

Safeguarding Children and Child Protection Policy



Nurture and Grow Childcare

Policy Statement

At **Nurture and Grow Childcare** we are dedicated to safeguarding and promoting the welfare of our children. We follow statutory guidance including the **Children Act 1989 & 2004**, **Education Act 2002**, **Working Together to Safeguard Children (2023)**, and the **Statutory Framework for the Early Years Foundation Stage (EYFS 2023)**.

This policy aligns with the guidance and procedures set by our **Local Safeguarding Partners (LSP)** and will be reviewed **annually**.

1. Key Principles

- The **welfare of the child is paramount**.
- Safeguarding is **everyone's responsibility**.
- Early intervention prevents **significant harm**.
- All staff must follow **clear reporting procedures**.
- We have a **zero-tolerance approach** to abuse and neglect.

2. Related Policies and Procedures

All staff, students, and volunteers have a responsibility for safeguarding children, being vigilant, and identifying and reporting safeguarding concerns, in line with this and supporting policies:

Acceptable internet use policy	Online safety policy
CCTV policy	Promoting positive behaviour policy
Data protection and confidentiality policy	Recruitment, selection and suitability of staff policy
Emergency lockdown policy	Respectful intimate care policy
Inclusion and equality policy	Social networking policy
Late collection and non-collection of children policy	Special educational needs and disabilities (SEND) policy
Lone working policy	Staff code of conduct
Looked after children policy	Supervision of children policy
Low-level concern policy	Supervision of visitors policy
Missing child from nursery policy	Volunteers policy
Missing child from outings policy	Whistleblowing policy
Mobile phone and electronic device use policy	Young workers policy
Nappy changing policy	

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We ensure all staff, students, and volunteers have the necessary knowledge and skills to carry out their duties through recruitment, induction, ongoing training, and support tailored to their roles.

3. Policy Review and Monitoring

This policy is reviewed annually to ensure compliance with statutory guidance. Its effectiveness is monitored through staff and stakeholder reviews, appraisals, and feedback.

4. Reporting Responsibilities

It is the responsibility of every staff member, student, and volunteer to report any breaches of this policy to the Designated Safeguarding Lead (DSL).

5. Policy Intention

We ensure all staff, students, and volunteers have the necessary knowledge and skills to carry out their duties through recruitment, induction, ongoing training, and support tailored to their roles.

This policy emphasizes that safeguarding children and protecting them from harm is everyone's responsibility. It aims to raise awareness and provide clear procedures for managing child protection issues.

This policy applies to all children up to 18 years, including those living with their families, in state care, or independently (Working Together to Safeguard Children).

6. Definition of Safeguarding

Safeguarding and promoting the welfare of children involves:

- Providing early help and support
- Protecting children from maltreatment, including online harm
- Preventing impairment of children's mental and physical health or development
- Ensuring children grow up in safe and effective care environments
- Promoting upbringing within birth families or through kinship care arrangements when appropriate
- Acting to achieve the best outcomes as outlined in the Children's Social Care National Framework

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7. Definition of Child Protection

Child protection refers specifically to activities undertaken to protect children who are suspected to be suffering or likely to suffer significant harm, whether at home, elsewhere, or online (Working Together to Safeguard Children).

8. Commitment to Safeguarding

To safeguard children and promote their welfare, we will:

- Develop a safe culture for staff to confidently raise concerns
- Equip staff to identify and act on signs of abuse, including subtle indicators
- Be sensitive to factors impacting families, including economic, social, and ethnic circumstances
- Appropriately share information with relevant agencies

9. Promoting Positive Outcomes for Children

We actively promote:

- Listening to children
- Positive representation of children
- Independence appropriate to age and development
- Safe, secure environments
- Tolerance, acceptance, and British values
- Early intervention and family support

10. Immediate Action and Reporting Concerns

We have a duty to act quickly and responsibly upon recognising safeguarding concerns. If uncertain, staff should always consult the DSL. Safeguarding is everyone's responsibility; never do nothing.

