



Safeguarding and Child Protection Policy

This policy is in line with the strategy of Langley School incorporating the specific Early Years Foundation Stage (EYFS) requirements for Bluebell Nursery. Our purpose at Langley and within Bluebell Nursery, is to enable every young person to flourish and positively contribute with confidence. This is achieved by ensuring a community of opportunity and excellence. We celebrate achievement and encourage all children to take ownership, contribute, expect high standards and make good things happen for themselves and everyone around them. Policies give the framework and procedural guidance to allow this to happen.

Policy Consultation & Review

This policy is available on our Bluebell Nursery website and is available on request from the Bluebell Nursery office. We also inform parents and carers about this policy when their children join our setting and through our nursery bulletin.

We recognise the expertise our staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis and we therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

The policy is provided to all staff at induction alongside our Staff Code of Conduct, Behaviour policy and the safeguarding response to those pupils who are absent from education. In addition, all staff are provided with Part One of the statutory guidance 'Keeping Children Safe in Education', DfE (2025).

This policy will be reviewed in full by the Governing Board on an annual basis. This policy was last reviewed and agreed by the Governing Board in September 2025. It is due for review in September 2026.

Signature: Krysia Smith and Meganne Smith

Date: 01/09/2025

Signature: K.Goodby

Role: Safeguarding Governor

Date: 01/09/2025

Policy Author: Krysia Smith & Meganne Smith

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1. PURPOSE AND AIMS

‘Every child deserves the best possible start in life and the support enables them to fulfil their potential. Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.’

Statutory Framework for Early Years Foundation Stage (DfE, 2024)

1.1 The purpose of the Bluebell Nursery at Langley School’s safeguarding and child protection policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those children who attend our setting. The policy aims to ensure that:

- All our children are safe and protected from harm.
- Other elements of provision and policies are in place to enable children to feel safe and adopt safe practice.
- Staff, children, governors, visitors, volunteers and parents are aware of their expected behaviour and the settings legal responsibilities in relation to the safeguarding and welfare of all our children.
- Prevent impairment of our children and young people’s mental and physical health or development.

1.2 Safeguarding within Bluebell Nursery is considered everyone’s responsibility and our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential.

1.3 Bluebell Nursery recognises the contribution it can make in ensuring that all children registered, or who use our setting, have a trusted key worker with whom they feel safe and that they will be listened to and appropriate action taken. We recognise that this is especially important for children who are unable to communicate e.g., babies and very young children, and that they have strong attachment to their care givers.

1.4 We will work to ensure children’s safety by working in partnership with other agencies i.e. Early Help, MASH, Police and Social care as well as seeking to establish effective working relationships with parents, carers, and other colleagues to develop and provide activities and opportunities that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

1.5 This policy has been developed in accordance with the principles established by the Children Act 1989; and in line with the following:

- [EYFS statutory framework for group and school based providers \(applies from 4 January 2024\)](#)
- [Working Together to Safeguard Children](#) (DfE, 2023)

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- [What to do if you are worried a Child is being Abused](#) (HMG, 2015)
- [Keeping Children Safe in Education](#) (DfE, 2024)
- [The Prevent Duty Guidance for England and Wales \(Home Office, updated 2023, replaces 2015 guidance\)](#)
- [Information Sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers](#)
- [Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK \(www.gov.uk\)](#)
- [Female genital mutilation - GOV.UK \(www.gov.uk\)](#)



2. ROLES AND RESPONSIBILITIES

Key personnel

Role	Name	Email
Bluebell Nursery Designated Safeguarding Lead (DSL)	Meganne Smith (Taverham)	msmith@langleschool.co.uk
	Krysia Smith (Loddon)	ksmith@langleschool.co.uk
Bluebell Nursery Deputy DSL	Kym Carey (Taverham)	kcarey@langleschool.co.uk
	Harry Franklin (Loddon)	hfranklin@langleschool.co.uk
Senior site DSL	Abigail Bussey (Senior)	abussey@langleschool.co.uk
Prep site DSL	Ed Wood (Prep)	ewood@langleschool.co.uk
Nursery Manager	Meganne Smith (Taverham)	msmith@langleschool.co.uk
	Krysia Smith (Loddon)	ksmith@langleschool.co.uk
Head of EYFS	Allison Skipper	askipper@langleschool.co.uk
Head of School	Simon Cooke (Senior)	execpa@langleschool.co.uk
	Claire Rackham (Prep)	prepheadspa@langleschool.co.uk
Named Safeguarding Governor	Kim Goodby	execpa@langleschool.co.uk
Chair of Governors/Trustees	David Stanbridge	execpa@langleschool.co.uk

The Governing Board

2.1 The Governing Board of Langley School is accountable for ensuring the effectiveness of this policy in Bluebell Nursery and our compliance with it. Although our Governing Board takes collective responsibility to safeguard and promote the welfare of our children, we also have a named governor who champions safeguarding within the school and nursery.

2.2 The Governing Board takes seriously its responsibility under section 11 of the Children Act and duties under “working together” to safeguard and promote the welfare of children; to work together with other agencies to ensure adequate arrangements exist within our setting to identify and support those children

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who are suffering harm or are likely to suffer significant harm. We recognise that all staff and management have a full and active part to play in protecting our children from harm, and that the child's welfare is our paramount concern.

2.3 The Governing Board should also ensure the following:-

- that the safeguarding and child protection policy is available to parents and carers.
- that all staff and volunteers are checked to make sure they are safe to work with the children who attend our setting.
- that the setting has procedures for handling allegations of abuse made against members of staff (including the Manager) or volunteers.
- the safe and appropriate use of cameras, mobile phones, technology, and online equipment within the setting.
- the Counter Terrorism and Security Act 2015 which places a duty on early years and childcare providers "to have due regard to the need to prevent people from being drawn into terrorism" (The Prevent Duty) is implemented, taking into account the Local authorities 'Prevent' policies, protocols and procedures and ensuring the Fundamental British Values are implemented as stated in the EYFS.
- a Designated Safeguarding Lead (DSL) is appointed who has lead responsibility for dealing with all safeguarding issues in our setting. (See key personnel)
- Our procedures will be reviewed annually and updated.

The Nursery Manager

2.4 In Bluebell Nursery at Langley School the Nursery Manager is responsible for:

- Identifying a senior member of staff from the leadership team to be the Designated Safeguarding Lead (DSL) in each setting.
- Identifying alternate members of staff to act as the DSL in his/her absence to ensure there is always cover for the role.
- Ensuring that the policies and procedures adopted by the Governing Board, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff.
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistleblowing procedures.
- Liaising with the LADO in the event of an allegation of abuse being made against a member of staff or volunteer.

