally, you can find relevant information and resources on the:

https://www.ealing.gov.uk/info/201183/information_for_professionals/1747/early_help_assessment_and_plan_ehap

6. Roles and responsibilities

Safeguarding and child protection is everyone's responsibility. This policy applies to all staff, volunteers and governors in the school and is consistent with the procedures of the 3 safeguarding partners. Our policy and procedures also apply to extended school and off- site activities.

6.1. All staff

All staff share a collective responsibility to safeguard and promote the welfare of every child in our care. They must:

- Undertake safeguarding and child protection training as part of their induction and attend regular refreshers, ensuring they are confident in identifying, recording, and reporting concerns.
- Have access to and understand this Safeguarding Policy, the Code of Conduct, the Behaviour Policy, and all procedures for reporting concerns or allegations of abuse.
- Be alert to signs of abuse, neglect, exploitation, or extremism, including online risks, and understand how to respond appropriately.
- Recognise vulnerabilities in families, such as social exclusion, domestic abuse, parental mental ill health, substance misuse, or learning disabilities, and consider the impact of inequalities related to race, gender, disability, language, religion, sexual orientation, or culture.
- Know what to do if a child discloses abuse or if they identify a safeguarding concern, ensuring that all concerns are recorded factually and reported immediately to the Designated Safeguarding Lead (DSL) or a Deputy DSL.
- Understand the procedure to follow if they believe appropriate action has not been taken by the DSL, following the escalation and whistleblowing process.
- Be aware of the role and identity of the DSL and deputies, including how to contact them.
- Read and understand *Keeping Children Safe in Education* (Part 1 and Annex B) each year and sign to confirm they have read and understood it.
- Promote a listening culture, ensuring that every child feels heard, valued, and respected.
- Comply with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage (EYFS), ensuring that children's safety and well-being remain the highest priority at all times.

6.2. The Designated Safeguarding Lead (DSL)

The DSL is the **Mojdeh Najafpoor**, supported by named Deputy DSLs. Please see section 1 - Main points of contacts for further details.

The DSL and Deputy DSL's takes lead responsibility for:

- Act as the first point of contact for staff with concerns about a child's welfare.
- Overseeing all safeguarding and child protection matters.

- Be trained and confident in responding to all safeguarding concerns.
- Liaising with local agencies, including the LADO, ECIRS, and Ealing Early Help.
- Making referrals, maintaining accurate records, and following up on outcomes.
- Ensure children at risk receive early help and ongoing support, working closely with social care, external professionals, and families.
- Providing guidance, training, and supervision to staff in respect to safeguarding procedures.
- Lead on online safety, including filtering/monitoring systems, and ensure staff are trained to recognise online risks.
- Staying informed on emerging safeguarding issues such as exploitation, FGM, radicalisation, and county lines.
- Supporting vulnerable children and families through early help processes.
- Keep the Nursery Manager informed of safeguarding issues.
- Maintain accurate, secure and up-to-date records of concerns, actions, and outcomes, and transfer these securely when a child moves setting.
- Promote a listening culture, ensuring children's wishes and feelings are taken into account in safeguarding decisions.
- **Act as case manager** for low-level concerns and allegations against staff or volunteers, seeking advice from the Local Authority Designated Officer (LADO) where appropriate.
- Designated safeguarding leads contribute towards local safeguarding arrangements to ensure that the views of the sector are heard at the highest level by:
 - Finding out how education and childcare are represented at a strategic level within their Local Safeguarding Partnership (LSP) structures.
 - Sharing their knowledge of the experiences of children in their cohort with LSP local leader

Out of hours, contact numbers for the DSL and deputies are available in the staff handbook.

6.3. The Nursery Manager/Deputy Manager

The Nursery Manager holds overall responsibility for ensuring that safeguarding and child protection are embedded across all areas of practice. They will:

- Lead the implementation and monitoring of this policy and all related safeguarding and welfare policies, ensuring compliance through regular review and evaluation of practice.
- Oversee safer recruitment, including verifying references, conducting DBS checks, and ensuring suitability processes meet statutory and local authority requirements.
- Ensure robust risk assessments are in place, reviewed at least annually, and that staffing ratios and levels of supervision are maintained at all times.
- Support the Designated Safeguarding Lead (DSL) by providing sufficient time, training, and resources to fulfil their role effectively, and ensuring contingency cover in their absence.
- Promote effective multi-agency working, learning from serious case reviews, audits, and local safeguarding reviews to continually strengthen practice.
- Maintain a safe and compliant environment, ensuring a current Health and Safety Policy is implemented and that staff understand their role in risk prevention.
- Ensure all staff, students, and volunteers:
 - Are inducted into the nursery's safeguarding systems, including this policy and reporting procedures.
 - Understand and follow processes for recording and reporting concerns or allegations.

- Receive safeguarding and child protection training (including online safety and Prevent Duty) at induction and at least annually thereafter.
- Ensure all visitors are appropriately supervised, follow signing-in procedures, and receive safeguarding guidance upon arrival.
- Assign a key person to every child in the Early Years Foundation Stage to promote consistent relationships and secure attachments.
- Provide safeguarding information to parents and carers, ensuring this policy and related information are publicly available.
- Oversee the safe use of technology, including mobile phones and cameras, in line with statutory requirements and nursery policy.
- Promote the educational achievement and welfare of looked-after and previously looked-after children by appointing a trained designated lead for this role.
- Ensure continuous learning, using findings from serious case reviews, local learning reviews, and national guidance to update and improve safeguarding practice.

7. Confidentiality and Information Sharing

Safeguarding and promoting the welfare of children may require the sharing of personal information between practitioners and agencies. The Little Bumblebee Nursery recognises that effective information sharing underpins timely and appropriate safeguarding decisions. All staff must understand the principles of confidentiality and how to share information lawfully and responsibly.

Information sharing is governed by the Data Protection Act 2018 and UK GDPR, which are not barriers to justified information sharing for safeguarding purposes. Rather, they provide a framework to ensure that personal information is shared appropriately, proportionately, and securely.

All staff must adhere to the following principles:

- Safeguarding the welfare of a child or vulnerable adult takes precedence over confidentiality concerns. Information must be shared if a child is at risk of harm, abuse, or neglect. However, consent will be gained from parents or carers wherever possible if there is no risk of immediate harm.
- Information should be shared on a “need-to-know” basis only, meaning it is shared with the Designated Safeguarding Lead (DSL), Deputy DSL, or relevant statutory partners such as the police, ECIRS (Ealing Children’s Integrated Response Service), LADO or other safeguarding professionals.
- Any information shared should be necessary, proportionate, relevant, accurate, timely, and secure. Staff must always consider these factors before sharing personal data.
- When in doubt about whether to share information, staff should seek guidance from the DSL or, if unavailable, from the Nursery Manager or an external safeguarding professional (for example, ECIRS).
- Where possible and appropriate, the consent of parents or carers should be sought before sharing information. However, consent should not be sought if doing so may place

the child or others at greater risk of harm, prejudice an investigation, or lead to the destruction of evidence.

- All discussions, decisions, and actions regarding information sharing must be accurately recorded, dated, signed, and stored securely.
- Staff must never promise confidentiality to a child. If a child discloses abuse, they should be reassured that the information will only be shared with people who can help keep them safe.
- Personal data and safeguarding records must be stored securely in accordance with data protection legislation. Access is restricted to the DSL, Nursery Manager, or authorised persons only.
- When a child leaves the nursery, safeguarding and child protection records must be transferred securely to the receiving setting or school within five working days. The transfer must be confirmed in writing, and a record of the transfer retained.
- Records of allegations against staff are retained until the individual reaches normal retirement age, or for 10 years (whichever is longer), in line with statutory requirements and guidance from the Independent Inquiry into Child Sexual Abuse (IICSA).
- Information about allegations or safeguarding concerns should never be discussed publicly or with anyone who does not have a professional reason to know.

8. Safeguarding Procedures

Please refer to 06.01 to 06.10 of the safeguarding policy for procedures.

- There are procedures in place to prevent known abusers from coming into the organisation as employees or volunteers at any level.
- Safeguarding is the responsibility of every person undertaking the work of the organisation in any capacity.
- There are procedures for dealing with allegations of abuse against a member of staff, or any other person undertaking work whether paid or unpaid for the organisation, where there is an allegation of abuse or harm of a child. Procedures differentiate clearly between an allegation, a concern about quality of care or practice and complaints.
- There are procedures in place for reporting abuse of children or a young person in the setting.
- There are procedures in place for reporting safeguarding concerns where a child may meet the s17 definition of a child in need (Children Act 1989) and/or where a child may be at risk of significant harm, and to enable staff to make decisions about appropriate referrals using local published threshold documents.
- There are procedures in place for reporting abuse of a vulnerable adult in the setting.
- There are procedures in place in relation to escalating concerns and professional challenge.
- There are procedures in place for working in partnership with agencies involving a child, or young person or vulnerable adult, for whom there is a protection plan in place. These procedures also take account of working with families with a 'child in need' and with families in need of early help, who are affected by issues of vulnerability such as social exclusion, radicalisation, domestic violence, mental illness, substance misuse and parental learning disability.

