



NS03 Child Protection Procedure Little Stars Day Nursery

Change Control

Policy Name and Reference	Child Protection Procedure Little Stars Day Nursery (NS03)
Version	V3.4
Name of Responsible Committee	GLT
Job Title of Responsible Author	Nursery Manager
Date First Issued	July 2018
Date Current Version Issued	January 2025
Date of next Planned Review	January 2026

Revision History

Version	Date	Type of Amendment	Amendment Details
V1	July 2018	New	New
V2	January 2019	Reviewed	Reviewed
V3	May 2019	Updated	Updated
V3.1	Oct 2020	Reviewed	Reviewed
V3.2	May 2021	Updated	Updated
V3.3	November 2021	Updated	Updated
V3.4	April 2024	Annual Review	Updated – links to SaferNEL, TEC Partnerships policies and designated safeguarding teams roles.

Child Protection Procedure:

- In accordance with the reformed EYFS 2021 Little Stars Day Nursery will have regard to the Government's Statutory Guidance 'Working Together to Safeguard Children'.
- If our staff have concerns about children's safety or welfare the setting will notify agencies with statutory responsibilities without delay. This means the local children's social care services and in emergencies, the police.
- Little Stars Day Nursery fully recognises that it has a responsibility for safeguarding children. This policy applies to all staff, management and volunteers working in the setting, and the families accessing the setting.
- The welfare of the children attending this setting is paramount and concerns about child abuse are taken seriously. This policy therefore compliments and supports a range of other policies, for instance; ICT & Social networking, Tapestry, medications, Illness and exclusion policy, whistleblowing, disciplinary procedure, recruitment process, this list is not exhaustive.
- Recruitment procedures ensure the suitability of staff and volunteers working with children and will follow EYFS safeguarding and welfare requirements regarding the Disclosure and Barring Service (DBS) checks, and references. This will also relate to the TEC Partnership's Recruitment Process as per our People and Culture department.
- Where there is a delay in obtaining the enhanced DBS check, staff will not have unsupervised contact with children and will have to complete a risk assessment which will need to be signed and approved by ELT.
- All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children whether received before or during their employment at the setting. There is a process in place that provides staff with opportunities to share such information.
- All staff are trained in the setting's safeguarding policy and procedures within the first week of employment, through the induction process and will be required to access the online basic awareness safeguarding training prior to commencing work. Training will be refreshed annually. It is a requirement that all staff undertake their basic safeguarding training prior to starting work with us.
- Staff are to carry out SaferNEL training/ refreshers monthly /termly.

- All staff are aware of possible indicators of child abuse and the procedures for recording and reporting, through staff training both internal and external through our induction processes both corporate and departmental. Various safeguarding questions are within our Ofsted questions which are discussed within staff's 1:1's.
- We work within the guidelines set out by SaferNEL which are underpinned by the statutory document entitled 'Working Together to Safeguard Children' and 'Keeping Children safe in education', Please find these documents at: www.gov.uk/government/publications.
- We work within the guidelines of North East Lincolnshire Safeguarding Children Partnership Threshold of Need Guidance and North East Lincolnshire Prevention and Early Help Strategy [SaferNEL | Prevention and early help - SaferNEL](#).
- We will also use all relevant tools and publications as set out on the SaferNEL website.
- The staff will be made aware of the importance of recognising and reporting inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments: excessive one to one attention beyond the requirements of their usual role and responsibilities: or inappropriate sharing of images (see whistle blowing policy) through staff training, both internal and external.
- There is emphasis placed within setting to encourage good oral health. Little Stars Day Nursery can provide essential support for oral health by:
 1. Having healthy eating policies in place.
 2. Providing oral health training for managers and the workforce.
- If staff identify any concerns, they complete a safeguarding concern record and will seek a DSL signature.
- All staff are aware of the need to complete a conversation record for any conversations that take place between professionals /parents/carers/families.
- The setting provides a safe environment in which children feel valued, can learn and develop, feel secure and are encouraged to talk and be listened to.
- The manager/deputy carries out monthly overviews of nursery accident sheets. These will be analysed to see if any further action needs taking in relation to safeguarding these are also discussed /reviewed at our health and

safety committees and safeguarding/ SEDI committees of which a manager attends.