The Designated Safeguarding Lead

2.5 The responsibilities for the Designated Safeguarding Lead (DSL) are:-



- to ensure that all safeguarding issues raised in the setting are effectively responded to, recorded, and referred to the appropriate agency.
- to ensure all adults are alert to circumstances when a child and family may need access to early help.
- to ensure all adults, (including volunteers) new to our setting will be made aware of this policy and the procedures for child protection, the name and contact details of the DSL and have these explained, as part of their induction into the setting.
- To be responsible for arranging the settings safeguarding training for all staff and volunteers who work with the children and young people. The DSL must ensure that the safeguarding training takes place at least every three years for all with regular updates during this period, which they can deliver in-house provided they are linked into the support and quality assurance process offered by the Local Authority and the Norfolk Safeguarding Children Partnership.
- to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups, or meetings where it concerns a child in our care and to contribute to multi-agency strategy discussions to safeguard and promote the child's welfare.
- for ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures. This includes the online Safety Policy which includes all electronic devices with imaging and sharing capabilities, Camera & Image Policy, Mobile Phone Policy, Acceptable Use Policy.
- Implementing the Fundamental British Values.
- To ensure the setting sets and maintains a proactive and preventative culture with appropriate levels of supervision designed to mitigate the risk of inappropriate behaviour. Any allegations regarding adults in the setting are effectively responded to and referred to the appropriate agency.

All Staff

2.6 Staff roles and responsibilities will include:

- maintaining an attitude of 'it could happen here' where safeguarding is concerned.
- identifying concerns early, provide help for children, promote children's welfare and prevent concerns from escalating.
- to provide a safe environment in which children can play and learn.
- knowing what to do if a child tells them, or shows them when they are non-verbal, they are being abused, exploited, or neglected.
- being able to reassure victims that they are being taken seriously and that they will be supported and kept safe.
- recognising the barriers for children when wanting to make a disclosure (verbal or non-verbal)
- identifying children who may benefit from early help, (providing support as soon as a problem emerges) and the part they play in these support plans.
- raising any concerns for a child following the setting's safeguarding policies and procedures
- being aware of local authority referral processes and supporting social workers and other agencies following any referral.



- adhering to safeguarding and welfare requirements within the Early Years Foundation Stage Statutory Framework to safeguard children's wellbeing and maintain public trust in the early years and childcare profession as part of their professional duties.
- Being aware of systems within the setting which support safeguarding e.g. behaviour policy, code of conduct,
- Attending regular safeguarding and child protection training.
- Recognising that children missing through non-attendance can be a vital warning sign to a range of safeguarding issues including neglect, sexual abuse, and child sexual and criminal exploitation.

2.7 All Child Protection concerns need to be acted on immediately. If you are concerned that a child may be at risk or is suffering abuse, you must tell the DSL.

2.8 Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting's DSL in the first instance and to follow their organisations procedures. Any records made should be kept securely on the Child's Protection file.

3. TRAINING AND INDUCTION

3.1 When new staff join Bluebell Nursery they will be informed of the safeguarding arrangements in place. They will be given a copy of our Safeguarding policy along with the Staff Code of Conduct, part one and/or annexe A of '*Keeping Children Safe in Education*' and told who our Designated Safeguarding Lead (DSL) and Deputy DSLs are. They will receive a copy of the Behaviour policy and the Absence & Attendance policy. All staff are expected to read these key documents. They will also be provided with information about how to record and report safeguarding concerns both in person and via our online recording system, CPOMS.

3.2 Every new member of staff or volunteer will receive safeguarding training during their induction period prior to joining the team at Bluebell Nursery and then additionally on beginning in the post. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child (including reassuring victims that they are being taken seriously and will be supported and kept safe), how to record, the processes for referral to Children's Services and the statutory assessments under Section 17 and Section 47 as well as the remit of the role of the Designated Safeguarding Lead (DSL).

3.3 In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of '*Keeping Children Safe in Education*'. In order to achieve this we will ensure that:

- All members of staff and volunteers undertake appropriate safeguarding training at least every two years in line with Norfolk County Council and the Norfolk Safeguarding Children Partnership requirements.



- All staff members will receive regular safeguarding updates **at staff meetings, supervisions and in staff bulletins**, as required, but at least annually to provide them with relevant skills and knowledge to safeguard children effectively;

3.4 All regular visitors, temporary staff and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of whom our DSL and alternate staff members are and what the recording and reporting system is. The Nursery displays posters of our Safeguarding team around the site and informs temporary staff and volunteers of our safeguarding procedures on their arrival at reception.

3.5 Our Designated Safeguarding Lead and any other senior member of staff who may be in a position of making referrals or attending Child Protection Conferences or core groups will attend further safeguarding training organised by the Norfolk Safeguarding Children's partnership, at least every two years. In addition to formal training, DSL's will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role. This will support both the DSL and Deputy DSL to be able to better undertake their role and support the setting in ensuring our safeguarding arrangements are robust and achieving better outcomes for the children in our setting.

3.6 Our **Governing Board** will undertake appropriate safeguarding training to equip them with the knowledge to provide strategic challenge to test and assure themselves that 'the safeguarding policies and procedures in place are effective and support delivery of a robust safeguarding approach. The Governing Board and will also undertake additional awareness training at least every two years. They will be advised to undertake additional training to support their employers' role in Handling Allegations against adults who work with children and young people, including our staff and volunteers. Training for Governors to support them in their safeguarding role is available from Norfolk Governor Services.

3.7 We actively encourage all our staff to keep up to date with the most recent local and national safeguarding advice and guidance, Annexe B of '*Keeping Children Safe in Education*' (2024) provides links to guidance on specific safeguarding issues such as Child Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via Norfolk Safeguarding Children Partnership and within the Safeguarding Toolkit on the Norfolk Schools and Learning Providers website.

3.8 Our safeguarding arrangements are reported on an annual basis to our Governors, and our Safeguarding policy is reviewed annually, to keep it updated in line with local and national guidance/legislation.

3.9 We will include our Safeguarding Policy in our settings prospectus/website and will post copies of our policy throughout the setting. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

4. PROCEDURES FOR MANAGING CONCERNS

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4.1 Bluebell Nursery at Langley School adheres to Child Protection procedures that have been agreed locally through the Norfolk Safeguarding Children Partnership. Where we identify children and families in need of support, we will carry out our responsibilities in accordance with Norfolk Local Assessment Protocol and the Norfolk Continuum of Need Guidance.

4.2 Any child, in any family, in any setting could become a victim of abuse. Staff should always maintain an attitude of “It could happen here.” We also recognise that abuse, neglect, and safeguarding issues are complex and are rarely standalone events that can be covered by one definition or label. Staff are aware that in most cases multiple issues will overlap one another.

4.3 Abuse and neglect are forms 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 the 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. They may be abused by an adult or adults or by another child or children.

4.4 Abuse and Neglect may also take place outside of the home, contextual safeguarding. This may include (but not limited to), female genital mutilation (FGM), sexual exploitation, criminal exploitation, radicalisation, serious youth violence.

4.5 Staff are aware that behaviours linked to parental drug taking, alcohol abuse, mental ill health and domestic abuse can put children at risk and that safeguarding issues can manifest themselves via child-on-child abuse.