11. Nurture and Grow Childcare Aims

The nursery aims to:

- Keep children central, promoting their well-being, confidence, and resilience
- Recognise increased vulnerabilities, such as SEND, isolated families, and those affected by the toxic trio and Adverse Childhood Experiences (ACEs)
- Support staff confidence and professionalism in safeguarding matters
- Provide regular child protection training and updates
- Ensure timely referrals and appropriate information-sharing

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- Minimise risks and manage safeguarding proactively
- Act decisively regarding allegations of harm, notifying Ofsted and relevant authorities
- Inform parents clearly about safeguarding policies, procedures, and updates
- Regularly review policies, ensuring compliance with local authority guidance

12. Designated Safeguarding Lead (DSL)

The DSL holds overall responsibility for the Safeguarding Children and Child Protection policy and procedures, ensuring implementation to safeguard and promote children's welfare. The DSL coordinates safeguarding and child protection training across the organisation.

There is always at least one designated person on duty during opening hours. Designated persons receive comprehensive training every two years and ongoing annual updates, supporting the continuous development of staff safeguarding knowledge.

- **Designated Safeguarding Lead: Louise Allen**
- **Deputy Designated Safeguarding Lead: Helen Andrews**

In the absence of the DSL or Deputy DSL, contact the Local Safeguarding Partnership (LSP).

Role of the DSL:

- Monitor and update safeguarding policies and procedures annually
- Act as an advisor on child protection concerns
- Maintain accurate records of safeguarding incidents
- Refer promptly to external agencies
- Provide signposting to appropriate organisations
- Consult and make formal referrals to statutory agencies or police

Additional DSL Responsibilities:

- Stay informed on safeguarding best practices
- Provide ongoing safeguarding information
- Identify and address training needs
- Maintain knowledge of local safeguarding arrangements
- The DSL does not investigate whether or not a child has been abused or investigate an allegation or disclosure. Investigations are for the appropriate authorities, usually the police and social services

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13. Sharing Low-Level Concerns

Low-level concerns involve behaviour by staff or adults that causes unease or 'nagging doubt' but doesn't meet the harm threshold.

Staff should:

- Report low-level concerns promptly (preferably within 24 hours)
- Self-report if behaviour deviates from professional standard

The DSL will:

- Assess and record each concern
- Determine if escalation or further action is needed
- Consult the Local Authority Designated Officer (LADO) if uncertain

Records maintained by the DSL will include:

- Reporting person
- Nature of the concern
- Relevant witnesses
- External discussions (LSP or LADO)
- Decision and rationale
- Actions taken

Concerns involving misconduct will follow **Disciplinary procedures**. Records will be stored securely and reviewed regularly.

14. Monitoring Children's Attendance

- We monitor children's attendance patterns as required by **statutory framework** to identify consistency and potential concerns. Parents must inform the nursery prior to holidays or days off, and sickness absences should be reported immediately.
- If a child does not arrive **within one hour of their usual start time**, parents will be contacted. If unreachable, emergency contacts will be contacted sequentially. If still
- no contact, a home visit may be considered. Continued lack of contact may result in contacting authorities, including the police.
- Any absences involving children on child protection plans or referral processes will be immediately reported to the Local Authority children's social care team.

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15. Informing Parents

- Parents are typically informed first when abuse is suspected unless advised otherwise by authorities due to safety concerns or involvement of family members.

16. Support to Families

- We maintain trusting, respectful relationships with families throughout any safeguarding enquiries or investigations. Families continue to be welcomed and supported respectfully during external investigations.

17. Confidentiality

- Confidentiality will not override a child's right to protection from harm. Efforts will be made to ensure confidentiality during investigations.
- Staff must not publicly or privately discuss allegations or incidents. For uncertainty around information sharing, contact the DSL or Information Commissioner's Office (ICO) on 0303 123 1113.

18. Record Keeping and Data Protection

- Confidential records on children are shared appropriately and in line with Local Authority guidance, prioritising child safety.
- Chronological factual records are kept and reviewed regularly by the DSL. Data protection protocols ensure that sensitive information is accessible only to authorised persons involved in investigations.