- These procedures take account of diversity and inclusion issues to promote equal treatment of children and their families and that take account of factors that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation, or culture.
- There are procedures in place to ensure staff recognise children and families who may benefit from early help and can respond using local early help processes. Designated safeguarding leads should ensure all staff understand how to identify and respond to families who may need early help.
- There are procedures in place for record keeping, confidentiality and information sharing, which are in line with data protection requirements.
- We follow government and Local Safeguarding Partners guidance in relation to extremism.
- The procedures of the Local Safeguarding Partners must be followed.

9. Safeguarding Training

9.1. All Staff

All staff, students, and volunteers receive safeguarding and child protection training within the first month of appointment. They are also informed of our safeguarding policies and procedures on induction, this includes whistleblowing, prevent, online safety, and procedures for reporting concerns.

Training is:

- **Refreshed annually** through updates, staff meetings, and e-bulletins; and
- **Renewed every two years** through a full safeguarding training course.

Training covers:

- Recognising all forms of abuse and neglect
- Equality, inclusion, and vulnerability factors
- Procedures for escalation and referral
- Record keeping, confidentiality, and information sharing
- Prevent Duty and contextual safeguarding

All staff will also be trained 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.

Contractors who are provided through a third party and attend site regularly i.e. catering or cleaning staff will also receive training.

9.2. Designated Safeguarding Lead (DSL)

The **Designated Safeguarding Lead (DSL)** and **Deputy DSLs** complete specialist DSL training **every two years**, with additional updates and briefings at least annually.

Training covers:

- Recognising all forms of abuse and neglect
- Equality, inclusion, and vulnerability factors
- Procedures for escalation and referral
- Record keeping, confidentiality, and information sharing
- Prevent Duty and contextual safeguarding

The DSL ensures that safeguarding knowledge is maintained through **regular supervision, reflective discussions, and shared learning** across the team.

10. The Seven Golden Rules

1. **Necessary, proportionate, relevant, adequate, accurate, timely, and secure:** Information shared should be just enough for the purpose, relevant to the situation, accurate and up-to-date, shared promptly, and protected with appropriate security measures.
2. **Be open and honest:** Inform individuals about what information is being held, why it might be shared, and who it will be shared with.
3. **Share with consent wherever possible:** Seek the individual's permission before sharing their information.
4. **Seek advice:** If in any doubt, consult with a line manager or safeguarding lead before sharing information.
5. **Consider safety and well-being:** Think about the support needs of all individuals involved and the risks of sharing information.
6. **Record your decision:** Keep a record of the information shared and the reasons for your decision.
7. **Understand your legal obligations:** Data protection laws like the GDPR are not a barrier to sharing but a framework to ensure information is shared appropriately and lawfully.

The 7 Golden Rules for Safe Information Sharing in Safeguarding.

- Rule 1: Data Protection Laws Are Not a Barrier**
Data regulations are not meant to stop us from sharing important information for safety reasons. When there are serious worries about a child's safety, we have to prioritise child protection.
- Rule 2: Be Open and Transparent**
Inform individuals what data you hold, why it may be shared, and who needs access unless doing so increases risks. Obtain consent when possible.
- Rule 3: Seek Advice When Unsure**
If you have a problem to share, talk to your manager, safeguarding lead, or other advisors without mentioning specific people/names. They can guide you.
- Rule 4: Share with Consent When Possible**
Respect someone's choice if they can decide for themselves not to share information. But remember, the rules still allow sharing without asking if there's a real risk of serious harm.
- Rule 5: Balance Safety and Privacy.**
When you're deciding what information to share for safety, think about the consequences of sharing and not sharing. Consider how it affects the situation.
- Rule 6: Share information when needed, just enough, and at the right time, securely.**
Share information when needed, just enough, and at the right time, securely.
- Rule 7: Document the Sharing Process and Rationale**
Record what was shared, with who, why, how, and when to evidence appropriate information handling protocols were followed.

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11. Types of abuse

The framework for understanding children's needs:



Working Together to Safeguard Children (DFE, 2018)

Physical abuse	
<i>Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.</i>	
Child	
Bruises – shape, grouping, site, repeat or multiple	Withdrawal from physical contact
Bite-marks – site and size Burns and Scalds – shape, definition, size, depth, scars	Aggression towards others, emotional and behaviour problems
Improbable, conflicting explanations for injuries or unexplained injuries	Frequently absent from school
Untreated injuries	Admission of punishment which appears excessive
Injuries on parts of body where accidental injury is unlikely	Fractures
Repeated or multiple injury	Fabricated or induced illness -
Parent	Family/environment
Parent with injuries	History of mental health, alcohol or drug misuse or domestic violence.
Evasive or aggressive towards child or others	Past history in the family of childhood abuse, self-harm, somatising disorder or false

	allegations of physical or sexual assault
Explanation inconsistent with injury	Marginalised or isolated by the community.
Fear of medical help / parents not seeking medical help	Physical or sexual assault or a culture of physical chastisement.
Over chastisement of child	

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, not giving the child opportunities to express their views, 'making fun' of what they say or how they communicate - hearing the ill-treatment of another and serious bullying (including cyber bullying).

Child

Self-harm	Over-reaction to mistakes / Inappropriate emotional responses
Chronic running away	Abnormal or indiscriminate attachment
Drug/solvent abuse	Low self-esteem
Compulsive stealing	Extremes of passivity or aggression
Makes a disclosure	Social isolation – withdrawn, a 'loner' Frozen watchfulness particularly pre school
Developmental delay	Depression
Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)	Desperate attention-seeking behaviour
Parent	Family/environment
Observed to be aggressive towards child or others	Marginalised or isolated by the community.
Intensely involved with their children, never allowing anyone else to undertake their child's care.	History of mental health, alcohol or drug misuse or domestic violence.
Previous domestic violence	History of unexplained death, illness or multiple surgery in parents and/or siblings of the family
History of abuse or mental health problems	Past history in the care of childhood abuse, self-harm, somatising disorder or false allegations of physical or sexual assault
Mental health, drug or alcohol difficulties	Wider parenting difficulties
Cold and unresponsive to the child's emotional needs	Physical or sexual assault or a culture of physical chastisement.
Overly critical of the child	Lack of support from family or social network.

Neglect

Neglect is 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.

Child	
Failure to thrive - underweight, small stature	Low self-esteem
Dirty and unkempt condition	Inadequate social skills and poor socialisation
Inadequately clothed	Frequent lateness or non-attendance at school
Dry sparse hair	Abnormal voracious appetite at school or nursery
Untreated medical problems	Self-harming behaviour
Red/purple mottled skin, particularly on the hands and feet, seen in the winter due to cold	Constant tiredness
Swollen limbs with sores that are slow to heal, usually associated with cold injury	Disturbed peer relationships
Parent	
Failure to meet the child's basic essential needs including health needs	Family/environment Marginalised or isolated by the community.
Leaving a child alone	History of mental health, alcohol or drug misuse or domestic violence.
Failure to provide adequate caretakers	History of unexplained death, illness or multiple surgery in parents and/or siblings of the family
Keeping an unhygienic dangerous or hazardous home environment	Past history in the family of childhood abuse, self-harm, somatising disorder or false allegations of physical or sexual assault
Unkempt presentation	Lack of opportunities for child to play and learn
Unable to meet child's emotional needs	Dangerous or hazardous home environment including failure to use home safety equipment; risk from animals
Mental health, alcohol or drug difficulties	
Leaving a child alone	History of mental health, alcohol or drug

	misuse or domestic violence.
Failure to provide adequate caretakers	History of unexplained death, illness or multiple surgery in parents and/or siblings of the family
Keeping an unhygienic dangerous or hazardous home environment	Past history in the family of childhood abuse, self-harm, somatising disorder or false allegations of physical or sexual assault
Unkempt presentation	Lack of opportunities for child to play and learn
Unable to meet child's emotional needs	Dangerous or hazardous home environment including failure to use home safety equipment. risk from animals
Mental health, alcohol or drug difficulties	

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact or non-contact activities, such as involving children in looking at sexual images or being groomed on line / child exploitation.