- The lead practitioner will provide support, advice, and guidance to any other staff on an on-going basis, and on any specific safeguarding issues as required. Please see Safeguarding leads which are clearly detailed at the end of this procedure.
- The designated lead practitioner has accessed a level 2 taught course in safeguarding and will refresh this training every 3 years.
- Please refer to our ICT policy for safeguarding children with the use of I-pads, mobile phones I-watches and online safety within the setting.
- The setting has a clear procedure that will be implemented when an allegation has been made against a member of staff. The settings disciplinary procedure will inform any action in the event of an allegation. As a registered provider we will inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after the children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Our People and Culture department will also be informed.
- The setting will also notify Ofsted of the action taken in respect of the allegations.
- Where an allegation is upheld, the setting will make a referral to the DBS, in accordance with our responsibilities under the Vulnerable Groups Act 2006.
- Where there is an indication or evidence to suggest that a member of staff failed to execute their duty to safeguard a child/(ren) at the setting or elsewhere he/she will be subjected to the organisations safeguarding and/or disciplinary procedure.
- This policy will be implemented in conjunction with the TEC Partnership Safeguarding Policy and all relevant policies relating to Safeguarding children / young people can be found at [TEC Safeguarding Policy - \(tecpartnership.com\)](http://tecpartnership.com).
- Safeguarded children (child protection) concerns will be confidential and shared only on a need-to-know basis.

Nursery Visitors

- Little Stars Day Nursery will ensure that names of all visitors on site are recorded for emergency, insurance, and registration purposes. This is done when entering the nursery and visitors are asked to sign in. Once the visit has finished, they are also asked to sign out too.
- All visitors are valued for whatever reason, but the children are our priority and must come first.
- All visitors will be welcomed, and their enquiries dealt with as soon as possible. Children and parents are welcome to visit us prior to joining the setting.
- No visitor will be left alone with children or accompany children to the toilet.
- Whenever possible visitors should make an appointment to visit the setting.
- Visitors will be requested to sign in and out of the premises, giving their reason for the visit.
- The fire evacuation procedure and confidentiality policy will be explained to all visitors upon entry to the premises.

If a visitor calls unannounced.

- Ask for identification, who they wish to see and request the purpose of their visit.
- Show them to a comfortable area, where they can wait until someone is free to speak to them.
- Explain that the setting is busy, and they may have to wait until a staff member is free to speak with them. Give them the option of waiting or making an appointment. Exception to this rule may be an Early Years Consultant, who may wish to look around the setting unescorted to monitor and observe practice as part of their support programme.
- In all cases, ensure that the visitor's book has been signed and procedures explained.
NB: The setting/staff have the right to refuse entry to an individual if they are uncertain as to the purpose of their visit.

Collection of children

- Parents/carers are requested to press the correct doorbell when collecting their child from nursery.
- We encourage all parents/carers to press a doorbell and not let each other into the building. Reminders are regularly sent out about this.
Children will be allowed to leave with a parent/carer the nursery are familiar with and who are stated on the registration form.

- If someone else is to collect the child, we require permission from the child's parent/carer. They must be named on the child's registration forms and know the password which the parents /carers have set.

Unexplained absences

Staff monitor children's attendance on a chart within each room, this can clearly show whether the children have turned up for their sessions, and if not, how many sessions they have missed. If children have missed one of their sessions and we haven't had a reason why from parents/carers, staff will give a courtesy call to the parents/carers. The following outlines the protocol staff will follow if a child has an unexplained absence.

