

# Safeguarding Children

## Langshott Ladybirds Nursery

This policy is written in conjunction with our policy for Safe use of the Computer and ICT, Non Attendance, Safe Working Practices and Code of Conduct, Staff Recruitment and Retention, Health Safety and Hygiene, Volunteers in Nursery, Students in Nursery

Ladybirds Nursery is committed to the welfare and safety of the child. We will work with children, parents and the community to ensure the rights and safety of children and give them the very best start in life.

We take our role seriously and work together with other agencies to ensure adequate arrangements are in place to identify, assess and support those children who are suffering from harm.

There is a culture of safety at Langshott Ladybirds Nursery, every member of staff, volunteers, students, parents, carers and Committee members have a responsibility to report concerns to the Manager (Candace Earle)

### Aims :

- To support each child's development, enabling them to feel secure, confident and to grow in independence.
- To provide a safe and secure environment in which the child feels confident and able to share their feelings or worries with a caring adult.
- To promote core British values at an age appropriate level, (introducing the concept of democracy, the rule of law, individual freedom, mutual respect and tolerance).
- To follow a systematic means of monitoring of children known or thought to be at risk.
- To follow a structured procedure in cases of suspected abuse.
- To ensure that all staff or volunteers working directly with children have Enhanced DBS Disclosures in place (applicants since July 2015 will be required to register for the DBS update service) and the nursery meets its responsibilities under the Safeguarding Vulnerable Groups Act 2006 and Working Together to Safeguard Children 2018 and The Children Act 2004 and The Childcare Act 2006
- To ensure that we have a robust and transparent staff/volunteer recruitment and induction programme and safe working policy and procedures.
- To review and update our procedures regularly.
- To work closely with outside professionals who are involved with the child and promote effective multi-agency working.
- To maintain appropriate levels of confidentiality

Staff and committee members will receive safeguarding training every two years and may also undertake additional training throughout the year to maintain up to date knowledge and to refresh our policies and procedures around keeping children safe. Training will be delivered through recognised bodies (ie, Surrey safeguarding, Ansa training, NSPCC, EYA Educare online) Regular updates are circulated on staff memos, staff meetings and at staff 1-1 supervision meetings this maintains a consistent approach to our safeguarding procedures. Staff will have a safeguarding quiz regularly to ensure we are all confident in 'what to do if' and DSL will attend Safeguarding forum when these are available.

**The Designated Safeguarding Lead (DSL) is the Nursery Manager, Candace Earle.**

**and in her absence the deputy DSL is Deputy Manager, Karen Wormley.**

The DSL is responsible for referring a child if there are concerns about possible abuse.

**Referrals should be made to the ...**

**Surrey Children's SPA (Single Point of Access)**

**0300 470 9100 or child protection consultation line select option 3)**

**[cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)**

(operating between 9:00am and 5:00 pm)

In the case of concerns regarding a member of staff call

**LADO 0300 123 1650 (option 3)**

**[LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)**

In the case of an

**emergency out of hours**

the **Emergency Duty Team** may be contacted on 01483 517898 **(option 2 for advice only)**

