



Pre-School and Nursery

# **Safeguarding &** **Child Protection** **Policy and Procedure**

Approved by: Nick Gregory, Owner

Signed:

Date: 01<sup>st</sup> April 2025

Review Date: 01<sup>st</sup> April 2026

## **Safeguarding and Child Protection Policy & Procedure**

### **Policy**

Little Munchkins works with children, parents and the community to ensure the safety of children, and ensure we give them the very best start in life. Safety of Children is essential and every child's right. This Policy is fundamental in promoting the Core Values and Principles of Safeguarding Children in the UK, and within our educational curriculum with the following aims.

### **Nursery Designated Safeguarding Lead (DSL)**

(Lead Nick Gregory)

The role of the DSL is to take the lead on ALL Safeguarding concerns; this is assisted by referring to Hampshire Safeguarding Children Partnership Thresholds Reference Chart. These charts can be found in the Nursery Office and on our outside Parents Notice board.

The DSL's also combine the information on the above-mentioned Safeguarding Threshold Chart along with the Neglect Threshold Reference Chart when considering any safeguarding matter or concerns.

All Safeguarding concerns / issues are recorded on the nursery LIVE secured computer file, and hard copies of document stored in a separate child file for ease of viewing.

### **Children absence**

- At Little Munchkins any child absence is monitored through our register and recorded on our live document, however we do expect parents to inform us if their child is not attending and give a reason.  
Staff if not informed by parents will call to obtain a reason for the absence.
- If we do not get through to parents, or do not think the reason doesn't justify absence from the nursery we do inform the parent, the matter could be considered as a safeguarding issue. The incident will be recorded, and action will be taken by handing over our concerns to Hampshire children services.

### **Our aims are to:**

- Create an environment which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background
- Help children to establish and sustain satisfying relationships within their families, with peers, and other adults
- Encourage children to develop a sense of autonomy and independence
- Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches
- Work with parents to build their understanding of and commitment to the welfare of all our children.

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### **The legal framework for this work is:**

- Working together to Safeguard Children 2023
- The Rehabilitation of Offenders Act 1974
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Childcare (disqualification) Regulations 2009
- The Children Act 2004
- Human Rights Act 1998
- Data Protection Act 1998
- The Protection of Children Act 1999
- The Education Act 2002
- Childcare Act 2006
- Child Sexual exploitation 2017
- Children and Families Act 2014
- Care Act 2014
- Serious Crime Act 2015
- Counter-Terrorism and Security Act 2015
- Sexual Offences Act 2003
- Criminal Justice and Court Services Act 2000
- Human Rights Act 1999
- Race Relations Act 2000
- Ofsted Requirements for registration

### **Guidance:**

- What to do if you are worried a Child is being Abused (2004)
- The framework for Assessment of children in Need and Their Families (2000)
- Working Together to Safeguard Children (2023)
- The Common Assessment Framework (2005)
- Safeguarding Children and Safer Recruitment in Education (2011)

### **Partnership and Liaison with other agencies:**

- We work within and use Hampshire Safeguarding Children Partnership Thresholds
  - Reference Chart and Hampshire Children Partnership Neglect Threshold
  - Reference Chart for guidance.
- We seek advice and guidance from LADO through online link:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=tdiBPwfU0yGnB20OQGNm\\_D9k1qf4MxLmmh9FyEba9pUQIJHV1I3NzA1QkNQSFkVEFBUIVRzgxQS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=tdiBPwfU0yGnB20OQGNm_D9k1qf4MxLmmh9FyEba9pUQIJHV1I3NzA1QkNQSFkVEFBUIVRzgxQS4u)
- We have a copy available for staff and parents of the Hampshire Safeguarding
  - Children Partnership Thresholds Reference Chart and Hampshire Children
  - Partnership Neglect Threshold in office and on parent information notice outside nursery.

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- We inform the registration authority (Ofsted) of any notifiable incident or accident and any changes in our arrangements, which affect the wellbeing of children.  
We have LIVE document which holds all information of any concerns to ensure that it is easy, in any emergency, for the nursery and children's services to work well together.
- We use our LIVE document to record all accidents, Incident reports, etc. This information is used to create the nursery RISK Assessment highlighting potential concerns spots which may require a Safeguarding referral and investigation.
- If a report is to be made to the authorities or Police, we act on advice and guidance in deciding whether we must inform the child's parents at the same time.