Child	
Self-harm - eating disorders, self-mutilation and suicide attempts	Poor self-image, self-harm, self-hatred
Running away from home	Inappropriate sexualised conduct
Reluctant to undress for PE	Withdrawal, isolation or excessive worrying
Pregnancy	Sexual knowledge or behaviour inappropriate to age/stage of development, or that is unusually explicit
Inexplicable changes in behaviour, such as becoming aggressive or withdrawn	Poor attention / concentration (world of their own)
Pain, bleeding, bruising or itching in genital and /or anal area	Sudden changes in school work habits, become truant
Sexually exploited or indiscriminate choice of sexual partners	
Parent	Family/environment
History of sexual abuse	Marginalised or isolated by the community.
Excessively interested in the child.	History of mental health, alcohol or drug misuse or domestic violence.
Parent displays inappropriate behaviour towards the child or other children	History of unexplained death, illness or multiple surgery in parents and/or siblings of the family
Conviction for sexual offences	Past history in the care of childhood abuse, self harm, somatising disorder or false allegations of physical or sexual assault
Comments made by the parent/carer about the child.	Grooming behaviour
Lack of sexual boundaries	Physical or sexual assault or a culture of physical chastisement.

06.1 Responding to safeguarding or child protection concerns

Alongside associated policies and procedures in 06.0 - 06.10 Safeguarding children, young people and vulnerable adults.

1. Safeguarding roles

- All staff recognise and know how to respond to signs and signals that may indicate a child is suffering from or likely to be suffering from harm. They understand that they have a responsibility to act immediately by discussing their concerns with the designated safeguarding lead or a named back-up designated safeguarding lead.
- The manager and deputy are the designated safeguarding lead and back-up designated safeguarding lead, responsible for co-ordinating action taken by the setting to safeguard vulnerable children and adults. The designated safeguarding lead is also responsible for liaising with local statutory children's services and with the Local Safeguarding Partnership.
- All concerns about the welfare of children in The Little Bumblebee Limited at home, or elsewhere should be reported to the designated safeguarding lead or the back-up designated safeguarding lead in their absence
- The designated safeguarding lead ensures that all educators at The Little Bumblebee Limited are alert to the indicators of abuse and neglect and understand how to identify and respond to these.
- The setting should not operate without an identified designated safeguarding lead at any time.
- The designated safeguarding lead is also the designated officer at our setting.
- The designated safeguarding lead informs the designated officer about serious concerns as soon as they arise and agree the action to be taken, seeking further clarification if there are any doubts that the issue is safeguarding.
- If it is not possible to contact the designated officer, action to safeguard the child is taken first and the designated officer is informed later. If the designated officer is unavailable advice is sought from their line manager or equivalent.
- Issues which may require notifying to Ofsted are notified to the designated officer to decide regarding notification. The designated safeguarding lead and designated officer must remain up to date with Ofsted reporting and notification requirements.
- If there is an incident, which may require reporting to RIDDOR the designated officer immediately seeks guidance from the owners/directors/trustees as appropriate. There continues to be a requirement that the designated officer follows legislative requirements in relation to reporting to RIDDOR. This is fully addressed in section 01 Health and Safety procedures.
- The Little Bumblebee Limited follow procedures of Ealing Authority Local Safeguarding Partners (LSP) for safeguarding and any specific safeguarding procedures such as responding to radicalisation/extremism concerns. Procedures are followed for managing allegations against staff, as well as for responding to concerns and complaints raised about quality or practice issues, through whistleblowing and escalation.

2. Responding to marks or injuries observed

- If a member of staff at The Little Bumblebee Limited observes or is informed by a parent/carer of a mark or injury to a child that happened at home or elsewhere, the member of staff makes a record of the information given to them by the parent/carer in the child's personal file using the '06.01d Pre-existing Injury Form' or EYlog, which is signed by the parent/carer.
- The member of staff advises the DSL or Deputy DSL as soon as possible if there are safeguarding concerns about the circumstance of the injury.
- If there are concerns about the circumstances or explanation given, by the parent/carer and/or child, the designated safeguarding lead decides the course of action to be taken after reviewing 06.1a Child welfare and protection summary and completing 06.1b Safeguarding incident reporting form.
- If the mark or injury is noticed later in the day and the parent is not present, this is raised with the designated safeguarding lead.
- If there are concerns about the nature of the injury, and it is unlikely to have occurred at the setting, the designated safeguarding lead decides the course of action required and 06.1b Safeguarding incident reporting form is completed as above, taking into consideration any explanation given by the child.
- If there is a likelihood that the injury is recent and occurred at the setting, this is raised with the designated safeguarding lead.
- If there is no cause for further concern, a record is made in the individual child's chronology and Accident Record, with a note that the circumstances of the injury are not known.
- If the injury is unlikely to have occurred at the setting, this is raised with the designated safeguarding lead who informs the designated officer.
- The parent/carer is advised at the earliest opportunity.
- If the parent/carer believes that the injury was caused at the setting this is still recorded in the Accident Record and an accurate record made of the discussion is made on the child's personal file.

3. Responding to the signs and symptoms of abuse

- Concerns about the welfare of a child are discussed with the designated safeguarding lead without delay.
- A written record is made of the concern on 06.1b Safeguarding incident reporting form as soon as possible.
- Concerns that a child is in immediate danger or at risk of significant harm are responded to immediately and if a referral is necessary this is made on the same working day.

4. Responding to a disclosure by a child

- When responding to a disclosure from a child, the aim is to get just enough information to take appropriate action.
- The member of staff at The Little Bumblebee Limited listens carefully and calmly, allowing the child time to express what they want to say.
- Staff do not attempt to question the child but if they are not sure what the child said, or what they meant, they may prompt the child further by saying *'tell me more about that'* or *'show me again'*.
- After the initial disclosure, staff speak immediately to the designated safeguarding lead. They do not further question or attempt to interview a child.

- If a child shows visible signs of abuse such as bruising or injury to any part of the body and it is age appropriate to do so, the key person will ask the child how it happened.
- When recording a child's disclosure on 06.1b Safeguarding incident reporting form, their exact words are used as well as the exact words with which the member of staff responded.
- If marks or injuries are observed, these are recorded on a body diagram.

5. Decision making (all categories of abuse)

- The designated safeguarding lead makes a professional judgement about referring to other agencies, including Social Care using the Local Safeguarding Partnership (LSP) threshold document:
 - Level 1: Child's needs are being met. Universal support.
 - Level 2: Universal Plus. Additional professional support is needed to meet child's needs.
 - Level 3: Universal Partnership Plus. Targeted Early Help. Coordinated response needed to address multiple or complex problems.
 - Level 4: Specialist/Statutory intervention required. Children in acute need, likely to be experiencing, or at risk of experiencing significant harm.
- Staff at The Little Bumblebee Limited are alert to indicators that a family may benefit from early help services and should discuss this with the designated safeguarding lead, also completing 06.1b Safeguarding incident reporting form if they have not already done so.

6. Seeking consent from parents/carers to share information before making a referral for early help (Tier 2/3*)

Parents/carers are made aware of The Little Bumblebee Limited Privacy Notice which explains the circumstances under which information about their child will be shared with other agencies. When a referral for early help is necessary, the designated safeguarding lead must always seek consent from the child's parents/carers to share information with the relevant agency.

- If consent is sought and withheld and there are concerns that a child may become at risk of significant harm without early intervention, there may be sufficient grounds to over-ride a parental decision to withhold consent.
- If a parent/carer withholds consent, this information is included on any referral that is made to the local authority. In these circumstances a parent should still be told that the referral is being made beforehand (unless to do so may place a child at risk of harm).

**Tier 2: Children with additional needs, who may be vulnerable and showing early signs of abuse and/or neglect; their needs are not clear, not known or not being met. Tier 3: Children with complex multiple needs, requiring specialist services in order to achieve or maintain a satisfactory level of health or development or to prevent significant impairment of their health and development and/or who are disabled.*

6.1. Informing parents/carers when making a child protection referral

In most circumstances consent will not be required to make a child protection referral, because even if consent is refused, there is still a professional duty to act upon concerns and make a referral. When a child protection referral has been made, the designated safeguarding lead contacts the parents/carers (only if agreed with social care) to inform them that a referral has been made, indicating the concerns that have been raised, unless social care advises that the parent/carer should not be contacted until

such time as their investigation, or the police investigation, is concluded. Parents/carers are not informed prior to making a referral if:

- there is a possibility that a child may be put at risk of harm by discussion with a parent/carer, or if a serious offence may have been committed, as it is important that any potential police investigation is not jeopardised
- there are potential concerns about sexual abuse, fabricated illness, FGM or forced marriage
- contacting the parent/carer puts another person at risk; situations where one parent may be at risk of harm, e.g. abuse; situations where it has not been possible to contact parents/carers to seek their consent may cause delay to the referral being made

The designated safeguarding lead makes a professional judgment regarding whether consent (from a parent/carer) should be sought before making a child protection referral as described above. They record their decision about informing or not informing parents along with an explanation for this decision. Advice will be sought from the appropriate children's social work team if there is any doubt.

