



Where Little Lambs Learn and Play

## Policies and Procedures

### PP01 – Safeguarding & Child Protection Policy

V1.0

**November 2025**

<b>Document History</b>					
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This document is reviewed annually or sooner if required by changes in law, statutory guidance, or operational needs. Any changes, amendments, alterations, or updates of this document will be reviewed and/or approved by the Nursery Manager and a company Director.

All members of staff will be required to read this document in its entirety within 2 weeks of publication and for new starters before working with children, with confirmation that it has been understood.

Inevitably, there will be some situations that arise which are not specifically covered within this document. In such situation, if practicable, the Nursery Manager or Deputy Manager should be consulted for further guidance or instruction.

Any queries arising from this document should be raised with the Nursery Manager or Deputy Manager in the first instance.

This document and its policies and procedures herein, are not intended to replace recognised, established industry or regulatory safety standards, principles, or protocols.

Suggestions for future changes, amendments, alterations, additions, or updates should be sent to the Nursery Manager or Deputy Manager.

**Copies of this document are uncontrolled and may not be current. If in doubt, please consult the Nursery Manager or Deputy Manager.**

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## 1. Introduction and Aims

At Little Lambs Nursery we believe that safeguarding is the responsibility of every adult in our community and that the safety, welfare, and protection of children must always be our highest priority. We are committed to ensuring that every child is kept safe from harm, abuse, neglect, exploitation, and maltreatment and that children learn and develop in an environment where their rights, dignity, and wellbeing are fully protected. This commitment underpins every element of our daily practice and organisational culture and is embedded in all decisions made regarding children's care, learning, and safety.

This policy sets out the arrangements through which the nursery ensures full compliance with the Early Years Foundation Stage (EYFS) Statutory Framework – September 2025, the Children Acts 1989 and 2004, Working Together to Safeguard Children (2023/24), Keeping Children Safe in Education, the Counter-Terrorism and Security Act 2015 (Prevent Duty), the Equality Act 2010, and all statutory requirements placed upon early years providers operating in the Bath & North East Somerset (B&NES) local authority area.

Throughout this document the term Designated Safeguarding Lead (DSL) refers to the person with lead responsibility for safeguarding within the nursery, and the term Local Authority Designated Officer (LADO) refers to the B&NES officer responsible for managing allegations against staff and ensuring that all concerns are investigated appropriately. These terms will be used consistently for the remainder of the policy.

The aims of this policy are to ensure that all adults working with children in our setting understand their legal responsibilities, know how to recognise the signs of abuse and neglect, feel confident in responding to concerns or disclosures, and adhere to the highest standards of professional conduct. The policy ensures that safeguarding concerns are always taken seriously, acted upon immediately, and recorded in accordance with statutory requirements and the procedures of the B&NES Safeguarding Children Partnership (BSCP).

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## 2. Roles, Responsibilities, and Governance

Safeguarding is a shared responsibility across the nursery, yet the Nursery Manager, as the primary DSL, holds overall accountability for the implementation of this policy and the effective management of all safeguarding concerns. In addition to the Nursery Manager, the Deputy Manager, Early Years Teacher (EYT), and Room Leaders are appointed as Deputy DSLs, ensuring that at all times a trained DSL is present on the premises and able to respond to concerns.

The DSL is responsible for ensuring that all safeguarding concerns are responded to promptly, documented accurately, escalated appropriately, and monitored through to resolution. This includes liaison with B&NES Children's Social Care, the Multi-Agency Safeguarding Hub (MASH), the LADO, the police, health services, and other relevant partners. The DSL ensures that all staff attend mandatory safeguarding training, undertake refresher training at least annually, and receive ongoing updates to maintain their competence.

Every member of staff, volunteer, apprentice, student, contractor, or visiting professional working within the nursery has a legal duty to safeguard children. This includes recognising early indicators of harm, reporting concerns without delay, maintaining professional boundaries, and acting in accordance with this policy and the BSCP local procedures. All staff must read and understand the safeguarding policy, the nursery's Code of Conduct, and the relevant sections of the EYFS and Keeping Children Safe in Education.

The Directors of Little Lambs Nursery have strategic responsibility for ensuring that safeguarding arrangements are robust, adequately funded, and implemented consistently. They support the DSL and oversee policy reviews, audits, and compliance with Ofsted and statutory safeguarding expectations.

