

Safeguarding Children Policy

The named/designated person (Person A) is Kimberley Julian

The deputy named/designated person(s) (Person B and Person C) are Michelle Morris and Katie Addyman

Nippers is committed to the welfare & protection of all children in our care. We are fully aware of and abide by the procedures of the North Yorkshire Safeguarding Children's Partnership (NYSCP). We will work with parents to follow these procedures. The safety of children in our care is paramount therefore all concerns will be investigated. This policy applies to all staff & volunteers & will be kept under review & supported with the relevant training.

We have procedures in place to follow and are able to put them into practice if we have concerns or suspect abuse or neglect. We will refer to the NYSCP website when appropriate, work with other agencies, attend & provide reports for child conferences & contribute where appropriate to any child protection plan.

UPDATED: 05.06.25

Review: May 26



Safeguarding children

The Admission policy applies. Parents will be asked to share information & complete registration forms.

All safeguarding concerns will be reported to the designated persons who will use this policy to contact parents when appropriate and use the NYSCP website to support their decision in referral.

Staff will be made aware of the importance of identifying significant changes in behaviour & deterioration in a child. These changes should be recorded and reported to the named persons who will log on the Family safeguarding tab.

Unexplained bruises or marks will be reported to the designated persons and recorded on the Family safeguarding tab.

Comments that cause concern will be reported to the designated persons and logged on the Family safeguarding tab.

If a child is not collected the uncollected child policy applies.

If a parent/carer is under the influence of alcohol/drugs & showing signs of incapability of being able to care for the child, the next contact will be called – if another contact is unable to collect the child, Children's Social Care will be called.

Visitors will be asked to read the mobile phone policy when they sign the visitors book and signposted to the visitors policy.

Any disclosure and/or any signs of abuse will be recorded and reported to the designated persons who will log on Family and follow the to the referral guidance.

Only prescribed medicines stating the child's name & date will be accepted



Informing Parents

With accordance to the GDPR & Data Protection Act 2018, Nippers Nursery (Yorkshire) LTD will be transparent & accountable in relation to our use of data for collecting, storing and sharing information. Information to be shared with another agency will usually require explicit consent **except** where there are concerns for the welfare or safety of the child. In these circumstances the need for consent changes where it is believed that a child has or is likely to suffer significant harm.

All reasonable efforts will be made to inform parents/carers prior to making a referral to Children's Social Care however this will not be delayed if concerns cannot be discussed with the parents.

Consultation with Children's Social Care

Staff may wish to consult with Children's Social Care in the following circumstances:

- When a member of staff has been unable to contact the named persons, or their deputy and you believe the child is at risk of harm
- When the named persons or staff member remains unsure after internal consultation as to whether safeguarding concerns exist
- When there is disagreement as to whether safeguarding concerns exist, or

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Social Services or the Police should progress. In this case, advice can be sought from the Multi Agency Screening Team using their consultation line which is available on the NYSCP website at <https://safeguardingchildren.co.uk/about-us/worried-about-a-child/>.

Making a Referral to the Children and Families Service

To make a referral to Children's Social care, the designated person(s) should follow the procedures in place on <https://safeguardingchildren.co.uk/about-us/worried-about-a-child/>.

Confirmation of Referral

Any referral to Children's Social Care **must** be followed up with a written referral within **24 hours** of the initial referral being made. The written referral form can be found at <https://safeguardingchildren.co.uk/about-us/worried-about-a-child/>.

Safeguarding Children

What to do if a child:

Talks to you about abuse, Discloses information that suggests abuse, You see or hear anything that suggests abuse or any other cause for concern.

If the child verbally discloses information:

- 1 Write down in exact words what the child says – do not translate into your own words.
- 2 Listen to and take seriously any disclosure or information that a child may be at risk or harm.
- 3 Try to ensure that the child does not have to speak to another member of staff.
- 4 Clarify the situation – keep questions to a minimum and always of an open nature: “Can you tell me what happened?” Not “did xxx hit you”
- 5 Do not show signs of shock, horror or surprise?
- 6 Do not express judgements.
- 7 Reassure and support the child as far as possible
- 8 Report your discussion as soon as possible to designated Person A, or in their absence Persons B/C

If a child shows signs of abuse through gesture, play or visible marks:

1. Write down exactly what you see/hear.
2. Immediately inform designated persons and share your written information with them.

The **designated person(s)** must consider the implications of the disclosure or information and will follow the NYCSP website advice regarding where and when to refer.

<https://safeguardingchildren.co.uk/>

Allegations against staff or volunteers will be investigated - See the procedure & the whistle blowing policy.

Staff are not and should not investigate the disclosure. Their role is to report directly to the designated persons.