7. Referring

- The designated safeguarding lead at The Little Bumblebee Limited or back-up follows the LSP procedures for making a referral.
- If the designated safeguarding lead or their back-up is not on site, the most senior member of staff present takes responsibility for making the referral to social care.
- If a child is believed to be in immediate danger, or an incident occurs at the end of the session and staff are concerned about the child going home that day, then the Police and/or social care are contacted immediately.
- If the child is 'safe' because they are still in the setting, and there is time to do so, the senior member of staff contacts the setting's designated officer for support.
- Arrangements for cover (as above) when the designated safeguarding lead and back-up designated safeguarding lead are not on-site are agreed in advance by the setting manager and clearly communicated to all staff.

8. Further recording

- Information is recorded using the 06.1b Safeguarding incident reporting form, and a brief summary entered on 06.1a Child welfare and protection summary. Discussion with parents/carers and any further discussion with social care is recorded. If recording a conversation with parents/carers that is significant, regarding the incident or a related issue, parents/carers are asked to sign and date it a record of the conversation. It should be clearly recorded what action was taken, what the outcome was and any follow-up.
- If a referral was made, copies of all documents are kept and stored securely and confidentially (including copies) in the child's safeguarding file.
- Each member of staff/volunteer who has witnessed an incident or disclosure should also make a written statement on 06.1b Safeguarding incident reporting form, as above.
- The referral is recorded on 06.1a Child welfare and protection summary.
- Follow up phone calls to or from social care are recorded in the child's file; with date, time, the name of the social care worker and what was said.
- Safeguarding records are kept up to date and made available for confidential access by the designated officer to allow continuity of support during closures or holiday periods.

9. Reporting a serious child protection incident using 06.1c Confidential safeguarding incident report form

- The designated safeguarding lead is responsible for reporting to the designated officer and seeking advice if required prior to making a referral as described above.
- For child protection concerns at Tier 3 and 4** it will be necessary for the designated safeguarding lead to complete 06.1c Confidential safeguarding incident report form and send it to the designated officer.
- Further briefings are sent to the designated officer when updates are received until the issue is concluded.

** Tier 3: Children with complex multiple needs, requiring specialist services in order to achieve or maintain a satisfactory level of health or development or to prevent significant impairment of their health and development and/or who are disabled.

Tier 4: Children in acute need, who are suffering or are likely to suffer significant harm.

10. Professional disagreement/escalation process

- If a member of staff at The Little Bumblebee Limited disagrees with a decision made by the designated safeguarding lead not to make a referral to social care they must initially discuss and try to resolve, it with them.
- If the disagreement cannot be resolved with the designated safeguarding lead and the member of staff continues to feel a safeguarding referral is required, then they discuss this with the designated officer.
- If issues cannot be resolved the whistle-blowing policy should be used, as set out below.
- Supervision sessions are also used to discuss concerns, but this must not delay making safeguarding referrals.

11. Whistleblowing

The Little Bumblebee Limited will ensure that all staff are familiar with the whistleblowing procedure

The whistle blowing procedure must be followed in the first instance if:

- a criminal offence has been committed, is being committed or is likely to be committed
- a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject. This includes non-compliance with policies and procedures, breaches of EYFS and/or registration requirements
- an injustice has occurred, is occurring or is likely to occur
- the health and safety of any individual has been, is being or is likely to be endangered
- the working environment has been, is being or is likely to be damaged
- that information tending to show any matter falling within any one of the preceding clauses has been, is being or is likely to be deliberately concealed

There are 3 stages to raising concerns as follows:

1. If staff wish to raise or discuss any issues which might fall into the above categories, they should normally raise this issue with their manager/designated safeguarding lead.

2. Staff who are unable to raise the issue with their manager/designated safeguarding lead should raise the issue with their deputy DSL Thu Phan or third in charge Shova Poudel (Please refer to section 1 Main points of contact).
3. If staff are still concerned after the investigation, or the matter is so serious that they cannot discuss it with the manager, they should raise the matter with

After a concern has been raised, the manager will decide how to respond in a reasonable and appropriate manner. Normally this will involve making internal enquires first, but it may be necessary to carry out an investigation.

Whilst it is hoped that such disclosures will never be necessary, the setting management recognises that it may find itself in circumstances which are new to it. Each case will be treated on its own merits.

12. Managers' responsibilities

Managers are notified of concerns under this policy are expected to:

- ensure that all staff and volunteers are familiar with the policy
- ensure that concerns raised are taken seriously;
- treat the matter in confidence, within the parameters of the case;
- where appropriate, investigate properly and make an objective assessment of the concern;
- keep the person raising the concern updated with progress, without breaching confidentiality;
- ensure that the action necessary to resolve a concern is taken;
- take appropriate steps to ensure that the employee's working environment and/or working relationship is/are not prejudiced by the fact of disclosure.

If an issue cannot be resolved and the member of staff believes a child remains at risk because the setting or the local authority have not responded appropriately, the NSPCC have introduced a whistleblowing helpline 0800 028 0285 for professionals who believe that:

- their own or another employer will cover up the concern
- they will be treated unfairly by their own employer for complaining
- if they have already told their own employer and they have not responded
- The Little Bumblebee Limited will ensure that all staff are aware of the NSPCC whistleblowing helpline

13. Female genital mutilation (FGM)

Staff should be alert to symptoms that would indicate that FGM has occurred, or may be about to occur, and take appropriate safeguarding action. Designated safeguarding leads should contact the police immediately as well as refer to children's services local authority social work if they believe that FGM may be about to occur.

It is illegal to undertake FGM or to assist anyone to enable them to practice FGM under the Female Genital Mutilation Act 2003, it is an offence for a UK national or permanent UK resident to perform FGM in the UK or overseas. The practice is medically unnecessary and poses serious health risks to girls. FGM is mostly carried out on girls between the ages of 0-15, statistics indicate that in half of countries who practise FGM girls were cut before the age of 5. LSP guidance must be followed in relation to FGM, and the designated person is informed regarding specific risks relating to the culture and ethnicity of children who may be attending their setting and shares this knowledge with staff.

Symptoms of FGM in very young girls may include difficulty walking, sitting or standing; painful urination and/or urinary tract infection; urinary retention; evidence of surgery; changes to nappy changing or toileting routines; injury to adjacent tissues; spends longer than normal in the bathroom or toilet; unusual and /or changed behaviour after an absence from the setting (including increased anxiety around adults or unwillingness to talk about home experiences or family holidays); parents are reluctant to allow child to undergo normal medical examinations; if an older sibling has undergone the procedure a younger sibling may be at risk; discussion about plans for an extended family holiday

14. Children and young people vulnerable to extremism or radicalisation

The Little Bumblebee Limited has a duty to identify and respond appropriately to concerns of any child or adult at risk of being drawn into terrorism. LSP's have procedures which cover how professionals should respond to concerns that children or young people may be at risk of being influenced by or being made vulnerable by the risks of extremism.

There are potential safeguarding implications for children and young people who have close or extended family or friendship networks linked to involvement in extremism or terrorism.

- The designated safeguarding lead at The Little Bumblebee Limited is required to familiarise themselves with LSP procedures, as well as online guidance including:
 - Channel Duty guidance: Protecting people vulnerable to being drawn into terrorism www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance
 - Prevent Strategy (HMG 2011) www.gov.uk/government/publications/prevent-strategy-2011
- The prevent duty: for schools and childcare providers www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty
- The designated safeguarding lead at The Little Bumblebee Limited should follow LSP guidance in relation to how to respond to concerns regarding extremism and ensure that staff know how to identify and raise any concerns in relation to this with them.
- The designated safeguarding lead at The Little Bumblebee Limited must know how to refer concerns about risks of extremism/radicalisation to their LSP safeguarding team or the Channel panel, as appropriate.
- The designated safeguarding lead should also ensure that they and all other staff at The Little Bumblebee Limited working with children and young people understand how to recognise that someone may be at risk of violent extremism.
- The designated safeguarding lead also ensures that all staff at The Little Bumblebee Limited are aware of their responsibilities with regard to equality and inclusion and children's rights. If available in the area, the designated safeguarding lead should complete WRAP (or equivalent) training and support staff to access the training as offered by local authorities. WRAP training covers local arrangements for dealing with concerns that a child may be at risk of extremism and/or radicalisation.
- The designated safeguarding lead should understand the perceived terrorism risks in relation to the area that they deliver services in.

