Safeguarding and Child Protection Policy

Our commitment

At Clopton Nursery Trust, the safety and welfare of every child is our highest priority.

We are committed to protecting children from abuse, neglect, exploitation and harm. We provide a safe, caring and supportive environment where children can learn, develop and feel secure.

All staff, volunteers, students, trustees and anyone working with children have a responsibility to safeguard children and must take action if they have a concern.

We recognise that safeguarding is everyone's responsibility.

Legislation and guidance

Clopton Nursery Trust follows current safeguarding legislation and guidance, including:

- The **Early Years Foundation Stage (EYFS) Statutory Framework**
- **Working Together to Safeguard Children**
- **Keeping Children Safe in Education**, where applicable to our provision
- **Children Act 1989 and 2004**
- **Education Act 2002**
- **Safeguarding Vulnerable Groups Act 2006**
- **Prevent Duty**
- **Data Protection Act 2018 and UK GDPR**
- Current local safeguarding partnership procedures and guidance.

This policy is reviewed regularly to ensure it reflects current legislation and local safeguarding arrangements.

Key contacts

Warwickshire Family Connect: 01926 414144

Emergency Duty Team: 01926 745376

Warwickshire LADO: 01926 745376
lado@warwickshire.gov.uk

NSPCC Whistleblowing Advice Line: 0800 028 0285

Emergency: 999

Designated Safeguarding Lead: Georgia Skinner

Deputy DSLs: Sophie Foulger, Alison Richards, Tara Richards, Felicity Walker, Nicola Eardley

The DSL and deputies are responsible for coordinating safeguarding concerns, making referrals where necessary and ensuring appropriate safeguarding records are maintained.

The DSL will be available during nursery hours, or a trained deputy will be available to provide safeguarding support.

Our Nominated Safeguarding Trustee is Charlotte Careless

The Designated Safeguarding Lead (DSL) has overall responsibility for safeguarding and child protection.

The DSL:

- Acts as the main point of contact for safeguarding concerns.
- Provides advice and support to staff.
- Makes referrals to children's social care, the police or other agencies when required.
- Keeps accurate, confidential safeguarding records.
- Ensures safeguarding information is shared appropriately.
- Works with parents/carers and other professionals where appropriate.
- Ensures staff receive appropriate safeguarding training.
- Keeps up to date with safeguarding guidance and local procedures.
- Supports staff who raise safeguarding concerns.
- Ensures safeguarding policies and procedures are implemented effectively.

A Deputy DSL is appointed to provide cover when the DSL is unavailable.

Responsibilities of all staff

All adults working at Clopton Nursery Trust are responsible for safeguarding children.

Staff must:

- Remain alert to signs that a child may be at risk of harm.
- Listen carefully to children and take what they say seriously.
- Report concerns immediately to the DSL or Deputy DSL.
- Follow the nursery's safeguarding procedures.
- Maintain professional boundaries at all times.
- Never promise a child that information will be kept secret.
- Record concerns accurately, using the child's own words where possible.
- Attend safeguarding training and updates.
- Follow safer working practices.

Staff must never investigate a concern themselves.

If the DSL or Deputy DSL is unavailable, staff must take appropriate action themselves and contact children's social care or the police if necessary.

Recognising abuse and neglect

Staff are trained to recognise possible signs of:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Domestic abuse
- Child exploitation
- Female genital mutilation (FGM)
- Forced marriage
- Radicalisation and extremism
- Online abuse
- Bullying and harassment
- Serious violence
- Criminal exploitation
- Other forms of abuse or harm.

A child may not show obvious signs of abuse. Staff should consider changes in behaviour, presentation, development, communication, attendance, relationships or physical condition.

A concern does not need to be proven before it is reported.

What staff should do if they are concerned

If a staff member has a concern about a child, they should:

1. **Listen** calmly if the child speaks about something worrying.
2. **Reassure** the child that they have done the right thing by telling someone.
3. **Do not promise confidentiality.**
4. **Do not ask leading questions** or investigate.
5. **Record the concern** as soon as possible, including dates, times, observations and the child's own words where appropriate, on CPOMs
6. **Report the concern immediately to the DSL or Deputy DSL.**

The DSL will decide what action is required.

Where there is an immediate risk of serious harm, staff should contact the police or children's social care without delay.

If a child makes a disclosure

If a child tells a member of staff that they have been harmed or abused, staff should:

- Stay calm and listen.
- Allow the child to speak at their own pace.
- Take the disclosure seriously.
- Avoid showing shock or disbelief.
- Avoid asking unnecessary questions.
- Use open prompts only where necessary.
- Explain that the information must be shared with people who can help keep them safe.
- Record the disclosure accurately.
- Report it immediately to the DSL.

The child's safety and welfare must always come first.

Allegations or concerns about a member of staff

Clopton Nursery Trust takes all allegations against staff, volunteers, students, trustees and other adults working with children seriously.

If an allegation is made that an adult:

- Has harmed or may have harmed a child;
- Has possibly committed a criminal offence against or related to a child; or
- Has behaved towards a child in a way that indicates they may pose a risk of harm,

the matter must be reported immediately to the DSL/Trust leadership.

The **Local Authority Designated Officer (LADO)** will be contacted where required.

The nursery will not conduct its own investigation before receiving advice from the appropriate safeguarding authorities.

Any investigation will be handled fairly, confidentially and in accordance with safeguarding and employment procedures.

Whistleblowing and poor practice

Staff must feel able to raise concerns about unsafe practice.