Safeguarding Children

Awareness of Abuse and Neglect

nippers Nursery (Yorkshire) LTD will provide all staff with adequate safeguarding training in order to carry out their role and responsibilities under this policy. Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of that staff and volunteers.

All members of nippers Nursery (Yorkshire) LTD should respond to any suspected or actual abuse of a child in accordance with these procedures.

Abuse:

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child, Including Female Genital Mutilation (FGM)

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a) provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b) protect a child from physical and emotional harm or danger
- c) ensure adequate supervision (including the use of inadequate care-givers)
- d) ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith, or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

Other types of abuse can be:

Online Bullying,
 Prejudiced based bullying,
 Disability Abuse,
 Homophobic Abuse,
 Transphobic Abuse,
 Gender Based Violence,
 Violence against women & girls,
 Peer on Peer Abuse,
 Trafficking, County Lines Radicalisation



Safeguarding Children

Whistle Blowing Policy



Any kind of emotional, physical, neglect & sexual abuse, Grooming, bullying, harassment, photographs taken without consent, victimisation towards any child or a member of staff, parent, visitor, student or you is a serious issue that must be reported.

If you have a concern of any kind regarding a member of staff including the management, child, parent, visitor, or student it is your responsibility to raise it. All raised concerns will be taken seriously.

Your confidence

- We will not tolerate harassment or victimisation of anyone raising a concern.
- If you request to protect your identity, we will not disclose it without your permission. If the matter is of a serious nature & we cannot resolve the matter without disclosing your identity, we will discuss with you how & whether we can proceed.
- You will receive full support whilst the matter is being resolved.

How to raise a concern.

- You can raise a concern orally or in writing.
- All concerns should be reported to the designated person if the concern is regarding Julie or any senior management, refer directly to the LADO.

When you have raised a concern.

- We will investigate the concern and assess initially what action to be taken.
- We will write to you confirming your concern & the next steps to be taken.
- You will receive as much feedback as possible however we may not be able to tell you the precise action we have taken if it was to infringe a duty of confidence owed to us by someone else.
- There are procedures in place to follow if an allegation is to be made. These will be followed carefully & fairly by the management.

If these channels have been followed & you still have concerns, or if you feel that the matter is so serious you cannot discuss it with the management please contact the Local Area Designated Officer. All contact details and referral forms for the LADO can be found at <https://safeguardingchildren.co.uk/>

References:

North Yorkshire Safeguarding Children Partnership
Safeguarding Children procedures & policy.
Statutory Framework for the Early Years Foundation stage

Safeguarding Children



What you should do if suspect abuse to a child from a colleague/practitioner



1. Use the Whistle Blowing Policy as guidance.
2. Write down your concerns or what you have witnessed – time and date and do not discuss them with anyone else.
3. You must report all concerns immediately to Person A (or person B/C in their absence). This will be kept confidential.
4. If the suspicions are related to Julie or any senior management & you feel you are unable to discuss the situation – refer directly to the LADO.
5. Suspicions should NOT be discussed with anyone other than the named persons.

It is your responsibility to ensure that you raise any suspicions or concerns you may have to the designated persons. Even a small amount of information may be vital to the child's well being.

Remember even if the suspicion is unfounded at least you have reported it using the correct procedure and you are being a vigilant practitioner practicing effective safeguarding procedures.

Staff

Recruiting staff will be done by the senior management and the Safer recruitment procedures will be adhered to – see the Safer Recruitment Policy

The designated person will assist the registered person with any issues arising. These are the named persons.

The named persons will liaise with child protection agencies.

The named persons will attend training for child protection to support their knowledge & understanding. Information meetings will be attended when available.

All staff will have the full Safeguarding policies, procedures and Working Together to Safeguard Children & What to do if a child is being abused are sent through Family to their personal platform. Staff will be requested to read, follow and acknowledge receipt of these documents.

Staff will complete safeguarding training during their induction period. Staff will complete Safeguarding Training at least every 2 years and will receive additional 'nippers nursery' specific safeguarding procedure updates at regular training points throughout the year.

All staff will be kept informed of current issues & legislation changes.

Staff will be given constant support & advice through both Peer Observations, Coaching & Staff Appraisals and Supervision meetings.

Staff are not allowed to accept individual gifts of any kind. All gifts must be shared with the Whole staff group and the accepting gift sheet should be completed by a senior and one other

The giving of gifts to a child or their family in the setting is strictly forbidden, Gifts that are given on a social occasion outside the setting should be entered into the social contact book.

Babysitting for families that attend the setting is forbidden.

Staff will not be in contact with families through social media unless special circumstances are discussed with the management.

Staff are forbidden from using their mobile phones and /or any personal camera's including during their working hours – the telephones will be stored in a locked cupboard and switched off. During staff breaks - staff can use their phones in the staff room.