14.1 Parental consent for radicalisation referrals

LSP procedures are followed at The Little Bumblebee Limited in relation to whether parental consent is necessary prior to making a referral about a concern that a child or adult may be at risk of being drawn into terrorism. It is good practice to seek the consent of the person, or for very young children, the

consent of their parent/carer prior to making a referral, but it is not a requirement to seek consent before referring a concern regarding possible involvement in extremism or terrorism if it may put a child at risk, or if an offence may have been or may be committed.

Advice should be sought from line managers and local agencies responsible for safeguarding, as to whether consent should be sought on a case-by-case basis. Designated safeguarding lead at The Little Bumblebee Limited is mindful that discussion regarding potential referral due to concerns may be upsetting for the subject of the referral and their family. Initial advice regarding whether an incident meets a threshold for referral can be sought from the relevant local agency without specific details such as names of the family being given in certain circumstances.

Consent is required prior to any individual engaging with a Channel intervention. Consent is usually sought by Channel partners, but LSP procedures should be followed regarding this.

If there is a concern that a person is already involved in terrorist activity this must be reported to the Anti-Terrorist Hot Line 0800 789 321-Text/phone 0800 0324 539. Police can be contacted on 101.

14.2 Concerns about children affected by gang activity/serious youth violence

Educators at The Little Bumblebee Limited are aware that children can be put at risk by gang activity, both through participation in and as victims of gang violence. Whilst young children will be very unlikely to become involved in gang activity they may potentially be put at risk by the involvement of others in their household in gangs, such as an adult sibling or a parent/carer. The designated safeguarding lead at The Little Bumblebee Limited is familiar with the LSP guidance and procedures in relation to safeguarding children affected by gang activity and ensures this is followed where relevant.

15. Forced marriage/Honour based violence

- Educators at The Little Bumblebee Limited are aware that forced marriage is a marriage in which one or both spouses do not consent to the marriage but are forced into it and will act accordingly as detailed below. Duress can include physical, psychological, financial, sexual and emotional pressure. In the cases of some vulnerable adults who lack the capacity to consent coercion is not required for a marriage to be forced. A forced marriage is distinct from an arranged marriage. An arranged marriage may have family involvement in arranging the marriages, but crucially the choice of whether to accept the arrangement remains with the prospective spouses.
- Forced marriage became criminalised in 2014. There are also civil powers for example a Forced Marriage Protection Order to protect both children and adults at risk of forced marriage and offers protection for those who have already been forced into marriage.
- Risks in relation to forced marriage are high and it is important that educators ensure that anyone at risk of forced marriage is not put in further danger.
- If someone is believed to be at risk it is helpful to get as much practical information as possible, bearing in mind the need for absolute discretion, information that can be helpful will include things like names, addresses, passport numbers, national insurance numbers, details of travel arrangements, dates and location of any proposed wedding, names and dates of birth of prospective spouses, details of where and with whom they may be staying etc. Forced marriage can be linked to honour-based violence, which includes assault, imprisonment and murder. Honour based violence can be used to punish an individual for undermining what the family or community believes to be the correct code of behaviour.

In an emergency police should be contacted on 999.

Forced Marriage Unit can be contacted either by professionals or by potential victims seeking advice in relation to their concerns. The contact details found in main points of contact.

Further guidance

Multi-agency practice guidelines: Handling cases of Forced Marriage (HMG 2014)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/HMG_MULTI_AGENCY_PRACTICE_GUIDELINES_v1_180614_FINAL.pdf

[Developing an effective safeguarding culture in early years education \(Alliance Publication\)](#)



06.2 Concerns and allegations of serious harm or abuse against staff, volunteers or agency staff

Alongside associated policies and procedures in 06.0 - 06.10 Safeguarding children, young people and vulnerable adults.

Introduction

Concerns may come from a parent/carer, child, colleague, or the public. Allegations or concerns must be referred to the designated safeguarding lead without delay - even if the person making the allegation later withdraws it.

1. What is a low-level concern?

The NSPCC defines a low-level concern as *'any concern that an adult has acted in a way that:*

- *is inconsistent with the staff code of conduct, including inappropriate conduct outside of work*
- *doesn't meet the threshold of harm or is not considered serious enough...to refer to the local authority.*

Low-level concerns are part of a spectrum of behaviour. This includes:

- *inadvertent or thoughtless behaviour*
- *behaviour that might be considered inappropriate depending on the circumstances.*
- *behaviour which is intended to enable abuse.*

Examples of such behaviour could include:

- *being over friendly with children*
- *having favourites*
- *adults taking photographs of children on their mobile phone.*
- *engaging with a child on a one-to-one basis in a secluded area or behind a closed door*
- *using inappropriate sexualised, intimidating or offensive language'*

(NSPCC [Responding to low-level concerns about adults working in education](#))

1.1. Responding to low-level concerns

Any concerns about the conduct of staff, students or volunteers must be shared with the designated safeguarding lead and recorded. The designated safeguarding lead should be informed of all concerns, including those that may initially be considered 'low level' and make the final decision on how to respond. Where appropriate this can be done in consultation with their line manager.

Reporting concerns about the conduct of a colleague, student or volunteer contributes towards a safeguarding culture of openness and trust. It ensures that adults consistently model the setting's values and helps keep children safe. It protects adults from potential false allegations or misunderstandings.

If it is not clear that a concern meets the local authority threshold, the designated safeguarding lead should contact the LADO for clarification.

In most instances, low-level concerns about staff conduct can be addressed through supervision, training, or disciplinary processes where an internal investigation may take place.

2. Identifying concerns about serious harm, or abuse

An allegation against a member of staff, volunteer or agency staff constitutes serious harm or abuse if they:

- behaved in a way that has harmed, or may have harmed a child
- possibly committed a criminal offence against, or related to, a child
- behaved towards a child in a way that indicates they may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

3. Informing

- All staff report allegations to the designated safeguarding lead.
- The designated safeguarding lead alerts the designated officer for their setting. If the designated officer is unavailable the designated person contacts their equivalent until they get a response- which should be within 3-4 hours of the event. Together they should form a view about what immediate actions are taken to ensure the safety of the children and staff in the setting, and what is acceptable in terms of fact-finding.
- It is essential that no investigation occurs until and unless the LADO has expressly given consent for this to occur, however, the person responding to the allegation does need to understand what explicitly is being alleged.
- The designated safeguarding lead must take steps to ensure the immediate safety of children, parents, and staff on that day within the setting.
- The LADO is contacted as soon as possible and within one working day. If the LADO is on leave or cannot be contacted the LADO team manager is contacted and/or advice sought from the point of entry safeguarding team/mash/point of contact, according to local arrangements.
- A child protection referral is made if required. The LADO, line managers and local safeguarding children's services can advise on whether a child protection referral is required.
- The designated safeguarding lead asks for clarification from the LADO on the following areas:
 - what actions the designated safeguarding lead must take next and when and how the parents/carers of the child are informed of the allegation
 - whether or not the LADO thinks a criminal offence may have occurred and whether the police should be informed and if so, who will inform them
 - whether the LADO is happy for the provider to pursue an internal investigation without input from the LADO, or how the LADO wants to proceed
 - whether the LADO thinks the person concerned should be suspended, and whether they have any other suggestions about the actions the designated person has taken to ensure the safety of the children and staff attending the setting
- The designated safeguarding lead records details of discussions and liaison with the LADO including dates, type of contact, advice given, actions agreed and updates on the child's case file.
- Parents/carers are not normally informed until discussion with the LADO has taken place, however in some circumstances the designated safeguarding lead may need to advise parents/carers of an incident involving their child straight away, for example if the child has been injured and requires medical treatment.