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## 3. Recognising Abuse, Neglect, and Specific Safeguarding Concerns

All staff receive training on the different forms of abuse as defined by the Children Act 1989 and the BSCP, including physical abuse, emotional abuse, sexual abuse, and neglect. Staff are trained to recognise both obvious and subtle indicators of harm, and to remain vigilant even where injuries or behaviours appear minor or ambiguous.

The nursery recognises that additional vulnerabilities may exist for children with disabilities, children with SEND, non-verbal children, children with language barriers, children living in domestic abuse situations, children in financial hardship, children in early help processes, and those with complex family circumstances. Staff are trained to recognise high-risk patterns such as repeated injuries, inconsistent explanations, extreme distress, sudden behavioural changes, unusual sexualised behaviour, frequent absences, or a child disclosing worry or fear.

In accordance with national and local guidance, staff are also trained in specific safeguarding concerns including fabricated or induced illness, child sexual exploitation, criminal exploitation, county lines, modern slavery, online grooming, trafficking, domestic abuse, coercive control, forced marriage, honour-based abuse, female genital mutilation (FGM), extremism and radicalisation, contextual safeguarding factors, and the risks associated with digital technologies and social media.

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## 4. Responding to Safeguarding Concerns

Safeguarding concerns must always be reported to the DSL or Deputy DSL immediately and verbally, followed by a written record using the nursery's safeguarding concern form. Concerns must never be delayed, and staff must not investigate, question the child in depth, or attempt to manage the situation alone.

The DSL will review the concern, consult the BSCP threshold guidance, and determine whether the matter should be referred to B&NES Children's Social Care, Early Help services, the police, health professionals, or other relevant agencies. All discussions, decision-making rationales, and actions taken will be recorded in the child's safeguarding file.

In the event of a disclosure, staff must listen calmly and attentively, reassure the child that they have done the right thing, avoid expressing shock or disbelief, avoid asking leading questions, and explain that information must be shared with people who can help keep them safe. Disclosures must be recorded verbatim as far as possible and passed to the DSL without delay.

The nursery respects confidentiality at all times; however, staff must understand that safeguarding overrides data protection where necessary to protect a child from harm.

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## 5. Prevent Duty

In accordance with the Counter-Terrorism and Security Act 2015 and BSCP procedures, Little Lambs Nursery is committed to preventing children from being drawn into extremism, radicalisation, or terrorism. The DSL undertakes Prevent training and ensures that staff are alert to behavioural indicators including isolation, sudden changes in views, exposure to extremist content, or concerning language.

The setting promotes British Values through everyday practice, modelling, and curriculum experiences, fostering mutual respect, democracy, the rule of law, tolerance, and individual liberty. Concerns related to radicalisation are reported directly to the DSL and may be referred to the B&NES Prevent team or the Channel panel where appropriate.

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## 6. Allegations

Any allegation or concern that a member of staff, volunteer, student, contractor, or agency worker has behaved in a way that may have harmed a child, may pose a risk of harm to a child, or may have behaved towards a child in a way that indicates they may not be suitable to work with children, must be reported immediately to the Designated Safeguarding Lead (DSL) or, in their absence, the Nursery Manager.

The Nursery Manager will contact the Local Authority Designated Officer (LADO) at Bath & North East Somerset Council **within one working day** of becoming aware of the allegation, in line with statutory safeguarding procedures. No internal investigation will take place until advice has been sought from and permission given by the LADO.

Where appropriate, the staff member may be suspended on neutral grounds while enquiries are undertaken. Suspension is not an indication of guilt and will be managed sensitively. Confidentiality will be maintained throughout the process, with information shared strictly on a need-to-know basis.

The nursery will cooperate fully with any investigation undertaken by the LADO, children's social care, the police, or other relevant agencies. Support will be provided to the child, their family, and the member of staff involved, as appropriate.

Ofsted will be notified of any allegation of serious harm or abuse by a person living, working, or looking after children at the setting, or any allegation that results in suspension, dismissal, or referral to external agencies. **Ofsted will be notified as soon as reasonably practicable and no later than 14 days after the allegation is made.**

Ofsted Complaints Investigation Team  
Piccadilly Gate, Store Street  
Manchester, M1 2WD  
Telephone: 0300 123 1231

Where a member of staff is dismissed, resigns, or ceases to work at the nursery because they have harmed a child or posed a risk of harm, the nursery has a statutory duty to refer the individual to the Disclosure and Barring Service (DBS) for consideration under the barred lists, and to any relevant professional body where applicable.