Staff will be made aware that it is not their responsibility to investigate concerns but the importance of recording & reporting to the named persons is paramount.

DBS/CRB certificates

For staff that have a DBS application within the last three years that are not subscribed to the annual tracking system:

The certificate will be checked and recorded by the named person. The checks will include the employment history and if there are gaps in employment or the management have any concerns - a new DBS check will take place OR if there are no concerns:

The staff member will have a renewed enhanced certificate on the third anniversary of the initial application.

All staff will have an enhanced DBS disclosure

All new staff will be supervised through changing routines until they are confident and will be asked to sign and read the procedures and policies.

.

All staff will be required to complete an in-house 'Self Disclosure' every three years.

E Safety, cameras & Photographs

The E Safety Officer is Haylie McMillan

Our social media pages are used for parental engagement. Parents and families will not post inappropriate comments. If there should be any issues surrounding postings, comments or any misuse, perpetrators will be blocked and reported through the social media channel.

Staff must at all times ensure that they use technology in a way that does not expose children to harm, does not bring the setting in to disrepute or behave in a way that would lead a reasonable person cause to question their suitability to work with children.

Parental consent for use of photographs will be requested on the registration forms and on Family. Children's permissions will be checked before posting online. Children's names will not be used on any online posts.

Staff mobile phones and any other photograph taking equipment will be stored in a locked cupboard during their working hours.

Ipads and cameras will be stored in the office or on a high shelf when not in use.
iPads and cameras will not be taken home by the staff.
The password code will only be shared with staff.

Photographs taken on the ipad can only be forwarded to the Nippers nursery email account.

Staff will not delete search histories. Only the named persons and the E Safety Officer will be responsible for this.

School Photographs will be taken by a reputable photographer. The photographer will be accompanied by a member of staff whilst the photoshoot is taking place. All children will be photographed on that day unless a parent informs us not to do so. Children will not be expected or forced in any way to have their photo taken should they express that they are not comfortable with the proceedings.

There is a canary camera in the office. Recordings will be used if necessary for safeguarding and/or company litigation situations. Only management have access to the recordings.

Allegations against staff

These are the steps that will be taken if an allegation of child abuse is made against a member of staff or volunteer.

Step 1

Allegation is made & is reported to the designated persons.

Step 2

The designated persons will:

Inform & discuss with the designated LA Officer to seek further advice within one day.

All LADO contact details and notification forms can be found on the NYSCP website at <https://safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minute-guides/managing-allegations-against-those-who-work-or-volunteer-with-children/>. Further advice, practice guidance and procedures can be found here.

- Ofsted will be informed within 14 days.
- If the allegation is of a serious nature the staff member may be suspended until a full investigation is carried out & if the allegation is upheld they will be summary dismissed.
- If the allegation is of a less serious nature (this will be decided between the LA officer, Ofsted & the named person) the staff member may be offered as a condition of employment, further training, support & guidance.

Social contact between staff & families outside the setting.

If a member of staff has planned social contact with a family or any of its immediate members, the named persons must be informed beforehand & the information recorded.

If a member of staff has unplanned social contact with a family or any of its immediate members such as socialising etc., the named persons must be informed on the next working day & the information recorded.

Definition of social contact:

Social contact that lasts more than a non physical passing greeting. Conversations, social gatherings, contact on social media are all classed as social contact. This applies to the staff team, volunteers & students.

External Contact:

All up to date contact numbers can be found on the NYSCP website.

<https://safeguardingchildren.co.uk/>

References:

Working Together to Safeguard Children 2023

E Safety Policy

Safeguarding Children's Board.

Children's Act 1989 & 2004

Statutory Framework for the Early Years Foundation Stage

Equal Opportunities policy

Mobile phone policy

Sick Child Policy

Admissions policy

Complaints Policy

Intimate Care procedure

Confidentiality policy

Whistle Blowing Policy

Collection Policy

Working with Parents policy

Visitors Policy

Promoting Positive Behaviour

Health Safety Policy

Medicine Policy Student/Volunteer policy

Children's Act 1989 & 2004

Safeguarding Children



What to do if you suspect a parent/carer is unsuitable to collect a child from nursery.

Unsuitable = someone who you believe is under the influence of alcohol/drugs and or behaving in a way that leads you to be concerned.

Make conversation with the parent, watch/listen for the following:

- Is the parent alert.
- Are they speaking fluently and making sense?
- Do they give you eye contact?
- Can they focus their eyes?
- Can you smell alcohol?
- Can they stand still, walk safely?

It is difficult to watch and listen for all of these things whilst paying attention to the parent so you will have to use your professional judgement.

If your judgement is that of a concern.

Try keeping the parent talking whilst you ask someone to alert Kim or another senior member of the team – or ask the parent to wait as Kim would like to see them.