- Staff do not investigate the matter unless the LADO has specifically advised them to investigate internally. Guidance should also be sought from the LADO regarding whether suspension should be considered. The person dealing with the allegation must take steps to ensure that the immediate safety of children, parents/carers and staff is assured. It may be that in the short-term measures other than suspension, such as requiring a staff member to be office based for a day, or ensuring they do not work unsupervised, can be employed until contact is made with the LADO and advice given.
- The designated safeguarding lead ensures staff fill in 06.1b Safeguarding incident reporting form.
- If after discussion with the designated safeguarding lead, the LADO decides that the allegation is not obviously false, and there is cause to suspect that the child/ren is suffering or likely to suffer significant harm, then the LADO will normally refer the allegation to children's social care.
- Notification to Ofsted is required for any allegations made against a member of staff, therefore the designated safeguarding lead will inform Ofsted as soon as possible, but no later than 14 days after the event has occurred. The designated safeguarding lead will liaise with the designated officer/line manager about notifying Ofsted.
- Ofsted must be updated of the actions taken by the setting, even if the LADO decides the allegation does not meet their threshold for investigation. The designated safeguarding lead ensures that the 06.1c Confidential safeguarding incident report form is completed and sent to the designated officer/line manager. If the designated officer is unavailable their equivalent must be contacted, for providers registered with a childminding agency, this may be the named person within the agency.
- Avenues such as performance management or coaching and supervision of staff will also be used instead of disciplinary procedures where these are appropriate and proportionate. If an allegation is ultimately upheld the LADO may also offer a view about what would be a proportionate response in relation to the accused person.
- The designated safeguarding lead must consider revising or writing a new risk assessment where appropriate, for example if the incident related to an instance where a member of staff has physically intervened to ensure a child's safety, or if an incident relates to a difficulty with the environment such as where parents/carers and staff are coming and going, and doors are left open.
- All allegations are investigated even if the person involved resigns or ceases to be a volunteer.

4. Allegations against agency staff

Any allegations against agency staff must be responded to as detailed in this procedure. In addition, the designated safeguarding lead must contact the agency following advice from the LADO

Allegations against the designated safeguarding lead.

- If a member of staff has concerns that the designated safeguarding lead has behaved in a way that indicates they are not suitable to work with children as listed above, this is reported to the designated officer following the setting's whistleblowing process, who will investigate further.
- During the investigation, the designated officer/line manager will identify another suitably experienced person to take on the role of designated safeguarding lead.
- If an allegation is made against the designated officer/line manager, then the owners/directors/trustees are informed.

5. Recording

- A record is made of an allegation/concern, along with supporting information is entered on the file of the child, (if the allegation involves a specific child or children and the 06.1a Child welfare and protection summary is completed and placed in the front of the child's file.
- If the allegation refers to more than one child, this is recorded in each child's file
- If relevant, a child protection referral is made, with details held on the child's file.

6. Disclosure and Barring Service

- If a member of staff is dismissed because of a proven or strong likelihood of child abuse, inappropriate behaviour towards a child, or other behaviour that may indicate they are unsuitable to work with children such as drug or alcohol abuse, or other concerns raised during supervision when the staff suitability checks are done, a referral to the Disclosure and Barring Service is made.

7. Escalating and whistleblowing concerns

- If a member of staff at The Little Bumblebee Nursery believes at any time that children may be in danger due to the actions or otherwise of a member of staff or volunteer, they must discuss their concerns immediately with the designated safeguarding lead.
- If after discussions with the designated safeguarding lead, they still believe that appropriate action to protect children has not been taken they must speak to the designated officer/line manager.
- If there are still concerns then the whistle blowing procedure must be followed, as set out in 06.1 Responding to safeguarding or child protection concerns.



06.03 – 06.08: Safeguarding and Welfare Procedures Manual

06.3 Visitor or intruder on the premises

The safety and security of the premises at The Little Bumblebee Nursery is maintained at all time and staff are vigilant in areas that pose a risk, such as shared premises. A risk assessment is completed to ensure that unauthorised visitors cannot gain access.

- 1. Visitors with legitimate business** - generally a visitor will have made a prior appointment
 - On arrival, any visitor to The Little Bumblebee Nursery are asked to verify their identity and confirm who they are visiting.
 - Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation.
 - Visitors (including visiting VIPs) are never left alone with the children at any time.
 - Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.

2. Intruder

An intruder is an individual who has not followed visitor procedures and has no legitimate business to be in the setting; he or she may or may not be a hazard to the setting.

- An individual who appears to have no business at The Little Bumblebee Nursery will be asked for their name and purpose for being there.
- The staff member identifies any risk posed by the intruder.
- The staff member ensures the individual follows the procedure for visitors.
- The setting manager is immediately informed of the incident and takes necessary action to safeguard children.
- If there are concerns for the safety of children, staff evacuate them to a safe place in the building and contact police. In some circumstance this could lead to 'lock-down' of the setting and will be managed by the responding emergency service (see procedure 01.21 Terrorist threat/attack and lock-down).
- The designated safeguarding lead informs their designated officer of the situation at the first opportunity.
- In the case of a serious breach where there was a perceived or actual threat to the safety of the children at The Little Bumblebee Nursery the manager/designated person completes 06.1c (Confidential safeguarding incident report form) and copies in their line manager on the day of the incident. The owners/trustees/directors ensure a robust organisational response and ensure that learning is shared.

06.4 Uncollected child

If a child is not collected by closing time at The Little Bumblebee Nursery, or the end of the session and there has been no contact from the parent/carer, or there are concerns about the child's welfare then this procedure is followed.

- The designated safeguarding lead is informed of the uncollected child as soon as possible and attempts to contact the parents/carers by phone.
- If the parents/carers cannot be contacted, the designated safeguarding lead uses the emergency contacts to inform a known carer of the situation and arrange collection of the child. **The Little Bumblebee Nursery will endeavour to get more than two emergency contacts were possible**
- After one hour, the designated safeguarding lead contacts the local social care out-of-hours duty officer if the parents/carers or other known carer cannot be contacted and there are concerns about the child's welfare or the welfare of the parents/carers.
- The designated safeguarding lead should arrange for the collection of the child by social care.
- Where appropriate the designated safeguarding lead should also notify police.

Members of staff at The Little Bumblebee Nursery **DO NOT:**

- go off the premises to look for the parents/carers
- leave the premises to take the child home, or to another carer
- offer to take the child home with them to care for them in their own home until contact with the parent/carer is made
- a record of conversations with parents/carers should be made and recorded on the child's file with parents/carers being asked to sign and date the recording.
- a record of conversations with parents/carers should be made and recorded on the child's file with parents/carers being asked to sign and date the recording.
- This is logged on the child's personal file along with the actions taken. 06.1c Confidential safeguarding incident report form should also be completed if there are safeguarding and welfare concerns about the child, or if Social Care have been involved due to the late collection.
- If there are recurring incidents of late collection, a meeting is arranged with the parents/carers to agree a plan to improve timekeeping and identify any further support that may be required.

06.5 Missing child

1. In the building of The Little Bumblebee Nursery

This policy should be read alongside 01.13 Entrances and Approach to the Building, Safeguarding Policy, Supervision Policy, and relevant Health and Safety Risk Assessments, specifically: Entrance & Exits and Pitshanger Lane Park.

- As soon as it is noticed that a child is missing, the member of staff informs the designated safeguarding lead who initiates a search within the setting. An immediate headcount of all children must be carried out.
- One member of staff must remain supervising the other children to maintain ratios and ensure children remain calm and safe.
- Staff immediately search all areas of the premises, including toilets, garden areas, sleep areas, storage areas, and any other accessible spaces.
- If the child is found on-site, the designated safeguarding lead checks on the welfare of the child and investigates the circumstances of the incident.
- If the child is not found on site, one member of staff searches the immediate vicinity, if there is no sign of the child, the police are called immediately. The parents/carers are then called and informed.
- The designated safeguarding lead contacts their designated officer.

2. Off-site (outing or walk)

- As soon as it is identified that a child is missing, the senior member of staff present must immediately carry out a headcount.
- One member of staff remains supervising the remaining children.
- One or more staff members search the immediate vicinity whilst maintaining communication with the group leader where possible.
- If the child is not found, the senior staff calls the police and then contacts the designated safeguarding lead, (if not already on the outing).
- The designated safeguarding lead informs the parents/carers.
- Members of staff return the children to the setting as soon as possible if it is safe to do so. According to the advice of the police, one senior member of staff should remain at the site where the child went missing and wait for the police to arrive.
- The designated safeguarding lead contacts the designated officer/line manager.

3. Recording and reporting

A record is made on 06.1b Safeguarding incident reporting form which is shared and signed by the parent. The designated safeguarding lead completes and circulates 06.1c Confidential safeguarding incident report form to the designated officer/line manager on the same day that the incident occurred.