4.6 Further information about the four categories of abuse; physical, emotional, sexual and neglect, (familial and contextual) and indicators that a child may be being abused can be found in Appendix 1.

What to do if you are concerned

4.7 If a child makes a disclosure or allegation of abuse against an adult or other child or young person, it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions instead ask clarifying questions tell me, explain to me, describe to me. (TED)
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform your Designated Safeguarding Lead as soon as possible.
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the setting safeguarding record log forms.



4.8 All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy immediately to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

4.9 It is not the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

4.10 The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

4.11 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed system in the setting (see Appendix 3 for suggested template). Records should include:

- a clear and comprehensive summary of the concern.
- details of how the concern was followed up and resolved.
- a note of any action taken, decisions reached and the outcome.

4.12 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from the Norfolk Children's Advice & Duty Service (CADS) as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

4.13 All referrals will be made in line with Norfolk Children's Services procedures as outlined in Appendix 5.

4.14 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Norfolk CADS immediately. Anybody can make a referral in these circumstances. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Head. Concerns should always lead to help for the child at some point.

4.15 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Norfolk CADS, or the police if:



- the situation is an emergency and the Designated Senior Person, their alternate and the Nursery Manager are all unavailable.
- they are convinced that a direct report is the only way to ensure the child's safety.

4.16 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Head of EYFS or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point, they should contact Norfolk CADS directly with their concerns.

5. RECORDS AND INFORMATION SHARING

5.1 If staff are concerned about the welfare or safety of any child at our school, they will record their concern either on the agreed reporting form (Appendix 3) or on CPOMS. Any concerns should be passed to the DSL without delay.

5.2 Any information recorded will be kept in a separate named file, in a secure cabinet if a paper system is used and not with the child's academic file. These files will be the responsibility of the DSL. Child Protection information will only be shared within the nursery or school on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential. Child protection information will be kept up to date. Each concern logged will include:

- a clear and comprehensive summary of the concern.
- details of how the concern was followed up and resolved.
- a note of any action taken, decisions reached and the outcome.

5.3 At Bluebell Nursery we will keep detailed, accurate, secure written records of all concerns, discussions and decisions made including the rationale for those decisions. This includes instances where referrals were or were not made to another agency such as the Children's Advice and Duty Service or the Prevent programme. Invitations to child protection conferences, core groups and all other multi-agency meetings and minutes taken at these will be stored on the child's file whether an electronic or paper system is used. All our safeguarding records will include a chronology, contents front cover and will record significant events in the child's life.

5.4 When a child leaves our nursery, the DSL will contact the DSL at the new setting and will ensure that the child protection file is forwarded to the receiving school. This will be within 5 days for an in-year transfer or within the first 5 days of the start of a new term. We recognise that not providing information as per the timescales can impact on the child's safety, welfare and educational outcomes.



5.5 We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery.

5.6 Prior to a child leaving we will consider if it would be appropriate to share any additional information with the new setting or school in advance to help them put in place the right support to safeguard this child.

5.7 Where a parent elects to remove their child from the nursery with the intention to home educate, the nursery will make arrangements to pass any safeguarding concerns to the Services to Home Educators Team within Norfolk County Council.

6. WORKING WITH PARENTS & CARERS

6.1 Bluebell Nursery is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

6.2 When new children join our nursery, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the Bluebell Nursery website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to contact Norfolk Children's Advice & Duty Service.

6.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so to safeguard a child from harm.

6.4 We will seek to share with parents any concerns we may have about their child unless to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL making a referral to Norfolk CADS in those circumstances where it is appropriate to do so.

6.5 In order to keep children safe and provide appropriate care for them, the nursery requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives.
- Full names and contact details of all persons with parental responsibility (if different from above).
- Emergency contact details (if different from above).



- Full details of any other adult authorised by the parent to collect the child from nursery (if different from the above).

6.6 The nursery will retain this information on the child's file. The nursery will only share information about children with adults who have parental responsibility for a pupil or where a parent has given permission, and the setting has been supplied with the adult's full details in writing.

6.7 At Bluebell Nursery and Langley School we are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass. To achieve this, Norfolk Multi-Agency Safeguarding Hub will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the 'Norfolk Operation Encompass Protocol'. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

7. CHILD PROTECTION CONFERENCES

7.1 Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

7.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the school in respect of individual children. Usually, the person representing the school at these meetings will be the Nursery Manager or DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.

7.3 All reports for Child Protection conferences will be prepared in advance using the guidance and template report provided by the Norfolk Safeguarding Children Partnership. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development, and the child's presentation at nursery. To complete such reports, all relevant information will be sought from staff working with the child at nursery.

7.4 We know that Child Protection conferences can be upsetting for parents and recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a Child Protection plan. Our responsibility is to promote the protection and welfare of all children, and our aim is to achieve this in partnership with our parents.



8. SAFER RECRUITMENT

8.1 We will ensure that the Chief Operating Officer, Head of EYFS and Nursery Manager, and at least one member of the Governing Board have completed appropriate safer recruitment training. At all times the Chief Operating Officer, Head of EYFS and Nursery Manager, and Governing Board will ensure that safer recruitment practices are followed in accordance with the requirements of 'Keeping Children Safe in Education', DfE (2024). At least one person involved in conducting an interview will have received safer recruitment training.

8.2 At Langley School we will use the recruitment and selection process to deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities.

8.3 We require details of a candidate's present (or last) employment and reason for leaving along with the last educational employer; full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment and evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, and shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

8.4 At Bluebell Nursery we use a range of selection techniques to identify the most suitable person for the post. Structured questions are agreed by the interview panel and any potential areas of concern are explored to determine the applicant's suitability to work with children.

8.5 We will undertake Disclosure and Barring Service checks and other preemployment checks as outlined in 'Keeping Children Safe in Education' to ensure we are recruiting and selecting the most suitable people to work with our children.

8.6 We will maintain a Single Central Record (SCR) of all safer recruitment checks carried out in line with statutory requirements. Various senior members of staff will check the SCR regularly to ensure that it meets statutory requirements.

8.7 At Bluebell Nursery we recognise that safer recruitment is not just about carrying out the right DBS checks and is not limited to recruitment procedures. Therefore, we understand the importance of continuous vigilance, maintaining an environment that deters and prevents abuse and challenges inappropriate behaviour. Further information about all of these processes can be found in our Safer Recruitment policy.

9. SAFER WORKING PRACTICE

Policy Author: Krysia Smith & Meganne Smith

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9.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

9.2 All staff will be provided with a copy of our school's Code of Conduct at induction. They will be expected to know our school's Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasions where some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for physical restraint must be adhered to. A list of staff that have accessed Norfolk Steps training will be kept by the Nursery Manager.

9.3 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in nursery, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

9.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in 'Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings' (February 2022). All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

Physical intervention and use of reasonable force.

9.5 Our Behaviour Policy sets out our approach to behaviour for all children and also for those with more challenging or harmful behaviour. We recognise there are some children who have needs that require additional support and a more personalised approach and we always consider all behaviour, and our response to it, in the context of safeguarding.