If you feel able – ask the parent if he/she is feeling ok and share your concern in a professional manner. Offer a cup of tea/coffee and a sit down - this will prolong the collection allowing support for you.

Offer to call a family member or friend to come and collect both him/her and the child.

If the parent/carer refuses to let this happen and takes the child anyway – you must inform them that the Police will be called.

Take the registration number of the car and the make of the car so that we can inform the police of the details.

Call 999 and tell them the situation.

In any of the above circumstances – write down everything that has happened and hand it to the designated person(s).

Do not discuss the events with other staff members.

Safeguarding Children



Procedure in the absence of Designated persons



At all times follow the procedures.

1. Contact Designated person A – if this is not possible contact person B/C – phone numbers are displayed on the office wall.
2. Stay calm & read the procedures & “What to do if” ... carefully (located at the back of this file).
3. Decide together the importance of the allegation and the safety of the child.
4. Collate facts and write them down.
5. Follow the procedures together.

Do not be afraid to contact the following people for help/advice and support:

OFSTED – number available at <https://contact.ofsted.gov.uk/contact-us>

LADO (for advice about staff allegations) – number available at <https://safeguardingchildren.co.uk/>

MAST (for advice about children concerns)– number available at <https://safeguardingchildren.co.uk/>

Prevent Duty & Contextual Safeguarding

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. ... **Contextual Safeguarding**, therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse in a range of social contexts.

It is essential that staff are able to identify factors that suggest children and families may be vulnerable to radicalisation.

What the staff will do:

Nippers will be guided by the framework for the Early Years Foundation Stage to ensure that all children are assisted in their development of Personal Social & Emotional development & Understanding the world.

The staff will be responsible for ensuring that positive relationships are built with each child and their family. It is vital that information is shared between the families and the setting so that a relationship of trust can be built, and the child's learning is valued. Information sharing will be done in a way that is convenient for individual families.

During play, activities and routines Staff will set positive standards, role modelling positive behaviour and building up each child's confidence.

Each child will have a "voice" and be listened to – this will be done through discussions, chatting whilst playing, expressive activities and learning about: ourselves, our families, our local community and the world at large. We will incorporate celebrating common values and compare our lives to that of others.

nippers Nursery (Yorkshire) LTD is committed to welcoming our families and extended family to social events which we hold at regular times throughout the year. Events are planned at varied times and on dates including weekends and evenings so that we can accommodate all families.

All staff will complete the prevent duty online training as a baseline of knowledge and designated staff will further their knowledge by attending NYCC prevent Duty training.

Staff understand that should they identify any factors or extreme behaviour that would make children or families vulnerable to radicalisation.

They will be alert to changes in behaviour from the child and the family and will share any concerns or signs that have come from discussions or observations with the child and the family that might suggest the risk of radicalisation or extremism.

The staff will immediately report this to the settings safeguarding designated persons.

The designated persons will take further guidance from "The Prevent Duty(revised guidance) April 2021 and will follow the setting Safeguarding procedures for sharing concerns and referrals.

Safeguarding Children

Receiving & giving of gifts

Personal gifts received from families giving of gifts to a child or their family could be taken as displaying favoritism, grooming and bribery. This procedure is to safeguard staff, children, and their families from any such accusations.

As part of our Safeguarding Children policy, individuals are not allowed to accept personal gifts. If parents wish to offer a gift it may be accepted and shared with the whole staff team.

Receiving a gift.

- If a gift is offered, it may be thankfully accepted and shared with the whole staff team.
- Personal gifts of any kind (this includes Birthday and Christmas) must be shared with the staff team unless authorized by management.
- If the gift is unable to be shared or authorized, it should be returned with an apology and a full explanation. The copy of the safeguarding policy is on the hall wall, also in the parent's welcome pack along with an explanation of accepting gifts.
- Complete the Accepting gift sheet which is kept in the safeguarding children file.

Offering a gift.

Under no circumstances should gifts be offered to a child or their family whilst in the setting. If a gift is to be given on a social occasion outside the setting the social contact book should be completed.

Safeguarding Policy

I have read and understood the Safeguarding Policy 2025

Name	Date and Sign	Name	Date and Sign
Katie Addyman		Rose Kelly	
Kim Julian		Rosie Blunden	
Haylie McMillan		Millie Pedel	
Michelle Morris		Julie Addyman	
Vicky Leyland		Ashbey Mills	
Leoni Pateley		Hayley Turbidy	
Leah Jackson		Shannon Sinton	
Sienna Bennington			
Lauren Day			
Robyn O'Connell			
Irushi Mendis			
Sara Andersson			
Kelsey Newman			
Laura Norcliffe			
Holly Brewer			
Phoebe White			
Georgina Burnet			