Definitions of Abuse

19. Definition of Significant Harm

Significant harm is defined by The Children Act 1989 as a threshold for compulsory intervention in family life, evaluating:

- Severity of ill-treatment
- Frequency and extent of abuse or neglect
- Impact on the child's development

Significant harm can result from single or multiple traumatic events affecting physical, intellectual, emotional, social or behavioural development.

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19.1 Definitions of Abuse and Neglect

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Abuse can occur within family, institutional or community settings by known or unknown individuals.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but can help to indicate that something may be wrong, especially if a child shows a number of these symptoms, or any of them to a marked degree.

Indicators of Child Abuse Possible indicators include:

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

19.2 Softer Signs of Abuse (NICE Guidelines) - Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

Emotional states: Fearful, withdrawn, low self-esteem.

Behaviour: Aggressive, habitual body rocking.

Interpersonal behaviours:

- Indiscriminate contact or affection seeking
- Over-friendliness to strangers including healthcare professionals
- Excessive clinginess, persistently resorting to gaining attention
- Demonstrating excessively 'good' behaviour to prevent parent disapproval
- Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed
- Coercive controlling behaviour towards parents
- Lack of ability to understand and recognise emotions
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

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19.3 Child-on-Child Abuse Child-on-child abuse (peer-on-peer); children are included as potential abusers in our policies. Child-on-child abuse may take the form of bullying, physically hurting another child, emotional abuse or sexual abuse. Reporting procedures in these instances remain the same although additional support from relevant agencies may be required to support both the victim and the perpetrator. Children who develop harmful behaviours are also likely to be victims of abuse or neglect.

If **child-on-child abuse is suspected**, then any concerns must be reported in line with our safeguarding procedures.

19.4 Physical Abuse Physical abuse involves causing physical harm to a child through actions like hitting, shaking, burning, or poisoning.

If **physical abuse is suspected**, then any concerns must be reported in line with our safeguarding procedures.

20. Fabricated or Induced Illness (FII) FII occurs when a parent or caregiver fabricates or induces illness in a child, resulting in unnecessary medical intervention. It must be reported as physical abuse under safeguarding procedures.

FII is a form of physical abuse and any concerns must be reported in line with our safeguarding procedures.

21. Female Genital Mutilation (FGM)

FGM is the non-medical altering or injuring of female genital organs.

It can have severe physical and emotional health consequences. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother, and/or death (definition taken from the *Multi-agency statutory guidance on female genital mutilation*). Other consequences include shock, bleeding, infections (tetanus, HIV and hepatitis B and C) and organ damage.

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FGM is a form of **physical abuse** and any concerns must be reported in line with our safeguarding procedures. In addition, there is a mandatory duty to report to police any case where an act of FGM appears to have been carried out on a girl under the age of 18.

22. Breast Ironing or Flattening Breast ironing, also known as breast flattening, is a process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or to delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. These actions can cause serious health issues such as abscesses, cysts, itching, tissue damage, infection, discharge of milk, dissymmetry of the breasts, severe fever.

Breast ironing/flattening is a form of **physical abuse** and any concerns must be reported in line with our safeguarding procedures.

23. Emotional abuse

Working together to safeguard children defines emotional abuse as 'the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.' Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur separately.

Examples of emotional abuse include:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Not giving a child opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed, such as interactions that are beyond a child's developmental capability, as well overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children
- A child seeing or hearing the ill-treatment of another.

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A child may also experience emotional abuse through witnessing domestic abuse or alcohol and drug misuse by adults caring for them. In England, The Domestic Abuse Act (2021)

recognises in law that children are victims of emotional abuse if they see, hear or otherwise experience the effects of domestic abuse.

Signs and indicators may include delay in physical, mental and/or emotional development, sudden speech disorders, overreaction to mistakes, extreme fear of any new situation, neurotic behaviour (rocking, hair twisting, self-mutilation), extremes of passivity or aggression, appearing to lack confidence or self-assurance.