9.6 There are occasions when staff will need to have physical contact with children. These may include:

- To comfort a child in distress (*appropriate to their age and individual specific needs identified through a risk assessment*).
- To direct a child.
- For curricular reasons (*for example during physical activity, or when we are using music*).
- In an emergency, to avert danger to the child or others.

9.7 The term 'reasonable force' covers a broad range of actions used by staff that involve a degree of physical contact to control and restrain children, such as guiding a child to safety. 'Reasonable' means using no more force that is needed. Bluebell Nursery works in accordance with statutory and local guidance on the



use of reasonable force and recognises that where intervention is required, it should always be considered in a safeguarding context.

9.8 To minimise the risk of choking and ensure safe eating environments for young children, the following practices are implemented:

- Supervision: All children are supervised during mealtimes and snack time. Children will be within sight and hearing of a member of staff whilst eating. Where possible, staff will sit facing children whilst they eat so they can be sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions.
- Choking Hazards: Staff will prepare food in a way to prevent choking and be vigilant to ensure foods sent in packed lunches have also been prepared safely. Firm, spherical foods like grapes and cherry tomatoes must be sliced into quarters or segments. Cylindrical foods such as cucumber, carrots and cocktail sausages must be cut lengthways into thin batons.

This guidance on food safety for young children – <https://help-for-early-years-providers.education.gov.uk/safeguarding-and-welfare/food-safety> includes advice on food and drink to avoid, how to reduce the risk of choking and links to other useful resources for early years settings. If a child experiences a choking incident that requires intervention, staff will record details of where and how the child choked and parents and/or carers made aware. The records will be reviewed and risk assessed alongside other accidents / incidents at nursery on a half-termly basis. Appropriate action will be taken to address any identified concerns.

- Age-Appropriate Food Types: Foods will be served in a manner suitable for the child's developmental stage (e.g., food will be cut into small, manageable pieces for younger children). Popcorn, marshmallows, jelly cubes and hard sweets are never permitted for children under 5.
- Mealtime Environment: Children will sit down and remain seated while eating and be given time to chew and swallow their food properly. Children are discouraged from talking loudly at mealtimes / snack time. Other distractions such as toys at the meal table are, wherever possible, discouraged. Food sharing is not allowed.

Please refer to the Safer Eating policy for full guidance on Bluebell Nursery's procedures for a safe environment for children while they are consuming any food or drink.

10. MANAGING ALLEGATIONS AGAINST STAFF AND VOLUNTEERS

10.1 Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children in our Nursery. However, we are aware of the possibility of allegations being made

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against members of staff or volunteers that are working, or may come into contact with children and young people whilst in our setting. We ensure all staff members (including volunteers) are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction at Bluebell Nursery and are outlined in our Code of Conduct.

10.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds of harm set out in Keeping Children Safe in Education (DfE 2024) and their procedures in respect of allegations against an adult working with children (in a paid or voluntary capacity). These procedures should be followed where an adult has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved in an inappropriate way towards a child which may indicate that he or she is unsuitable to work with children
- if there are concerns about the person's behaviour towards their own children
- children unrelated to their employment or voluntary work, and there has been a recommendation as part of a strategy discussion, that consideration should be given to the risk posed to children they work with
- an allegation has been made about abuse that took place some time ago and the accused person may still be working with or having contact with children

10.3 Allegations will usually be that some kind of abuse has taken place such as inappropriate behaviour displayed, inappropriate sexual comments, excessive one to one attention beyond the requirements of their role and responsibilities, inappropriate sharing or images. Allegations are made for a variety of reasons:

- Abuse has actually taken place.
- Something has happened to the child that reminds them of a past event – the child is unable to recognize that the situation and people are different; Children can misinterpret your language or your actions.
- Some children recognise that allegations can be powerful and if they are angry with you about something, they can make an allegation as a way of hitting out.
- An allegation can be a way of seeking attention.

10.4 If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the DSL who will advise the Named Safeguarding Governor. In the case of the allegation being made against the DSL this will be brought to the



immediate attention of the Named Safeguarding Governor. In some cases, it might not be clear whether an incident constitutes an allegation. If this is the case, it will be necessary for us to explore the concerns to establish some facts – this initial fact-finding is not an investigation, it is to clarify information and to direct our response to the concern raised.

10.5 The DSL will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations made against the adult, in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made. All allegations must be taken seriously and objectively and dealt with in a timely manner; in the case of an allegation the DSL will need to:

- Refer to the LADO guidance at [How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC](#)
- Submit the completed LADO referral and consultation form and email to lado@norfolk.gov.uk.
- Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Advise Ofsted of allegation within 14 days of the allegation
- Ensure that the appropriate disciplinary procedures are followed, including if this is deemed necessary, suspending a member of staff from work until the outcome of any investigation
- Act on any decision made in any strategy meeting.
- Advise the Disclosure and Barring Service where a member of staff has been removed, would have been removed or dismissed as a result of the allegations being founded.

10.6 At Bluebell Nursery we recognise our responsibility to report/refer allegations or behaviours of concern and / or harm to children by adults in positions of trust who not employed by us to the LADO directly at lado@norfolk.gov.uk.

10.7 A copy of [What to do if you are worried a Child is being Abused](#) booklet is kept with this policy. This sets out the guidelines on dealing with incidents, disclosures and the procedures that must be followed.

10.8 In accordance with the Statutory Framework for the Early Years Foundation Stage (DfE, 2024), we will also inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations. We will make these notifications as soon as reasonably practicable, but within 14 days of the allegations being made.

10.9 Any member of staff or volunteer who does not feel confident to raise their concerns with the DSL or Governing Body should contact the LADO directly via email to lado@norfolk.gov.uk



Further information and guidance documents in relation to the LADO process, forms, leaflets and allegations against persons who work/volunteers with children, procedures are found on the Norfolk Safeguarding Children Partnership website.

Low Level Concerns (*Identified in the Keeping Children Safe in Education*)

10.10 A low-level concern does not mean it is insignificant; it means that the behaviour towards a child does not meet the thresholds as stated above. The term 'low-level' is any concern that an adult working in or on behalf of the setting may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and
- does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

10.11 Examples of such behaviour could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone, contrary to the settings policy
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door,
- humiliating children.

10.12 Sharing low-level concerns

- All low-level concerns should be reported to the DSL.
- The DSL will then inform setting managers of all low-level concerns in timely fashion according to the nature of the particular low-level of concern.
- If there is doubt as to whether the low-level of concern meets the harm threshold, then the DSL will consult with their LADO.
- Bluebell Nursery will create an environment where staff are encouraged and feel confident to self-refer where they have found themselves in situation which could be misinterpreted, might appear compromising to others or believe they have behaved in a way that they consider falls below professional standards.
- Through training and induction, we ensure that all staff understand the importance of self-referring, where, for example, they have found themselves in a situation which could have been misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

10.13 Recording low-level concerns

- All low-level concerns will be recorded in writing including details of concerns, the context and action taken.