If a staff member believes that another adult is behaving inappropriately or failing to safeguard children, they must report this to the DSL, Nursery Manager or Trust leadership.

If the concern relates to the DSL or a senior member of staff, it should be reported to the appropriate senior person within the Trust.

Staff who raise genuine safeguarding concerns will be supported and protected from unfair treatment.

Safer recruitment

Clopton Nursery Trust follows safer recruitment procedures to ensure that adults working with children are suitable to do so.

This includes:

- Appropriate application and interview procedures.
- Checking references.
- Identity checks.
- Right-to-work checks.
- Appropriate DBS checks.
- Checking qualifications where required.
- Considering safeguarding during recruitment and induction.
- Maintaining appropriate records of checks.

Students, volunteers, contractors and visitors are also subject to appropriate safeguarding arrangements.

Staff induction and training

All staff receive safeguarding training as part of their induction.

Training includes:

- Child protection procedures.
- Recognising abuse and neglect.
- How to report concerns.
- Safer working practices.
- Prevent and radicalisation awareness.
- Online safety.
- Whistleblowing.
- Professional boundaries.
- The role of the DSL.

Safeguarding training is updated regularly and whenever significant changes to guidance or procedures occur.

Children who may need additional support

Some children may be more vulnerable to abuse or neglect, including children with:

- Special educational needs or disabilities.
- Communication difficulties.
- Additional health or developmental needs.
- Previous experiences of trauma or abuse.
- Family difficulties or instability.

Clopton Nursery Trust will make reasonable adjustments and work with families and other agencies to ensure these children are appropriately supported.

Prevent and radicalisation

Clopton Nursery Trust recognises its responsibility to protect children from the risk of radicalisation and extremism.

Staff are alert to changes in behaviour or circumstances that may indicate a child or family requires additional support.

Any concerns will be discussed with the DSL and appropriate advice or referral will be sought.

Staff will not make assumptions about a family's beliefs, background or culture.

Online safety

We recognise that children may be exposed to online risks both inside and outside the nursery.

Staff must follow the nursery's online safety procedures, including appropriate use of:

- Nursery devices.
- Mobile phones.
- Cameras and recording equipment.
- Social media.
- Digital communication.
- Children's photographs and videos.

Children's images and personal information must only be used in accordance with nursery policies and parental permissions.

Any online safeguarding concern must be reported to the DSL.

Mobile phones and photography

Personal mobile phones must not be used to photograph or record children.

Nursery-owned devices must be used in accordance with the nursery's procedures.

Photographs and recordings of children must be stored securely and used only for appropriate nursery purposes.

Information sharing and confidentiality

Safeguarding information is confidential and will only be shared with people who need to know.

However, **confidentiality must never prevent information being shared when this is necessary to protect a child from harm.**

Information may be shared with children's social care, the police, health professionals or other agencies where appropriate.

Parents/carers will normally be informed when a referral is made unless doing so could place a child at greater risk of harm or could interfere with a safeguarding investigation.

Safeguarding records

Safeguarding records are:

- Accurate and factual.
- Kept securely.
- Separate from general nursery records where appropriate.
- Accessed only by authorised people.
- Shared appropriately when required.

Records will be retained and transferred in accordance with data protection and safeguarding requirements.

Working with parents and other agencies

We believe that working in partnership with parents/carers is important in keeping children safe.

Where appropriate, we will work with:

- Parents and carers.
- Children's social care.
- Health visitors.
- Speech and language services.
- SEND professionals.
- The police.
- Local safeguarding partners.
- Other relevant agencies.

We will cooperate with safeguarding assessments and multi-agency plans where required.

Attendance and unexplained absence

Regular attendance helps us identify when a child may be experiencing difficulties.

Unexplained or concerning absence will be followed up in accordance with nursery procedures.

Where absence raises safeguarding concerns, the DSL will consider whether a referral to children's services or another agency is required.

Visitors and contractors

Visitors and contractors must follow the nursery's safeguarding arrangements.

Visitors who are not appropriately checked must not have unsupervised access to children.

Staff remain responsible for maintaining appropriate supervision and ensuring children are protected from unsuitable adults.

Safeguarding concerns about a child outside the nursery

Safeguarding concerns may arise from information about a child's home or community circumstances.

Staff must report concerns even when the alleged abuse or neglect is believed to have happened outside the nursery.

The DSL will consider the appropriate referral or support.

Emergency situations

If a child is in immediate danger, staff must contact the emergency services by calling **999**.

The DSL should be informed as soon as possible.

Safeguarding procedures must continue to be followed after an emergency response.

Related guidance

This policy should be read alongside:

- Early Years Foundation Stage (EYFS) statutory framework
- Keeping Children Safe in Education
- Working Together to Safeguard Children
- Warwickshire Safeguarding Children Partnership procedures
- Staff Code of Conduct
- Online Safety Policy
- Whistleblowing Policy
- Complaints Procedure
- Health, Medication and First Aid procedures.
- Missing child policy

- Looked after children policy
- Death of a child on site policy
- Attendance and absence policy
- Arrivals and collection policy
- Visitor or intruder on the premise policy
- Concerns and Allegations Against Staff, Volunteers and Agency Staff
- Safer Recruitment policy
- Staff, assistants, volunteers and students' policy
- Concerns and allegations against staff, volunteers, students and agency staff

This policy was adopted by	Clopton Nursery Trust	*(name of provider)*
On	08/09/2026	*(date)*
Date to be reviewed	08/09/2027	*(date)*