If **emotional abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

24. Sexual Abuse

Sexual abuse involves forcing, or enticing, a child to take part in sexual activities. Sexual abuse does not necessarily involve a high level of violence and includes whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.

Sexual abuse can take place online and technology can be used to facilitate offline abuse. Adult males are not the sole perpetrators of sexual abuse; women also commit acts of sexual abuse, as do other children. This policy applies to all children up to the age of 18 years.

Action must be taken if staff witness symptoms of sexual abuse including a child indicating sexual activity through words, play or drawing, having an excessive preoccupation with sexual matters or having an inappropriate knowledge of adult sexual behaviour, or language, for their developmental age. This may include acting out sexual activity on dolls or toys or in the role-play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words.

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Additional signs of emotional and physical symptoms are shown below.

Emotional signs	Physical signs
<ul style="list-style-type: none">• Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age or stage of development• Personality changes, such as becoming insecure or clingy• Regressing to younger behaviour patterns, such as thumb sucking or bringing out discarded cuddly toys• Sudden loss of appetite or compulsive eating• Being isolated or withdrawn• Inability to concentrate• Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer• Becoming worried about clothing being removed.	<ul style="list-style-type: none">• Bruises• Bleeding, discharge, pains or soreness in their genital or anal area• Sexually transmitted infections• Pregnancy.

If **sexual abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

25. Neglect:

Involves persistent failure to meet a child's basic physical and psychological needs, seriously impairing health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve adults involved in the care of the child failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect them from physical harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment
- Respond to their basic emotional needs.

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The **NSPCC statistics briefing for 2024** has found neglect continues to be the most common form of abuse, with one in ten children in the UK having been neglected. Concerns around neglect have been identified for half of children who are the subject of a child protection plan or on a child protection register in the UK. Younger children are more likely than older children to be the subject of a child protection plan in England because of neglect, although research suggests that the neglect of older children is more likely to go overlooked.

Signs of neglect include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in, or a child having an illness or identified special educational need or disability that is not being addressed. A child may be persistently hungry if a caregiver is withholding, or not providing enough, food. A child who is not receiving the attention they need at home may crave it from other adults, such as at nursery or school.

If **neglect is suspected**, then any concerns must be reported in line with our safeguarding procedures.

26. Domestic abuse

The definition of domestic abuse from the Domestic Abuse Act, 2021 is:

Behaviour of a person (A) towards another person (B) is 'domestic abuse' if:

- *A and B are each aged 16 or over and are personally connected to each other*
- *The behaviour is abusive.*

Behaviour is 'abusive' if it consists of any of the following:

- *Physical or sexual abuse*
- *Violent or threatening behaviour*
- *Controlling or coercive behaviour*
- *Economic abuse (any behaviour that has a substantial adverse effect on B's ability to acquire, use or maintain money or other property and/or obtain goods or services)*
- *Psychological, emotional or other abuse.*

It does not matter whether the behaviour consists of a single incident or a course of conduct.

Domestic abuse can happen to anyone regardless of gender, age, social background, religion, sexuality or ethnicity and domestic abuse can happen at any stage in a relationship.

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Signs and symptoms of domestic abuse include:

- Changes in behaviour (for example, becoming very quiet, anxious, frightened, tearful, aggressive, distracted, depressed etc.)
- Visible bruising or single, or repeated, injury with unlikely explanations
- Change in the manner of dress (for example, clothes to hide injuries that do not suit the weather)
- Stalking, including excessive phone calls or messages
- Partner or ex-partner exerting an unusual amount of control or demands over work schedule
- Frequent lateness or absence from work.

All children can witness and be adversely affected by domestic abuse in the context of their home life. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children.

Where incidents of domestic abuse are shared by our own staff, students or volunteers we will respect confidentiality at all times and not share information without their permission.

However, we will share this information, without permission, in cases of child protection or where we believe there is an immediate risk of serious harm to the person involved.

If **domestic abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

27. Contextual safeguarding

As young people grow and develop, they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures we will work in partnership with parents and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

28. Child sexual exploitation (CSE) and Child criminal exploitation (CCE)

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through

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violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation (*Keeping children safe in education*).