**Where we are concerned for a child's immediate safety the nursery will call Surrey Police 999**

**Prevent duty helpline : 0800 011 3764 or 0800 789 321 visit [gov.uk/ACT](http://gov.uk/ACT) for info and referrals**

**NSPCC FGM Helpline : 0800 028 3550 or FGM national helpline :0800 028 3550 or 101 for police.**

## Role of Designated Safeguarding Lead : BE CURIOUS ABOUT ALLEGATIONS.

- Any allegations relating to Staff, volunteers or committee members will be reported to LADO immediately and their advice followed, and then to OFSTED within 24 hours, following up in writing within 14 days.
- The DSL will act as the contact point for staff, volunteers, parents and carers to discuss concerns.
- The DSL is the Key Adult in nursery and has completed the Operation Encompass training.
- Follow advice on flow charts in 'What to do if you're worried a child is being abused'. A copy of which is stored on the nursery laptop in 'my documents' and can also be downloaded from [www.gov.uk/government/publications/whattodoif](http://www.gov.uk/government/publications/whattodoif)
- Follow guidance on safeguarding from the Continuum of Support for Children and Families living in Surrey, (copy kept in file and on laptop) considering whether a child has any ACES and will consider using the SSCP neglect chronology tool the DSL will make a judgement on who to contact.
- If in any doubt about what to do, she will seek advice from the C-SPA for confidential advice (In this instance the name of the child or parent should not be disclosed) and follow their advice.
- Keep written records of concerns even if they do not require or result in referral
- Any telephone referrals will be followed up in writing ASAP. Written referral will be made in place when the situation warrants a referral. Referral form are found at [Request for Support Form - Surrey Safeguarding Children Partnership](#)
- Surrey procedures on referral processes can be read here: [Referrals](#)
- Ensure confidentiality of all written and spoken concerns and referrals. To keep these separate from all other forms of record keeping
- An Early help assessment may be completed, this remains at the nursery whilst the child is on role and is then passed to the receiving setting with a signed receipt.
- Liaise with other professionals and outside agencies, when sharing information with other professional or outside agencies reasonable precautions will be taken to ensure information is passed on a need to know basis.
- Identification of agencies seeking information will be verified. for health visitors 0300 247 0025 and Social workers 0300 470 9100.
- Attend, or ensure that an alternative staff member attends case conferences and planning meetings. Provide a written report which has been shared with the parents
- Attend or head a team around the family (TAF) where required.
- Ensure that if a social worker steps down a child from a Protection Plan that a multi-agency meeting is held to plan for next steps for the child.
- Ensure that if a child who is on the Child Protection Register is absent for more than two consecutive sessions without explanation, *(the 2 emergency contact numbers will be used if parents cannot be contacted)*, that this is referred to the child's social care team
- Ensure that all staff are aware of their responsibilities with regard to safeguarding children and are familiar with the 'what to do if you're worried a child is being abused' document, their prevent duty and be aware of FGM.
- Ensure that relevant staff safeguarding training will be updated every 2 years.

- Obtain updates and bulletins from Surrey safeguarding children partnership, staff safeguarding training and attending Safeguarding forums.
- Information about individual children with regards to child protection cases are stored in a locked cupboard and records follow the child to their next placement. A receipt for child files passed on will be required and stored for 25 years.
- If the concern is about a staff member or committee member the DSL will inform LADO and then within 48 hours Ofsted following this up in writing within 14 days.
- If a staff member is dismissed in the case of proved child abuse or disclosure of convictions, cautions, court orders, reprimands or warnings relating to child abuse, or, any significant event which is likely to affect the suitability of any person who is in regular contact with children at Ladybirds, it will be reported to LADO, OFSTED and to the Independent Safeguarding Authority, DBS. This will also include where a member of staff has resigned following allegation or disclosure.
- Ensure that parents and carers are aware of our policies and procedures (these are clearly displayed in a folder on the cupboard to the left of the door into the cloakroom) .
- Ofsted are notified of any incident or accident or change in our arrangements which may affect the well-being of children.
- Any private fostering arrangements are reported to the local authority.

#### **INFORMING PARENTS**

- If we have a concern about a child we will share these concerns with parents/carers, however, if sharing these concerns puts the child at risk of significant or further harm we will seek advice from the C-SPA.
- Parents are normally our first point of contact, we will discuss concerns with parents to gain their view of events, whilst remaining curious and asking open ended questions to find out more.
- The nursery will inform parents when we make a record of concern in their child's file and that we also make a note of any discussion we have with them regarding a concern.

#### **ROLE OF STAFF, VOLUNTEERS, PARENTS/CARERS AND COMMITTEE MEMBERS.**

##### **What to do if you are concerned for a child's welfare :**

##### *What to do if.....*

- *you have concerns for a child in the care of Ladybirds Nursery*
- *a child tells you something that concerns you*
- *you see or suspect an adult of neglecting or abusing a child at nursery*
- *You are concerned about the conduct of the nursery manager or assistant nursery manager*

*Every member of staff, volunteer, committee member and student has the responsibility to report concerns to the Designated Safeguarding Lead (DSL) Nursery Manager Candace Ealre*

Staff are trained to recognise the signs that a child may be suffering from physical, emotional and sexual abuse or neglect, or may be witnessing this or other forms of abuse . These may include Honour based violence, parental imprisonment, sexualised behaviour, self harm, radicalisation, FGM, Forced marriage, breast ironing, Child sexual exploitation, disguised compliance. Witnessing older siblings or parents sexting, using images, inappropriate films or games.

Children may demonstrate this through :

- Significant changes in their behaviour
- Deterioration in their general well-being
- The things they say
- Changes in their appearance, their behaviour or play
- Unexplained bruising, marks or signs of possible abuse or neglect. Signs of bruising in a child who is not independently mobile (usually those with disability or under 2 years of age ) will always be disclosed to the DSL and referred to the Surrey Safeguarding Children Contact Centre. Parents of the individual child will signposted to [Welcome to the Surrey Safeguarding Children Partnership...](#)
- Any reason to suspect abuse or neglect outside the setting
- Inappropriate behaviour displayed by any person working with the children, eg., excessive one to one beyond expectations of their role, sexual comments, inappropriate sharing of images.