- These records will be stored confidentially and held securely
- Records will be reviewed so that potential patterns of inappropriate problematic behaviour can be identified. DSL will need to decide on a course of action if this occurs including referral to LADO or follow disciplinary procedures.
- We recognise low-level concerns should not be included in references, unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance.

10.14 The [‘Guidance for safer working practice for those working with children and young people in education settings’](#) may help support practitioners to work safely.

11. WHISTLEBLOWING

11.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

11.2 All staff should be aware of their duty to raise concerns about the attitude of actions of colleagues via our whistleblowing and complaints policies and appropriate advice will be sought from the Local Authority Designated Officer (LADO) or DSL where necessary.

11.3 If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the DSL. Where concerns relate to the DSL however, this should be reported to the named Safeguarding Governor using the settings’ Whistleblowing policy.

11.4 The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285, the line is available from 8:00am to 8:00pm, Monday to Friday or email: help@nspcc.org.uk

11.5 Whistleblowing re the Nursery Manager or the DSL should be reported to the Safeguarding Governor whose contact details are readily available to staff, using the settings’ Whistleblowing policy.

12. CONFIDENTIALITY

12.1 We recognise that all matters relating to child protection are confidential.

12.2 Our setting recognises that in order to effectively meet a child’s needs, safeguard their welfare and protect them from harm, Bluebell Nursery must contribute to inter-agency working in line with Working



Together to Safeguard Children (2018) and share information between professionals and agencies where there are concerns.

- 12.3 The DSL will disclose personal information about a child or young person to other members of staff on a need-to-know basis only.
- 12.4 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and that the Data Protection Act 2018¹ is not a barrier to sharing information where the failure to do so would place a child at risk of harm.
- 12.5 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another.
- 12.6 We will always undertake to share our concerns with parents and guardians, and their consent is sought in accordance with Early Help and MASH procedures unless doing so would increase the risk of harm to the child. If in doubt regarding sharing information with parents and guardians, we will consult with the MASH consultation team.
- 12.7 All children's safeguarding files will be kept confidential and stored securely. Safeguarding files will be kept separate from other files relating to children in the setting.

¹ The UK Data Protection Act 2018 (DPA 2018) is supplementary to the General Data Protection Regulation 2016 (the GDPR) and replaces DPA 1998.



Related Setting Policies

To underpin the value and ethos of Bluebell Nursery at Langley School and our intent to ensure that pupils at our school are appropriately safeguarded, the following policies are also included under our safeguarding umbrella:

Behaviour	Adopted: Trinity 2025
Code of Conduct	Adopted: Lent 2023
Anti-bullying	Adopted: Michaelmas 2024
Attendance & Absence	Adopted: Trinity 2025
E-Safety Policy	Adopted: Michaelmas 2024

- *Camera & Image Policy*
- *Mobile Phone Policy*
- *Acceptable Use Policy*

Equal Opportunities	Adopted: Lent 2024
Health and Safety	Adopted: Trinity 2025
Pre-existing injuries	Adopted: Trinity 2025
Safer Eating	Adopted: Trinity 2025
Safer Recruitment	Adopted: Trinity 2025
Whistle Blowing	Adopted: Trinity 2025

The above list is not exhaustive and as new policy, guidance and legislation develops within the remit of Safeguarding we will review and update our policies and procedures as appropriate and in line with the Norfolk Safeguarding Children Partnership and our Local Authority.

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Useful Contacts:

[Child Exploitation and Online Protection Agency](#)

[NSPCC](#)

[CHILDWISE- a leading specialist in research with children and young people- ABOUT](#)

Multi-Agency Safeguarding Hub – MASH

MASH contributes to improved outcomes for safeguarding children because it has the ability to swiftly collate and share information held by the various agencies and to provide a multi-agency risk assessment of each case for 'actual or likely harm'.

- Manages contacts and enquiries received from any source (usually CYPS and Police VIST *vulnerable incident screening tool*)
- Develops a document recording the concern information and all other agencies information available within agreed timescales and a social worker manager makes an informed decision using all of the available information.
- Develops concern information into a social care referral if services are required under section 17 or section 47 of The Children Act 1989
- Liaises with the Early Help for children and young people who need services but do not meet The Children Act 1989 threshold
- Provides consultation line to agency enquirers about thresholds, appropriate action to be undertaken and services.

Multi-agency Safeguarding Hub (MASH)

0344 800 8020.

Children's Advice and Duty Service

0344 800 8021.



Appendix 1: Categories of Abuse

Categories of Abuse:

- Physical Abuse
- Emotional Abuse (including Domestic Abuse)
- Sexual Abuse (including child sexual exploitation)
- Neglect

Signs of Abuse in Children:

The following non-specific signs may indicate something is wrong:

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive and attention-needing behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression and/or anxiousness
- Age-inappropriate sexual behaviour
- Child Sexual Exploitation
- Criminality
- Substance abuse
- Mental health problems
- Poor attendance

Neglect

The persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairments 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:

- provide food, clothing and shelter.
- protect a child from physical and emotional harm or danger.
- ensure adequate supervision.
- ensure access to appropriate medical care or treatment.



Possible indicators of Neglect

Obvious signs of lack of care including:

Problems with personal hygiene, constant hunger, inadequate clothing, emaciation, lateness or non-attendance at the setting, poor relationship with peers, untreated medical problems, compulsive stealing and scavenging, rocking, hair twisting, thumb sucking, running away, low self-esteem etc.

Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Possible Indicators

Physical signs that do not tally with the given account of occurrence conflicting or unrealistic explanations of cause repeated injuries delay in reporting or seeking medical advice.

Sexual Abuse

Forcing or enticing a child 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, penetrative or non-penetrative acts and also includes involving children in watching pornographic material or watching sexual acts.

Possible indicators of Sexual Abuse

Sudden changes in behaviour, displays of affection which are sexual and age inappropriate, tendency to cling or need constant reassurance. Tendency to cry easily, regression to younger behaviour – e.g., thumb sucking, acting like a baby, unexplained gifts or money, depression and withdrawal, wetting/soiling day or night, fear of undressing for PE etc.

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 children that they are worthless or unloved, inadequate, or valued only in far as they meet the needs of another person.

Possible Indicators of Emotional Abuse

Rejection, isolation, child being blamed for actions of adults, child being used as carer for younger siblings, affection and basic emotional care giving/warmth, persistently absent or withheld.



Appendix 2: Specific Safeguarding Issues

E-Safety Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimize the risks to our children and young people Bluebell Nursery will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our E-Safety policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the setting and are aware of the dangers associated with social networking sites.

Our E-safety policy will clearly state that mobile phone, camera or electronic communications with a child or family at our setting is not acceptable other than for approved setting business. Where it is suspected that a child is at risk from internet abuse or cyber bullying, we will report our concerns to the appropriate agency.