1. Please ensure your attendance registers are filled in daily.
2. If a child has not turned up for their normal session and we haven't heard anything as to why the child is not in, please give a courtesy call to the parent/carer – depending on what time children normally arrive for their session give them a bit of leeway before ringing.
3. When you have spoken to the parent regarding the child's absence, please record this accordingly and keep with your attendance chart.
4. If you are unable to get hold of the child's parent's/carers, leave a voicemail with them and then let the office know **STRAIGHT AWAY** and we will send a courtesy email.
5. We will let you know if the email gets answered, if it does not, we will then ask you to work your way down the emergency contact list.
6. After you have done this and there is still no contact with the child's family please come to the office and let us know, we will only allow no contact for a week if the child does part time session however if a child is full time we will only allow 3 full days of no contact. The exception to this is for vulnerable children please see protocol below.
7. If we have had no contact with the parents either via email or telephone, or information from outside agencies we will liaise with the safeguarding team at TEC Partnership to discuss next possible steps, including home visits or referrals to Integrated Front Door.
8. If the next step is to visit the family home the management team will carry out the home visit to ensure we have seen the child/ren and family. Two members of management must go together.
9. If a child's attendance is below 75%, we will make contact with the Early Years Local Authority.

Unexplained absences for vulnerable children

1. Staff will monitor children's attendance on a separate chart in their room.
2. The social worker will also be informed directly.
3. Nursery will try to make contact with the parent and work down the emergency contact list provided on their registration forms to gain clarity of the child's no attendance.
4. If we have had no contact with the parents either via email or telephone, or information from outside agencies we will liaise with the safeguarding team at TEC

Partnership to discuss next possible steps, including home visits or referrals to Integrated Front Door.

5. If the next step is to visit the family home the management team will carry out the home visit to ensure we have seen the child/ren and family. Two members of management must go together.

Accidents at Home

If a child comes to nursery with an injury that didn't happen within the setting, staff will ask parents/carers to fill in an 'accident at home form'. Once the form is filled in and signed by the parent/carer and staff member it will be taken to a manager to be signed by them. We have an 'accident at home' folder where all these forms are stored. All children have their own individual wallet. When a child has 3 forms they will be analysed, and a review sheet filled in. The nature, place and information surrounding the accident will all be taken into consideration. If no further action is required, the review form will be signed by 2 managers and filed with the 'accident at home' forms. If further action is required, we will take the necessary steps following our Safeguarding procedures. Although forms are reviewed when a child has 3, each form is read and signed before being put away, therefore if we felt it needed immediate action we would act upon this straight away, again following correct Safeguarding procedures.

Designated Safeguarding Team

DESIGNATED SAFEGUARDING GOVERNOR FOR THE GROUP

HEATHER PEPPER

EXECUTIVE DIRECTOR OF PEOPLE AND CULTURE

GIFHE SAFEGUARDING ROLES

DSL

PRINCIPAL /CEO

DEPUTY DSL

EXECUTIVE DIRECTOR OF LEARNER SERVICES

GROUP HEAD OF SAFEGUARDING

SAFEGUARDING OFFICERS

SUCCESS COACHES

Safeguarding Duty Telephone, 07920860241

safeguarding@grimsby.ac.uk

Safeguarding reporting

If the nursery needs to make a Safeguarding referral or discuss any concerns regarding the children, they will phone the following number:

Integrated Front Door: Tel: 01472 326292 option 2

Email: NELCChildrensFrontDoor@nelincs.gov.uk

Where there is an allegation against a member of staff the allegation will reported straight to the HR department who will liaise directly with the LADO (Local Authority Designated Officer) – Direct line 01472 323255.

This policy is to be read in conjunction with the Tec Partnership Safeguarding Policy /policies.

[TEC Safeguarding Policy - \(tecpartnership.com\)](http://tecpartnership.com)

Useful references:

www.gov.uk/government/publications/female-genital-mutilation-guidelines

www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2

www.gov.uk/government/publications/prevent-duty-guideance/revise-prevent-duty-guidance-for-england-and-wales

www.gov.uk/government/publications/keeping-children-safe-in-education--2