All allegations, actions taken, decisions made, and outcomes will be recorded clearly and retained in line with statutory record-keeping requirements.

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## 7. Whistleblowing

Little Lambs Nursery encourages an open culture where staff feel confident to raise concerns about poor or unsafe practice, breaches of policy, or the behaviour of colleagues that may place a child at risk. If a staff member believes that concerns cannot be reported internally or that management has not acted appropriately, they may contact Ofsted or the NSPCC Whistleblowing Helpline. Whistleblowers will be protected from victimisation.

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## 8. Safer Recruitment and Ongoing Suitability

Little Lambs Nursery follows safer recruitment procedures compliant with EYFS 2025, BSCP guidance, and statutory safer recruitment expectations. These include value-based interviews, full employment history checks, verification of identity, verification of qualifications, right to work checks, enhanced DBS checks including barred list checks where applicable, overseas police checks where relevant, medical fitness verification, and two references including the most recent employer.

No staff member will be permitted unsupervised access to children until all safer recruitment checks are completed and verified. The nursery maintains a detailed Single Central Record (SCR) in line with statutory requirements.

Ongoing suitability is monitored through annual declarations, DBS Update Service checks where applicable, supervision meetings, appraisals, and staff are required to disclose any changes in circumstances that may affect their suitability to work with children.

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## 9. Supervision of Children

Children are supervised at all times, with staff deployment carefully planned to meet EYFS ratios and ensure visibility, accessibility, and safety. Staff remain vigilant during indoor activities, outdoor play, toileting, mealtimes, sleep times, and transitions.

Only authorised adults may collect children, and identification is required for any unfamiliar person. Children will never be left alone with staff except where identified in individual care plans and with robust safeguards.

## **10. Staff Conduct and Professional Boundaries**

Staff must always maintain professional boundaries and model respectful, appropriate behaviour. Physical contact must be appropriate, necessary, time-limited, and linked to the child's needs rather than the adult's comfort. Staff must not share personal details with parents, engage in private relationships, or provide childcare outside of nursery arrangements. Confidentiality must be upheld at all times.

Personal mobile phones must not be used in the presence of children, and all digital conduct must align with the nursery's Mobile Phone and Social Media Policy.

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## **11. Training and Continuous Safeguarding Awareness**

All staff undergo safeguarding training during induction and must complete refresher safeguarding training at least annually in accordance with EYFS 2025. The DSL and Deputy DSLs undertake specialist DSL training at least every two years, alongside regular updates.

Safeguarding updates, case learning, BSCP changes, emerging themes, and procedural updates are shared through supervision, meetings, and ongoing training.

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## **12. Online Safety and Technology Safeguarding**

Children's digital access is always supervised, and the setting ensures strong controls on devices connected to the internet. Staff must not use personal phones or devices in child-access areas. Nursery-owned devices are monitored, secure, and compliant with data protection requirements. Images of children are only captured on nursery devices, stored securely, and used in accordance with parental consent.

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## **13. Partnership with Parents and Multi-Agency Working**

We work in partnership with parents wherever possible, sharing safeguarding information appropriately, offering support, and contributing to Early Help processes. The nursery collaborates with B&NES Children's Social Care, health professionals, educational partners, and external agencies to safeguard children effectively. Where seeking parental involvement may increase risk to the child, the DSL may consult social care before contacting parents.

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## **14. Record Keeping, Confidentiality, and Data Protection**

Safeguarding records are detailed, factual, signed, dated, and maintained securely in individual child protection files. Records are stored in accordance with the Data Protection Act 2018, UK GDPR, and BSCP retention guidance. Access is strictly limited to the DSL, Deputies, and Directors where appropriate. Safeguarding information is shared only with those who need it to protect a child.

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## **15. Monitoring, Review, Auditing, and Compliance**

Safeguarding practices are monitored continuously by the DSL and Directors. Patterns, trends, and concerns are reviewed regularly. Internal audits, including training compliance audits, SCR reviews, incident evaluations, and policy reviews, ensure full compliance with EYFS, BSCP procedures, and Ofsted expectations.

This policy is reviewed annually or sooner if statutory guidance changes, if there is a significant safeguarding incident, or on the recommendation of the DSL, LADO, or external partners.

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ENDS