**Concerns about a child or another adult in nursery should always be reported to the DSL.**

*If the DSL is not available concerns should be taken to the deputy DSL, deputy manager Karen Wormley.*

*If you have concerns for a child in the care of a member of Ladybirds staff, please bring your concerns straight to the DSL.*

*If your concerns are about the conduct of the DSL you must raise this with the deputy DSL.*

*Concerns involving both the DSL and deputy DSL must be reported to the Management Committee Chairperson and OFSTED (contact details for OFSTED are on the main notice board in the nursery room)*

**If a staff member has concerns for a child with regard to FGM , child trafficking or extremism they must report their concerns to the DSL who will report straight to the police.** This will be followed up by a referral to the South East Referral Hub

**Confidentiality must be maintained at all times**

*If a child offers information that concerns you, listen to the child, reassure the child that you have listened to them and then report the incident to the DSL immediately. If appropriate, use open questions or words of support to comfort a child. Eg., 'has something happened?'. A written report of the disclosure or observation will always be made, using the exact words spoken by the child where possible, the name of the person reporting the concern, date and time of disclosure, observation, and name of any other persons present at the time. Records will be signed and dated and remain on file attached to the individual child's notes.*

*Parents of children attending nursery with pre-existing injuries will be asked to sign an incident report of which a copy is given to the parent and a record kept at the nursery. Unusual marks, injuries or bruising on a child must be reported to the DSL.*

*On receiving a reported concern the DSL is responsible for following the procedures set out in the Langshott this policy.*

*Staff involved in cases where a child is at risk of harm or for whom they have expressed a concern may find the situation upsetting or stressful. These staff will have the opportunity to talk with the DSL who will obtain further support for the staff member if required.*

The nursery is aware of factors that may affect a child's emotional or physical wellbeing.

Disclosures of information or concerns once passed to the DSL will be acted upon with regard to the individual case. The DSL will report back to the person who disclosed to confirm what action has been taken.

If there are any concerns that the matter has not been dealt with efficiently then the matter can be taken to the deputy DSL or the main committee of Ladybirds nursery. If you are concerned about the response follow our whistleblowing procedures (a copy of which is displayed in the cloakroom and in the cupboard).

## **Operation Encompass**

The nursery is part of Surrey Police Operation Encompass. Surrey Police will inform all professionals enrolled in the Op Encompass, when any domestic abuse incidents have occurred that may impact a child at the nursery.

**Key adult** in nursery is Candace Earle who has undertaken the Operation Encompass training.

The email used for reporting between Surrey Police and Langshott Ladybirds Nursery is [dsl@langshott-ladybirds.co.uk](mailto:dsl@langshott-ladybirds.co.uk). This email is restricted access only, any notifications are to the nursery manager/DSL and will be forwarded to the Deputy DSL where appropriate.

Actions on receipt of any notifications with regard to a child attending Langshott Ladybirds Nursery will be taken immediately. Forms to complete are held in the Safeguarding file, careful written records will be maintained and all concerns, advice or actions followed.

[Information sharing protocol is supported by flo-chart in the main safeguarding file.](#)

## **Supporting and safeguarding Children**

We aim to promote a caring, safe and positive environment within Ladybirds, where the child can thrive and develop strong, trusting relationships with staff and volunteers.

If we have a concern about a child we will share these concerns with parents/carers. However, if sharing these concerns might put the child at risk of significant harm we will seek advice from the C-SPA.

- The nursery will maintain current statutory ratios of staff to children as legislated in the latest Statutory Framework for the Early Years Foundation Stage.
- Job applicants are clearly informed that the post is exempt from the Rehabilitations of Offenders Act 1974
- The nursery will operate a policy for safe recruitment and provide an induction process for all new staff members.
- The nursery will obtain a DBS certificate or up to date DBS check prior to a staff member starting employment.
- Staff will be attend relevant safeguarding training every 2 years and will receive regular supervisory meetings with regard to safeguarding. On completion of Safeguarding training any updates will be shared with the rest of the staff at staff regular meetings.
- The gate to the main boundary is locked with a padlock whilst children are on site and all other gates will be bolted from the outside.
- We have procedures for recording address and contact details from visitors to our nursery
- Visitors to Ladybirds will be required to have an appointment prior to their visit and to confirm their identity before being allowed onto the premises.
- Visitors without appointments will be asked for proof of identity. If the visitor is unable to produce proof of identity they will be asked to wait outside the nursery site whilst their identity and reason for visit is confirmed by phoning their company. Visitors who we are unable to identify will be asked to make an appointment and bring suitable identification with them for their visit.
- Visitors are not to be left alone with children
- Visiting parents and carers of children in attendance will never be left alone with either, their own, or other children.
- Staff take steps to ensure that our policy and procedures for the use of cameras and mobile phones (this will include all electronic devices with imaging and sharing capabilities) in the nursery is maintained and upheld.
- Daily risk assessments for inside and outside will be carried out at the start and end of the day.
- Risk assessments with regard to specific activities or equipment will be carried out and referred to regularly.
- When children are eating they must sit at a table and a member of staff will always be present at the table with them.
- We will maintain children's privacy relating to toileting and nappy changes by ensuring window film in the cloakroom is intact and it is not discussed in the room.
- We require 2 emergency contacts for all children and these will be used to find out why a child is absent in the event that we cannot contact the primary contacts.
- We will listen to children and value their views.