4. The investigation

- Ofsted are informed as soon as possible (and at least within 14 days).
- The designated safeguarding lead and the designated officer/line manager speak with the parents/carers together and explain the process of the investigation.
- Staff present during the incident writes a full report using 06.1b Safeguarding incident reporting form. The reporting form is filed in the child's file.
- Staff must maintain confidentiality at all times and must not discuss the incident with anyone outside of the safeguarding and investigation process, including the press, social media, or unauthorised individuals.
- The designated officer/line manager carries out a full investigation.
- Policies, procedures, and risk assessments will be reviewed and updated.
- Management will review staffing deployment, supervision arrangements, safeguarding procedures, environmental risks, and any contributing factors.
- Staff involved may be subject to supervision, disciplinary investigation, further safeguarding training, or competency monitoring where appropriate.

06.6 Incapacitated Parent/Carer

Incapacitated refers to a condition which renders a parent/carer unable to take responsibility for their child; this could be at the time of collecting their child from the setting or on arrival. Concerns may include:

- appearing drunk
- appearing under the influence of drugs
- demonstrating angry and threatening behaviour to the child, members of staff or others
- appearing erratic or manic

1. Informing

- If a member of staff at The Little Bumblebee Nursery is concerned that a parent/carer display any of the above characteristics, they inform the designated safeguarding lead as soon as possible.
- The designated safeguarding lead assesses the risk and decides if further intervention is required.
- If it is decided that no further action is required, a record of the incident is made on form 06.1b Safeguarding incident reporting form.
- If intervention is required, the designated safeguarding lead speaks to the parent/carer in an appropriate, confidential manner.
- The designated safeguarding lead will, in agreement with the parent/carer, use emergency contacts listed for the child to ask an alternative adult to collect the child.
- The emergency contact is informed of the situation by the designated safeguarding lead and of the setting's requirement to inform social care of their contact details.
- The designated officer/ Manager are informed of the situation as soon as possible and provide advice and assistance as appropriate.
- If there is no one suitable to collect the child social care are informed.
- If violence is threatened towards anybody, the police are called immediately.
- If the parent/carer takes the child from The Little Bumblebee Nursery while incapacitated the police are called immediately and a referral is made to social care.

2. Recording

- The designated safeguarding lead completes 06.1b Safeguarding incident reporting form and if social care were contacted 06.1c Confidential safeguarding incident report form is completed. If police were contacted 06.1c Confidential safeguarding incident report form should also be copied to the /line manager/owners/directors/trustees
- Further updates/notes/conversations/ telephone calls are recorded.

06.7 Death of a child on-site

1. Identifying

- If it is suspected that a child has died in The Little Bumblebee Nursery, emergency resuscitation will be given to the child by a qualified First Aider until the ambulance arrives.
- Only a medical practitioner can confirm a child has died.

2. Informing

- The designated safeguarding lead ensures emergency services have been contacted, ambulance and police.
- The parents/carers are contacted and asked to come to the setting immediately, informing them that there has been an incident involving their child and that an ambulance has been called, asking them to come straight to the setting or hospital as appropriate.
- The designated safeguarding lead calls the designated officer and informs them of what has happened.
- The owners/directors are contacted and 06.1c Confidential safeguarding incident report form prepared by the designated safeguarding lead.
- A member of staff is delegated to phone all parents/carers to collect their children. The reason given must be agreed by the designated officer and the information given should be the same to each parent/carer.
- The decision on how long the setting will remain closed will be based on police advice.
- Ofsted are informed of the incident by the nominated person and a RIDDOR report is made.
- Staff will not discuss the death of a child with the press.

3. Responding

- The owners/trustees/directors will decide how the death is investigated within the organisation after taking advice from relevant agencies.
- The owners/trustees/directors will coordinate support for staff and children to ensure their mental health and well-being.

06.8 Looked after children

Identification.

A 'Looked after Child' is a child in public care, who is placed with foster carers, in a residential home or with parents/carers or other relatives.

Services provided to Looked After Children

Under two-year-olds

- Places will not normally be provided for babies and under two-year-olds who are in public care.
- We can offer services that enable a child to play/engage with other children while the carer stays.
- Where the child is already in attendance and has a secure attachment with an existing key person a continuation of the existing place will be offered.

Two-year-olds

- Places will be offered to two-year-old children who are looked after; where the placement in the setting will normally last a minimum of three months.
- Where the child is already in attendance and has a secure attachment with an existing key person a continuation of the existing place will be offered.

Three- and four-year-olds

- Places will be offered for funded children who are looked after; where the placement in the setting will normally last a minimum of six weeks.
- If a child who attends a setting is taken into care and is cared for by a local carer the place will continue to be made available to the child.

Additional Support

- The designated safeguarding lead and key person at The Little Bumblebee Nursery will liaise with agencies and professionals involved with the child, and their family, and ensure appropriate information is gained and shared.
- A meeting of professionals involved with the child is convened by the setting at the start of a placement. A Personal Education Plan (PEP) for children over 3 years old is put in place within 10 days of the child becoming looked after.
- Following this meeting, 6.8a Care plan for looked after children form is completed. The care plan is reviewed after two weeks, six weeks, three months, and thereafter at three to six monthly intervals.
- The Little Bumblebee Nursery will have regular contact with the social worker, and this will be maintained through planned meetings, which will include contribution to the PEP which is reviewed annually.

06.8a Care plan for looked after children

This form must be used alongside the individual child's registration form which contains further details.

Name of child		Date of birth:	
Child's address			
Contact information for main carers			
1. Name			
Relationship to child			
Phone numbers			
2. Name			
Relationship to child			
Phone numbers			
Any additional healthcare needs (give details and complete 04.2a Health care plan form, if required)			
Social Care/Social Worker			
Name			
Phone no.			
GP/Doctor			
Name			
Phone No.			
Details of professionals meeting convened at start of placement (include date of meeting, names of agencies/professionals attending and any special considerations for the child)			
Risk assessment required? If yes, include details below, including date completed.			Yes or No
Daily care requirements e.g. before meals/going outdoors			

Describe what constitutes an emergency for the child and what actions are to be taken if this occurs
Name(s) of staff responsible for an emergency with this child

The child's carer and key person must sign below to indicate that the information in this plan is accurate, and the carer agrees for any relevant procedures to be followed.

Carer's name		Signature		Date	
Key person's name		Signature		Date	
Setting manager's name		Signature		Date	

Review completed (at 2 weeks, 6 weeks, 3 months onwards)

Carer's name		Signature		Date	
Key person's name		Signature		Date	
Setting manager's name		Signature		Date	

Copies circulated to:

Carers

Other agencies/professionals

Child's personal records (with registration form)



06.9 E-safety (including all electronic devices with imaging and sharing capabilities)

Policy Review

- Alongside associated policies and procedures in 06.0 - 06.10 Safeguarding children, young people and vulnerable adults.
- This policy sets out how The Little Bumblebee Nursery promotes the safe and responsible use of digital technologies to protect children, staff and the wider nursery community. It applies to all staff, students, volunteers, contractors, parents/carers and visitors, and should be read alongside the Safeguarding Policy (06.0 series), Data Protection Policy and Staff Code of Conduct.
- An E-safety audit is included in these procedures (see 6.9a) to assist with compliance to the revised EYFS 2025.

1. Online Safety

It is important that children and young people attending The Little Bumblebee Nursery receive consistent messages about the safe use of technology and can recognise and manage the risks posed in both the real and virtual world. Online safety is recognised as part of the setting's safeguarding responsibilities, with the Designated Safeguarding Lead (DSL) taking the lead on online-safety concerns, ensuring they are reported, recorded and actioned, and overseeing risk assessments, filtering, monitoring and staff training.

- Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks; the issues are:
 - *Content* – being exposed to illegal, inappropriate or harmful material
 - *Contact* – being subjected to harmful online interaction with other users
 - *Conduct* – personal online behaviour that increases the likelihood of, or causes, harm

2. Secure Digital Storage and Cloud Systems (OneDrive and iCloud)

The Little Bumblebee Nursery uses secure, encrypted cloud storage systems to manage and store confidential information, in line with the Data Protection Act (DPA 2018) and UK GDPR requirements.

- All nursery documents, archived photographs and records are stored on Microsoft OneDrive for Business, which is password-protected with two-factor authentication (2FA), encrypted, and accessible only to authorised staff under one managed tenant. This means all user activity and permissions are controlled centrally by higher management, ensuring that staff only access the files necessary to complete their roles.
- Apple iCloud is used solely for the storage of nursery device backups (e.g. tablets used for EYLog observations). iCloud access is restricted to management accounts and protected by two-factor authentication (2FA).
- Personal devices are not linked to the nursery's OneDrive or iCloud accounts.
- Data is never downloaded or transferred to personal drives, USBs or unauthorised devices.