28.1 Child sexual exploitation (CSE)

CSE is where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into **sexual** activity.

The victim may have been sexually exploited, even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology and may be without the child's immediate knowledge such as through others copying videos or images they have created and posted on social media.

Signs and symptoms include:

- Physical injuries such as bruising or bleeding
- Having money or gifts they are unable to explain
- Sudden changes in their appearance
- Becoming involved in drugs or alcohol, particularly if it is suspected they are being supplied by older men or women
- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)
- Using sexual language beyond that expected for their age or stage of development
- Engaging less with their usual friends
- Appearing controlled by their phone
- Switching to a new screen when you come near the computer
- Nightmares or sleeping problems
- Running away, staying out overnight, missing school
- Changes in eating habits
- Talk of a new, older friend, boyfriend or girlfriend
- Losing contact with family and friends or becoming secretive
- Contracting sexually transmitted diseases.

28.2 Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any **criminal** activity. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

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Other examples include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Signs and symptoms of CCE are similar to those for CSE.

If **CSE** or **CCE** is suspected, then any concerns must be reported in line with our safeguarding procedures.

29. County Lines

The **National Crime Agency (NCA)** defines county lines as **gangs and organised criminal networks** involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers live in a different area to the dealers, so drug runners are needed to transport the drugs and collect payment.

Perpetrators often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. A child is targeted and **recruited into county lines** through schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and symptoms include:

- Changes in dress style
- Unexplained, unaffordable new things (for example, clothes, jewellery, cars etc.)
- Missing from home or school and/or significant decline in performance
- New friends with those who don't share any mutual friendships with the victim, gang association or isolation from peers or social networks
- Increase in anti-social behaviour in the community including weapons
- Receiving more texts or calls than usual
- Unexplained injuries
- Significant changes in emotional well-being
- Being seen in different cars or taxis driven by unknown adults
- A child being unfamiliar with where they are.

30. Cuckooing

Cuckooing is a form of county lines crime. In this instance, the drug dealers take over the home of a vulnerable person in order to criminally exploit them by using their home as a base for drug dealing, often in multi-occupancy or social housing properties.

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Signs and symptoms include:

- An increase in people, particularly unknown people, entering or leaving a home or taking up residence
- An increase in cars or bikes outside a home
- A neighbour who hasn't been seen for an extended period
- Windows covered or curtains closed for a long period
- Change in resident's mood and/or demeanour (for example, secretive, withdrawn, aggressive or emotional)
- Substance misuse and/or drug paraphernalia
- Increased anti-social behaviour.

If **cuckooing** is suspected, then any concerns must be reported in line with our safeguarding procedures.

31. Child trafficking and modern slavery

Child trafficking and modern slavery is when children are recruited, moved, transported and then exploited, forced to work or are sold.

For a child to have been a victim of trafficking there must have been:

- **Action:** recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation
- **Purpose:** sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs.

Modern slavery includes slavery, servitude and forced or compulsory labour and child trafficking. Victims of modern slavery are also likely to be subjected to other types of abuse such as physical, sexual and emotional abuse.

Signs and symptoms for children include:

- Being under control and reluctant to interact with others
- Having few personal belongings, wearing the same clothes every day or wearing unsuitable clothes
- Being unable to move around freely
- Appearing frightened, withdrawn, or showing signs of physical or emotional abuse.

If **child trafficking** or **modern slavery** are suspected, then any concerns must be reported in line with our safeguarding procedures.

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32. Forced marriage

A forced marriage is defined as ‘a **marriage in which one, or both spouses, do not consent to the marriage** but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure.’

Where incidents of forced marriage are shared by our own staff, students or volunteers, we will respect confidentiality at all times and not share information without their permission. However, we will share this information without permission in cases of child protection, or where we believe there is an immediate risk of serious harm to the person involved.

If it is suspected that a **forced marriage** is being planned, then any concerns must be reported in line with our safeguarding procedures.