- We will introduce how to keep ourselves safe (including online) as part of our planning for PSE development, supporting and encouraging children to build self- confidence and resilience. *Parents may be asked to tell us how much internet access their child has at home and given advice on how to keep their child safe online.*
- We will support children as they learn the language of feelings and responsibility
- We will actively promote inclusion and tolerance
- We will create and promote a culture of respect for individuals, their ideas, beliefs, culture, faith, family and community.
- A respect for property and belongings will be promoted
- Support children as they learn right from wrong, support sharing and negotiation.
- Promote the nursery rules and an understanding of the need for rules.
- We will challenge stereotypes, promoting the value and diversity of others' experiences.
- We will provide resources and activities that challenge gender, cultural or racial stereotyping.
- We will keep a careful and confidential record of accidents and incidents, including all changes to children's clothing. Parents/carers will be asked to sign the incident slip and will receive a copy. The nursery copy of both accident and incident slips are stored overnight in a locked cupboard.
- We will work and liaise closely with outside professionals and agencies involved in safeguarding children
- We will provide continuing support to a child for whom there have been or are ongoing concerns following guidance in Effective Family Resilience in Surrey and Statutory guidance from The Surrey Safeguarding Children Partnership and Working Together to Safeguard Children.

## Online Safety

Staff will follow the procedure for child protection if they have a concern regarding the online safety of a child. Please also see our Policy for ICT which is in conjunction with this policy.

## Confidentiality

- Ladybirds recognises that all matters relating to safeguarding children are confidential
- The DSL will disclose information to other members of staff on a need to know basis
- All members of staff are aware of their responsibilities to share any concerns they have, for the welfare of a child, with the DSL or other agencies or professionals and to follow the flow chart of key principles for information sharing. This is displayed in the office.
- We will share information with parents/carers if it is our intention to refer a child to social care, however, should this put the child at further risk of harm or undermine the prevention, detection or prosecution of a serious crime, or interfere with any potential investigation, we will seek further advice from The Surrey Safeguarding Child protection team.
- When contacted by an outside agency, the member of Ladybirds staff must ascertain the identity of the contact before giving any information. This may require a call back to the agency on the general

number. Parent permission should be sought before sharing information with outside agencies except in the case of the police requiring information as part of an ongoing investigation or where it could put the child at risk or significant harm.

## Staff recruitment and retention

- The nursery manager will organise and maintain a safe recruitment and retention programme for all staff. All staff will have an enhanced DBS checked prior to employment and at regular intervals during the time they are employed at Ladybirds Nursery. Staff are required to sign up for the update service.
- Staff are required to disclose any convictions, cautions, court orders, reprimands or warnings which may affect their suitability to work with children which have been received either before or during their employment at Ladybirds Nursery. Staff are asked to sign annually agreeing to disclosures and to agree to the manager updating their DBS check via the update service.
- Positive references for new staff (minimum of 3) must be received and include a statement on the applicant's suitability to work with children before employment at Ladybirds Nursery. References applied for by other employers with regard to staff or ex staff of the nursery are to be completed at the discretion of the Nursery Manager/DSL and will be dealt with promptly.
- New members of staff will be provided with induction and training prior to starting and throughout the first six months of probationary employment. The induction process will include ways to spot abuse and what to do if you suspect any member of staff of abuse, neglect or inappropriate behaviour and they will be shown where our whistle blowing policy is displayed.
- Where Ladybirds Nursery becomes aware of relevant information which may lead to a disqualification of an employee or the registered provider, the nursery will contact LADO.
- Ofsted will be informed of any staff members disqualified from working with children by the DBS or any disclosures made by staff about themselves or any other staff member.
- In the event that a person is disqualified from working with children, they will not be allowed to continue in the employ of Langshott Ladybirds Nursery.