- Access permissions are reviewed regularly by the Nursery Manager to ensure only authorised personnel can view, upload or edit sensitive information.
- When staff leave employment, their access to cloud systems is removed immediately.
- Backups of essential data are managed within OneDrive's secure business environment; no data is stored outside the UK/EU in non-compliant jurisdictions.

These systems are used to enhance security, continuity and compliance while ensuring all child records, observations and photographs remain confidential and retrievable in case of data loss or device malfunction.

3. I.C.T Equipment

- The manager at The Little Bumblebee Nursery ensures that all computers have up-to-date virus protection installed.
- Tablets are only used by educators at The Little Bumblebee Nursery for the purposes of observation, assessment, and planning and to take photographs for individual children's learning journeys. Nobody is permitted to use nursery equipment for accessing personal emails.
- Storage devices (such as external drives and USBs) are kept in a locked cabinet, with physical key access restricted to senior members of staff only.
- Tablets remain on the premises and are always stored securely when not in use.
- Staff follow the additional guidance provided with the system.

4. Internet access

- Children never have unsupervised access to the internet.
- The setting manager ensures that risk assessments in relation to e-safety are completed.
- Only reputable sites with a focus on early learning are used (e.g. CBeebies).
- Video sharing sites such as YouTube are not accessed due to the risk of inappropriate content.
- Children are taught the following stay safe principles in an age-appropriate way:
 - only go online with a grown up
 - be kind online **and** keep information about me safely
 - only press buttons on the internet to things I understand
 - tell a grown up if something makes me unhappy on the internet
- Staff at The Little Bumblebee Nursery support children's resilience in relation to issues they may face online, and address issues such as staying safe, appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk.
- The setting manager ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

Strategies to minimise risk include:

- Check apps, websites and search results before using them with children.
- Children in Early Years should always be supervised when accessing the internet.
- Ensure safety modes and filters are applied - default settings tend not to ensure a high level of privacy or security. But remember you still need to supervise children closely.
- Role model safe behaviour and privacy awareness. Talk to children about safe use, for example ask permission before taking a child's picture even if parental consent has been given.

- Make use of home visits to inform your understanding of how technology is used within the home and the context of the child with regards to technology.
- Check privacy settings to make sure personal data is not being shared inadvertently or inappropriately. (source: <https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-guidance-for-practitioners>)

5. Personal mobile phones Acceptable Use – Staff and Visitors (includes internet enabled devices)

- Personal mobile phones and internet enabled devices are not used by staff at The Little Bumblebee Nursery during working hours. This does not include breaks where personal mobiles may be used off the premises or in a safe place e.g., kitchen (with the door closed) or office. The setting manager completes a risk assessment for where they can be used safely.
- Personal mobile phones are switched off and stored in a locked safe in the office.
- In an emergency, personal mobile phones may be used in the privacy of the office with permission.
- Staff ensure that contact details of the setting are known to family and people who may need to contact them in an emergency.
- Staff do not take their mobile phones on outings. A mobile phone will be provided for calls and texts only.
- Members of staff do not use personal equipment to take photographs of children.
- Parents/carers and visitors do not use their mobile phones on the premises. There is an exception if a visitor's company/organisation operates a policy that requires contact with their office periodically throughout the day phones still should be stored away from any areas that children access and setting phone number given to visitors so that they are still contactable. Visitors are advised of a private space where they can use their mobile.

6. Cameras and videos

- Members of staff do not bring their own cameras or video recorders to the setting.
- Photographs/recordings of children are only taken for valid reasons, e.g. to record learning and development, or for displays, and are only taken on equipment belonging to the setting.
- Children are given the opportunity to consent to their photograph being taken, even if parent/carer permissions are in place.
- Camera and video use is monitored by the setting manager.
- Where parents/carers request permission to photograph or record their own children at special events, general permission is first gained from all parents/carers for their children to be included. Parents are told they do not have a right to photograph or upload photos of anyone else's children.
- Photographs/recordings of children are only made if relevant permissions are in place.
- If photographs are used for publicity, parental consent is gained and safeguarding risks minimised, e.g. children may be identified if photographed in a sweatshirt with the name of their setting on it.

7. Cyber Bullying

If staff become aware that a child is the victim of cyber-bullying at home or elsewhere, they discuss this with the parents and refer them to help, such as: NSPCC Tel: 0808 800 5000 www.nspcc.org.uk or ChildLine Tel: 0800 1111 www.childline.org.uk

8. Use of social media

Staff are expected to:

- understand how to manage their security settings to ensure that their information is only available to people they choose to share information with
- ensure The Little Bumblebee Nursery is not negatively affected by their actions and do not name the setting
- are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting
- are aware that images, such as those on Snapshot may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone
- observe confidentiality and refrain from discussing any issues relating to work
- not share information they would not want children, parents or colleagues to view
- set privacy settings to personal social networking and restrict those who are able to access
- not accept service users/children/parents as friends, as it is a breach of professional conduct
- report any concerns or breaches to the designated safeguarding lead in their setting
- not engage in personal communication, including on social networking sites, with children and parents with whom they act in a professional capacity. There may be occasions when the educator and family are friendly prior to the child coming to the setting. In this case information is shared with the manager and a risk assessment and agreement in relation to boundaries are agreed

9. Use/distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online. In the event of a concern that a colleague at The Little Bumblebee Nursery is behaving inappropriately, staff advise the designated safeguarding lead who follows procedure 06.2 Allegations against staff, volunteers or agency staff.

10. Responding to E-safety Concerns

- Management ensures suitable access controls and data security are in place for all systems (EYLog/EYParent, OneDrive/iCloud), and that online-safety procedures are included within the wider Safeguarding Policy.

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Further Guidance

- Data Protection Act (DPA)
- Children's Online Privacy Protection Act (COPPA)
- UK Council for Internet Safety (UKCIS) Guidelines
- The Little Bumblebee Nursery's Code of Conduct



6.10 Key person supervision

Alongside associated policies and procedures in 06.0 - 06.10 Safeguarding children, young people and vulnerable adults.

Staff, including childminder assistants, taking on the role of key person must have supervision meetings in line with this procedure.

1. Structure

- Supervision meetings are held every 4-6 weeks for key persons. For part-time staff this may be less frequent but at least every 6-8 weeks.
- Key persons are supervised by the setting manager or deputy.
- Supervision meetings are held in a confidential space suitable for the task.
- Key persons should prepare for supervision by having the relevant information to hand.

2. Content

The child focused element of supervision meetings must include discussion about:

- the development and well-being of the supervisee's key children and offer staff opportunity to raise concerns in relation to any child attending. *Safeguarding concerns must always be reported to the designated safeguarding lead immediately and not delayed until a scheduled supervision meeting*
- reflection on the journey a child is making and potential well-being or safeguarding concerns for the children they have key responsibility for
- promoting the interests of children.
- coaching to improve professional effectiveness based on a review of observed practice/teaching
- reviewing plans and agreements from previous supervisions including any identified learning needs for the member of staff
- During supervision staff can discuss any concerns they have about inappropriate behaviour displayed by colleagues but must never delay until a scheduled supervision to raise concerns.
- Staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children that have occurred during their employment. New information is referred immediately to the designated officer.

3. Recording

- Key person supervision discussions are recorded and retained by the supervisor and a copy provided to the key person.
- The key person and supervisor must sign and date the minutes of supervision within 4-6 weeks of it happening and disagreements over recorded content must be minuted.
- Each member of staff has a supervision file that is always stored securely.
- Concerns raised during supervision about an individual child's welfare may result in safeguarding concerns not previously recognised as such, these are recorded on 06.1b Safeguarding incident reporting form and placed on the child's file. The reasons why the concerns have not previously been considered are explored.

- Additional safeguarding or welfare decisions made in relation to a child during supervision are recorded on the individual case file. The supervisor (if not the designated safeguarding lead) should ensure the recording is made and the designated safeguarding lead is notified.

4. Checking continuing suitability

- Supervisors check with staff if there is any new information pertaining to their suitability to work with children. This only needs to be recorded on the supervision meeting record.
- Where staff are on zero hours contracts or are employed as and when needed, their line manager completes the staff suitability self-declaration form quarterly, and/or at the beginning of every new period of work.
- Regarding the use of agency staff/support workers/self-employed persons there is an expectation that as part of the agreement with agencies they have sought information regarding their employee's suitability to work with children. Line managers must review this regularly.
- The position for students on placement is the same as that for agency staff

5. Exceptional Circumstances

Where exceptional circumstances prevent staff from conducting supervision as outlined in this procedure, the line manager is informed in writing, a copy placed on the supervision file and the appropriate actions agreed to ensure that the setting meets its obligations within the EYFS.