### **Staffing and volunteering**

- We provide adequate and appropriate staffing resources to meet the needs of children.
- All staff will be required to complete a Safeguarding certificated course, and new staff within their first six months.
- Our nursery / provision will hold one staff meeting every term as a minimum, covering any up-dates to safeguarding required within Child Care.
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and police checks for staff and volunteers (DBS), to ensure that no disqualified person or unfit person works at the nursery or has access to the children.
- Students and Volunteers do not work unsupervised.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of a safeguarding nature.
- We have procedures for recording the details of visitors to the nursery.
- We take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children.
- CCTV is in operation on the outside of the building, car park and garden to monitor visitors, staff and children

### **Staff and visitors:**

- We have a strict **NO MOBILE PHONES or CAMERA** rule, this relates to all and any **ELECTRONIC DEVICES** which limits staff use of mobile telephones to the lunch time only, only the use of the nursery camera / Tablets is permitted for photo evidence. Photos are downloaded into individual children's files and only used in learning journals or wall displays within the nursery. Disciplinary action will be taken if mobiles are used in any area of the nursery other than outside the nursery.
- We also ask that parents adhere to our **NO MOBILE PHONES/ CAMERA** policy; staff will ask parents to not use their phone within the nursery or garden to safeguard the

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children. This is supported by sign in window of the staff office / Entrance, stating that NO electronic devices are to be used whilst within Nursery.

### **Allegations being made against a member of staff:**

- When an allegation is made against a member of staff or volunteer it is always taken seriously. The safeguarding officer – the Manager / Owner, Nick Gregory to investigate any concerns raised by other staff, parents, volunteers or students.
- All allegations are reported to LADO through on-line link

[https://forms.office.com/Pages/ResponsePage.aspx?id=tdiBPwfU0yGnB20OQGNm\\_D9k1qf4MxLmmh9FyEba9pUQIJHV1I3NzA1QkNQSjFKVEFBUIVLRzgxQS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=tdiBPwfU0yGnB20OQGNm_D9k1qf4MxLmmh9FyEba9pUQIJHV1I3NzA1QkNQSjFKVEFBUIVLRzgxQS4u)

along with Ofsted and DBS. Considered more serious cases will be immediately referred to the Police.

- The member of staff would be suspended without pay duration of the investigation, however refunded if the allegation against them is not sound. Following guidelines set out within our Disciplinary Procedures under Gross Misconduct.
- If the outcome of the investigation is that the children are at risk or are potentially at risk the member of staff would be dismissed under our guidelines of Gross Misconduct in the Disciplinary Procedures and reported under the Childcare (disqualification) regulations 2009
- The nursery would work closely with the other agencies to resolve the case as soon as possible.

### **Disciplinary Action:**

- Where a member of staff or a volunteer is dismissed from the nursery or is internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that their name may be included on the List for the Protection of Children Act 1999. We will hand over copies of any documentation / report on our investigation to Police, Ofsted and local Authority for criminal action to be taken.

### **Training:**

- We seek out training opportunities for all adults involved in the nursery to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect, so they are aware how to use the Hampshire Safeguarding Children Partnership Thresholds Reference Chart and Neglect Threshold Reference Chart as guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the nursery and who the DSL's are to take their concerns too.
- In-house Safeguarding training is provided regularly to ensure the importance of protecting children in the nursery is recognised and to ensure knowledge is up to date through staff meeting

### **Visibility:**

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- The layout of rooms allows for constant supervision. Also, staff are expected to place themselves in areas where they can see as many children as possible

### **Curriculum:**

- We introduce key elements of safeguarding into the curriculum, so that children can develop understanding of why and how to keep safe.
- We create within the nursery a culture of value and respect for the individual, promoting British Values within our environment and through our educational activities.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

### **Complaints:**

- We ensure that all parents know how to complain about staff or volunteer action within the nursery, which may include an allegation of abuse.
- We follow the guidance and advice from LADO when investigating any complaint that a member of staff or volunteer has abused a child.
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.

### **Responding to suspicions of abuse:**

- We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives any cause for concern, the nursery investigates.
- We allow investigations to be carried out with sensitivity. All staff in the nursery will take care not to influence the outcome either through the way they speak to children or by asking leading questions of children.
- Where a child shows signs and symptoms of "failure to thrive" or neglect, we make appropriate referrals.

[https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/all  
egations](https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/all%20egations)

### **Disclosures**

- Where a child makes a disclosure to a member of staff, that member of staff offers reassurance to the child; listens to the child and gives reassurance that she or he will act. The member of staff does not question the child or promise to keep any secrets.
- When recording suspicions of abuse and disclosures, the staff should make a record of; the child's full name; the child's date of birth; the date and time of the observation or the

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disclosure; an objective record of the observation or disclosure; the exact words spoken by the child; the name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time. These records are signed and dated and kept in a separate confidential file. All members of staff know the procedures for recording and reporting.

### **Informing Parents**

Parents are not normally the first point of contact. If a suspicion of abuse is recorded, parents are informed once advice has been taken, except where guidance of the Local Safeguard Children Board or Police does not allow this. This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers from the Local authority or Police will inform parents or give nursery management advice.

### **Confidentiality:**

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board. Please refer to our CONFIDENTIALITY POLICY

### **Support to families**

- The nursery will take every step in its power to build up trusting and supportive relationships among families, staff and volunteers in the group.
- The nursery will continue to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Local Safeguarding Children Board.
- Within the provision, the care and safety of the child is paramount, and we do all in our power to support and work with the child's family.

This policy was adopted by Little Munchkins on 01/06/2025

Signed on behalf of Little Munchkins:

Nick Gregory, Owner

Next review date: 01/06/2026