Child sexual exploitation (CSE) The sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people, (or a third person or persons) receive something, (e.g. food, accommodation, drugs, alcohol, cigarettes, affections, gifts, money) as a result of them performing and/or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidations are common, involvement in exploitative relationships being characterised in the main by the child's or young person's limited availability of choice, resulting from their social/economic and/or emotional vulnerability.

Good practice – Individuals

Recognise the symptoms and distinguish them from other forms of abuse

- Treat the child/young person as a victim of abuse
- Understand the perspective / behaviour of the child/young person and be patient with them
- Help the child/young person to recognise that they are being exploited
- Collate as much information as possible
- Share information with other agencies and seek advice / refer to Social Care

Good practice – Organisations

- Ensure robust safeguarding policies and procedures are in place which cover CSE
- Promote and engage in effective multi-agency working to prevent abuse
- Work to help victims move out of exploitation
- Cooperate to enable successful investigations and prosecutions of perpetrators



Child on Child Abuse

Children can abuse other children, and this is referred to as 'child on child abuse' this can take many forms including those listed in the table above as well as bullying, sexual violence and harassment etc. Staff will raise concerns when there are issues of child on child abuse and DSL's will consider what support might be needed for both the victim and perpetrators.

Forced marriages (FM) **FM** is now a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014 that came into force on 16 June 2014.

A FM is a marriage conducted without the valid consent of one or both parties, and where duress is a factor forced marriage is when someone faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if someone is made to feel like they're bringing shame on their family). This is very different to an arranged marriage where both parties give consent.

FM is illegal in England and Wales. This includes:

- taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)

Under-age Marriage in England, a young person cannot legally marry until they are 16 years old (without the consent of their parents or carers) nor have sexual relationships.

Female Genital Mutilation (FGM) FGM is child abuse and a form of violence against women and girls, and therefore should be dealt with as part of existing child safeguarding/protection structures, policies and procedures.

FGM is illegal in the UK. In England, Wales and Northern Ireland, the practice is illegal under the Female Genital Mutilation Act 2003.

Other than in the excepted circumstances, it is an offence for **any person (regardless of their nationality or residence status)** to:

- perform FGM in England, Wales or Northern Ireland (section 1 of the Act);
- assist a girl to carry out FGM on herself in England, Wales or Northern Ireland (section 2 of the Act); and
- Assist (from England, Wales or Northern Ireland) a non-UK person to carry out FGM outside the UK on a **UK national or permanent UK resident** (section 3 of the Act).

Ritualistic Abuse Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing



spirit. This is abusive and will result in the criminal conviction of those using this form of abuse even if the intention is to help the child.

Sexually Active under Eighteen years old It is acknowledged by those working with young people that most young people under the age of 18 will have an interest in sex and sexual relationships. The Protocol for Sexually Active Young People under 18 years old has been designed to assist those working with children and young people to identify where these relationships may be abusive, and the children and young people may need the provision of protection or additional services.

Safer Recruitment and Selection It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked. We will ensure that we have a member on every recruitment panel who has received the appropriate recruitment and selection training. That all of our staff are appropriately qualified and have the relevant employment history and checks to ensure they are safe to work with children in compliance with the Key Safeguarding Employment Standards.

Honour Based Violence Honour based violence' is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community'. It is important to be alert to signs of distress and indications such as self-harm, absence from setting, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in setting activities, unreasonable restrictions at home. Where it is suspected that a child/young person is at risk from Honour based violence we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

Trafficked Children Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/ sweatshop, drug dealing, shoplifting and benefit fraud. Where we are made aware of a child who is suspected of, or actually being trafficked/exploited we will report our concerns to the appropriate agency.

Domestic Abuse The Government defines domestic abuse as *"Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality"*.



Staff need to understand what is required of them if children are members of the household where domestic abuse is known, or suspected to be taking place. Our policy includes action to be taken regarding referrals to the Police and Children and Young People's Services and any action to be taken where a member of staff is the alleged perpetrator or victim of domestic abuse. At *(insert name of setting)* we will follow our safeguarding policy and report any suspected concerns regarding Domestic Abuse to the relevant agency.

Private Fostering Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent.
- A person who is not a parent but has parental responsibility.
- A close relative.
- A Local Authority.

for more than 28 days and where the care is intended to continue. It is a statutory duty for us to inform the Local Authority via MASH where we are made aware of a child or young person who may be subject to private fostering arrangements.



Recording Form for Safeguarding Concerns

Staff, volunteers, and regular visitors are required to complete this form and pass it to the Designated Safeguarding Lead if they have a safeguarding concern about a child in our nursery.

Full name of child	Date of Birth	Class/Tutor/Form group	Your name and position in school

Nature of concern/disclosure

Please include whether you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.

Time & date of incident:

Who are you passing this information to?

Name:

Position:

Your signature:

Date:

Time form received by DSL:

Action taken by DSL:

Referred to...?

Attendance Lead

Police

Just One Norfolk

CADS

PSA

Other

Date:

Time:

Parents informed? Yes / No (if no, state reason)

Feedback given to:

Further action agreed?

Full name:

DSL Signature:

Date:

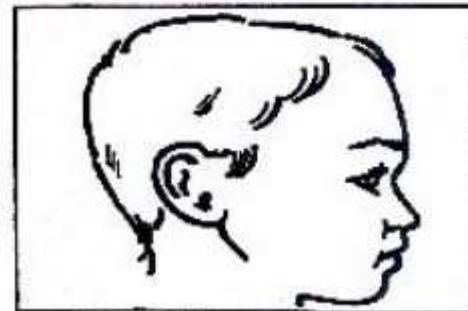
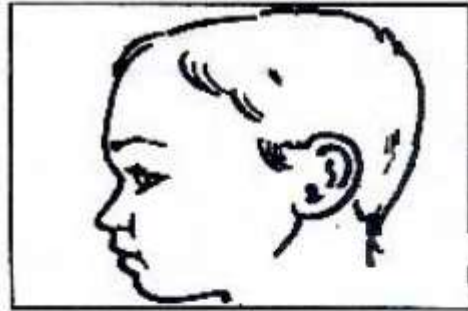
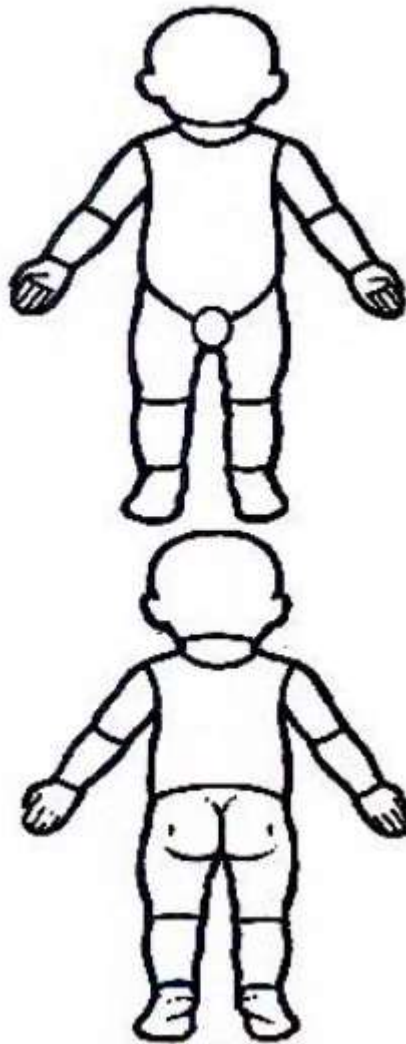
Policy Author: Krysia Smith & Meganne Smith