For further information please see our Staff recruitment policy and induction process

## Allegations made against individuals who work or volunteer at Langshott Ladybirds Nursery:

### Allegations that a staff member

- Has or may have harmed a child
- May have committed a criminal offence relating to a child
- Behaved towards a child in a way that indicates they might pose a risk of harm if working regularly or closely with children

These concerns must always be reported to the DSL

**Langshott Ladybirds Nursery will respond to any disclosure by children or staff or other that abuse by a member of staff or volunteer within the setting , may have , or is , taking place.**

**Any such complaint is referred immediately to LADO. Such alleged incidents will also be reported to Ofsted. (we are aware that it is an offence not to do this)**

Ladybirds staff and volunteers will be given advice on ways to protect themselves from wrongful allegations at their induction.

Langshott Ladybirds has a complaints policy explaining how to complain about behaviour or actions of staff or volunteers within Ladybirds Nursery.

We respond to any inappropriate behaviour displayed by staff or any other person working with the children, these include :

- inappropriate sexual comments
- excessive one to one attention beyond the usual requirements of the staff role
- inappropriate sharing of images

- Staff must report to the DSL, any allegations made against other members of staff or information gained about their unsuitability to work with children whether this is on the nursery premises or elsewhere.
- Allegations against the DSL should be reported directly to the Management Committee of Ladybirds Nursery (Chair) and OFSTED.
- On obtaining information regarding allegations made against a member of staff the DSL will report the matter to OFSTED and LADO (contact LADO on 0300 123 1650).
- DSL will report the allegation to the Management Committee of the Ladybirds Nursery, and seek further advice from the Early Years and Childcare Service before possibly suspending the staff member on full pay , or the volunteer, during any investigations. Further advice will be sought from the ACAS website to ensure the legal requirements to the business and of the staff member.
- Employee dismissal in the case of proved child abuse or disclosure of convictions, cautions, court orders, reprimands or warnings relating to child abuse, or, any significant event which is likely to affect the suitability of any person who is in regular contact with children at Ladybirds will be reported to LADO, OFSTED and to the Independent Safeguarding Authority, DBS. This will also include where a member of staff has resigned following allegation or disclosure.
- The nursery will co-operate entirely with any investigation carried out by LADO and Child safeguarding partnership in conjunction with the police.
- The nursery will notify OFSTED of the action taken in respect of allegations as soon as reasonably practical and within 14 days of the allegations being made.
- Confidentiality should be maintained on a need to know basis.

**Or are you concerned about poor or unsafe practice in Langshott Ladybirds Safeguarding Provision**

**Concerns must always be reported to the nursery manager/DSL or the Deputy manager, Deputy DSL.**

All concerns raised will be investigated and any necessary changes to the nursery procedures and policies will be made.

In the case that the staff member raising the concern is unsatisfied that procedures have not been followed, they may raise a concern with OFSTED. Up to date posters are displayed around the nursery with contact details for OFSTED.

## ***Are you concerned about a child's online safety? Take a look at the following sites for advice and support***

- *Smartie the Penguin* <https://www.childnet.com/resources/smartie-the-penguin>
- *Digiduck Stories* <https://www.childnet.com/resources/digiduck-stories>

Policy written with information and guidance from Surrey Safeguarding Children's partnership Procedures Manual, with regard to the EYFS Statutory Framework for group and school-based providers, download at [www.gov.uk](http://www.gov.uk)

Prevent Duty Guidance 2023 [www.gov.uk](http://www.gov.uk)

Multi-agency statutory guidance on FGM 2020

Child exploitation 2017

Information sharing advice for practitioners providing safeguarding services 2024

Local Authority Surrey county Council

The Government's statutory guidance Working Together to Safeguard Children the Children's Act 1989 and 2004, Children and Families Act 2014, and Childcare Act 2006

Keeping children safe in education

NSPCC Hackett tool : [learning.nspcc.org.uk](http://learning.nspcc.org.uk) (Sexualised behaviour in children)

More advice can be found at <http://surreyscp.org.uk>

The Children and Families Act 2014 is available at [www.gov.uk](http://www.gov.uk)

### **Useful contacts**

The internet watch foundation <https://www.iwf.org.uk> to report illegal images and child sex abuse material

The child exploitation and Online Protection centre <https://www.ceop.police.uk/ceop-reporting> for concerns of online abuse or of the way someone is communicating online.

*Policy reviewed and updated August 2025*