Date: 1st September 2025

Review date: Trinity 2026

Body Map – Young child

Young Child



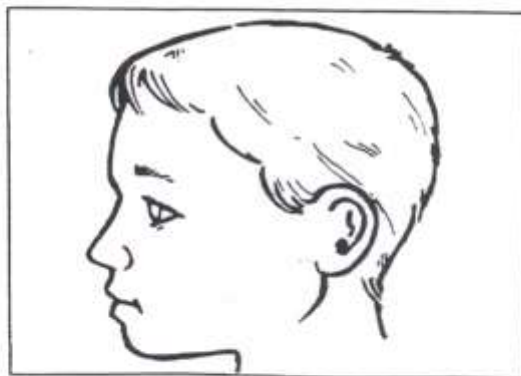
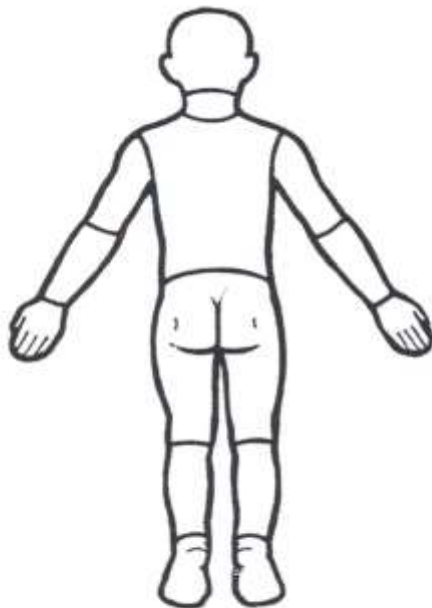
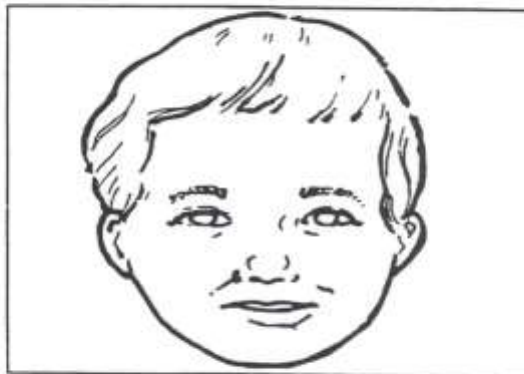
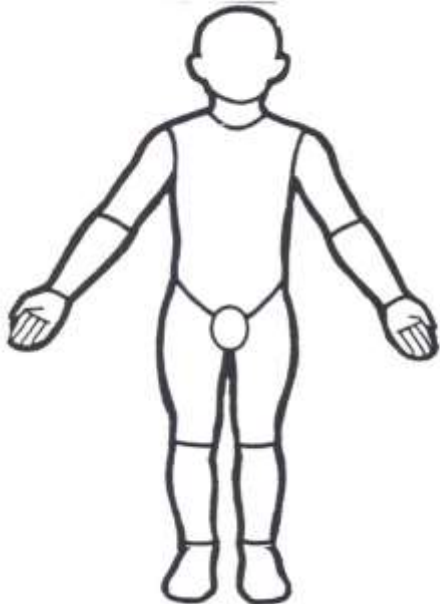
Indicate clearly where the injury was seen and attach to the recording form.

Signed:

Date:

Body Map - Older child

Older Child



Indicate clearly where the injury was seen and attach to the recording form.

Signed:

Date:



Appendix 4 : Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from main reception. Please ensure you complete all sections as described.

If you are unable to locate the DSL ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation or low-level concern about a member of staff, a child's foster carer or a volunteer should be reported immediately to the Nursery Manager. If an allegation is made about the Nursery Manager you should pass this information to the Chair of the Governing Board.

Alternatively, you can contact the Local Authority Duty Desk on 01603 307797. NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – the line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

The people you should talk to in Bluebell Nursery are:

- Designated Lead: **Meganne Smith/ Kym Carey**
- Location of office: Bluebell Nursery Building (Taverham)
- Contact number: 01603 868206

- Designated Lead: **Krysia Smith/ Harry Franklin**
- Location of office: Bluebell Nursery Building (Loddon)
- Contact number: 01508 520210

- Designated Safeguarding Lead (DSL): **Ed Wood**

Policy Author: Krysia Smith & Meganne Smith

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- Location of office: Prep School Hall Building
- Contact Number: 01603 868206 ext. 111

At Bluebell Nursery we strive to safeguard and promote the welfare of all our children.

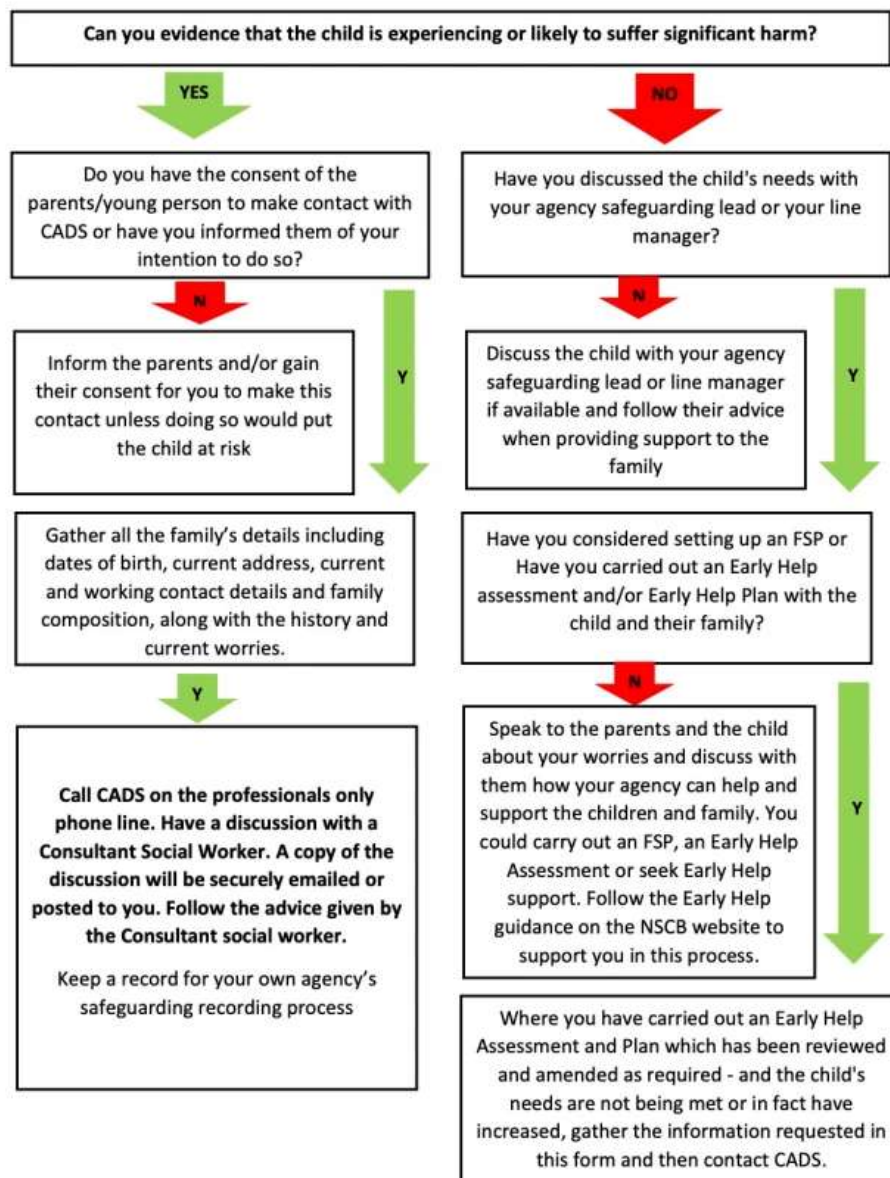


Appendix 5: Local Safeguarding Procedures

Children's Advice and Duty Service – CADS

Children's Advice and Duty Service- CADS

Before contacting CADS, please answer the following questions and follow the advice provided:



PROFESSIONAL USE ONLY – CALL CADS ON 0344 800 8021

Appendix 6: Advice for schools, colleges and alternative education providers



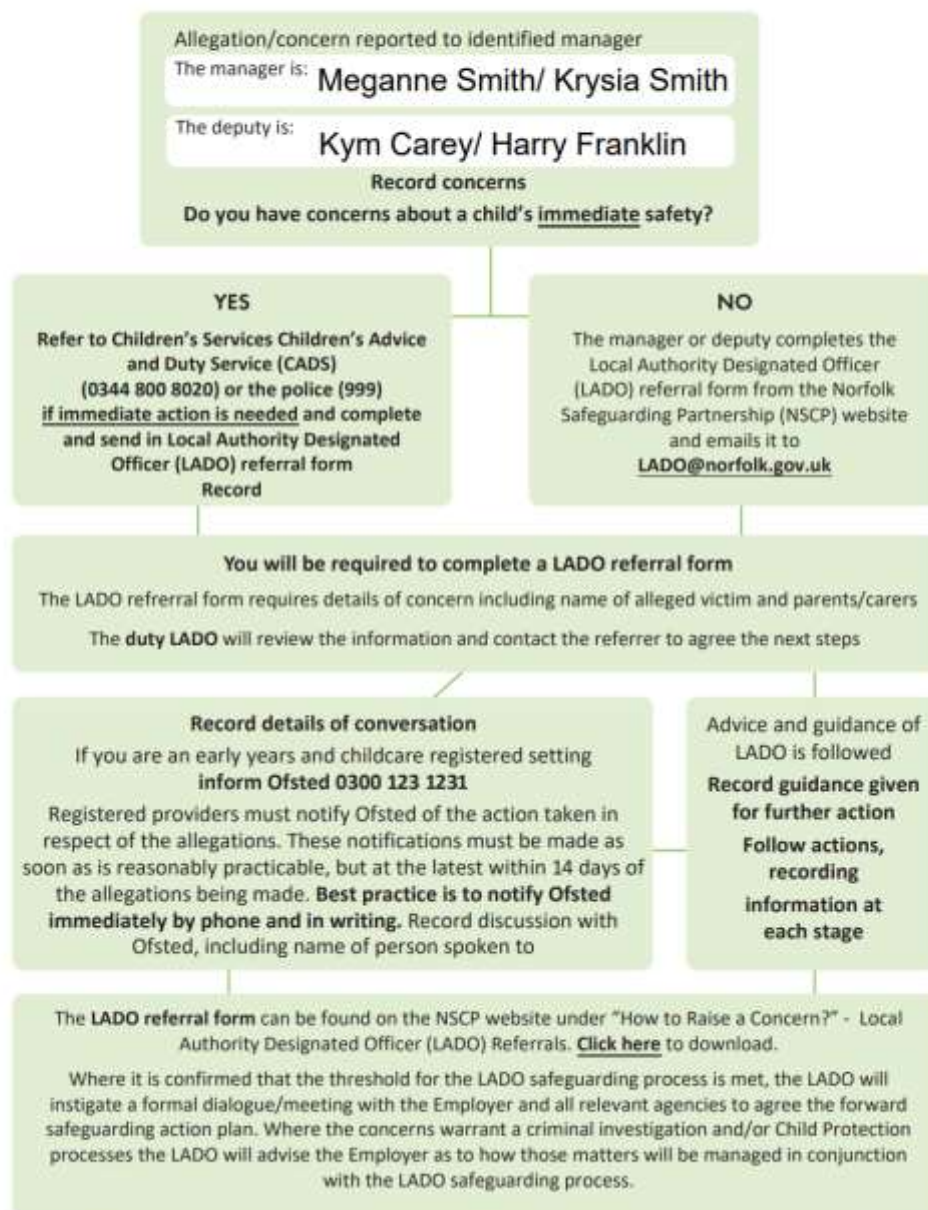
Norfolk County Council



**Norfolk Safeguarding
Children Partnership**

This flow chart must be displayed where everyone including parents can see it:

Managing allegations and concerns about adults who work with children in an early years or childcare group setting



Safeguarding Children November 2024



Appendix 7:

Additional Safeguarding Information for a Registered Setting.

Providers must have regard to the Government's statutory guidance Working Together to Safeguard Children and to the Prevent duty guidance for England and Wales. All schools are required to have regard to the government's Keeping Children Safe in Education statutory guidance. If providers have concerns about children's safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.

Registered providers must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Registered providers must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.

Registered providers other than childminders must obtain an enhanced DBS disclosure and barred list check in respect of every person aged 16 and over (including unsupervised volunteers and supervised volunteers who provide personal care) who¹[1]:

- works directly with children;
- lives on the premises on which the childcare is provided; and/or
- works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).

Additional criminal records checks should be made for individuals who have lived or worked abroad.

Providers must also meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006 which includes a duty to make a referral to the DBS where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

A registered provider must notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. Disqualification, of an employee could be an instance of a significant event.

The registered provider must give Ofsted the following information about themselves or an employee when relevant:

- details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;

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- the date of the order, determination or conviction, or the date when the other ground for disqualification arose.
- the body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
- a certified copy of the relevant order (in relation to an order or conviction).

The information must be provided to Ofsted soon as reasonably practicable, but at the latest within 14 days of the date the provider became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries.

Registered providers must notify Ofsted of any food poisoning affecting two or more children cared for on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.

Registered providers must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.

Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.