33. Honour based abuse (HBA)

HBA is described as ‘incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.’ (*Keeping children safe in education*). Such abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their ‘honour’ code. It is a violation of human rights and may be domestic, emotional and/or sexual abuse such as being held against their will, threats of violence or actual assault. It often involves wider family networks or community pressure and so can include multiple perpetrators.

Signs and symptoms of HBA include:

- Changes in how the child dresses or acts, such as not ‘western’ clothing or make-up
- Visible injuries, or repeated injury, with unlikely explanations
- Signs of depression, anxiety or self-harm
- Frequent absences
- Restrictions on friends or attending events.

Where incidents of HBA are shared by our own staff, students or volunteers, we will respect confidentiality at all times and not share information without their permission. However, we will share this information without permission in cases of child protection, or where we believe there is an immediate risk of serious harm to the person involved.

If **honour based abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

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34. Child abuse linked to faith or belief (CALFB)

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi-murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation
- Children's actions are believed to have brought bad fortune to the family or community.

If **CALFB** is suspected, then any concerns must be reported in line with our safeguarding procedures.

35. Extremism and radicalisation

Under the **Counter-Terrorism and Security Act 2015**, there is a duty '**to help prevent the risk of people becoming terrorists or supporting terrorism**'. This includes safeguarding learners from extremist ideologies and radicalisation to prevent them from being drawn into terrorism. **This is known as the Prevent Duty.**

Children can be exposed to different views and receive information from various sources and some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism; usually it's a gradual process so those who are affected may not realise what's happening. **Radicalisation is a form of harm.**

The process may involve:

- Being groomed online or in person
- Exploitation, including sexual exploitation
- Psychological manipulation
- Exposure to violent material and other inappropriate information
- The risk of physical harm or death through extremist acts.

For further information visit [The Prevent Duty website.](#)

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If **radicalisation or extremism** is suspected, then any concerns must be reported in line with our safeguarding procedures. This includes reporting concerns to the police.

36. Online safety

While the growth of internet and mobile device use brings many advantages, the use of technology has become a significant component of many safeguarding issues such as child sexual exploitation and radicalisation.

There are four main areas of risk associated with online safety:

- Content - being exposed to illegal, inappropriate or harmful material such as pornography, fake news, racist or radical and extremist views
- Contact - being subjected to harmful online interaction with other users such as commercial advertising or adults posing as children or young adults
- Conduct - personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images and online bullying
- Commerce - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Report **online safety concerns** to the DSL and to the Child Exploitation and Online Protection Centre (CEOP): <https://www.ceop.police.uk/Safety-Centre/>

Inappropriate content received via email must be reported to the DSL and to the Internet Watch Foundation (IWF): <https://www.iwf.org.uk/en/uk-report/>

37. Up skirting/down blousing

Up skirting and down blousing are criminal offences. They involve taking pictures of someone's genitals, buttocks or other intimate images under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual.

If **up skirting or down blousing is suspected**, then any concerns must be reported in line with our safeguarding procedures.

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Reporting procedures

38. Public interest disclosure (whistleblowing)

Whistleblowing is the term used when a worker passes on information concerning wrongdoing. All safeguarding allegations, internal or external, current or historical, must be passed on the DSL. We will cooperate fully with the authorities involved and follow any guidance given.

We believe keeping children safe is the highest priority and if, for whatever reason, concerns cannot be reported to the DSL or deputy DSL, concerns can be reported anonymously to the NSPCC, the police or the LA social services safeguarding children team.

39. Allegation against our staff

An allegation against our staff may relate to a person who 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 towards a child or children in a way that indicates he or she may pose a risk of harm to children, or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

We will make every effort to maintain the confidentiality of all parties while an allegation or concern is being investigated. Dealing with an allegation can be a stressful experience and, to support the staff member, a named person (usually the DSL or Deputy DSL) to liaise with will be offered. The timeframes for an investigation will follow the guidelines of other involved authorities.

We reserve the right to suspend a staff member until the investigation is concluded. Further action will be determined by the outcome of the investigation.

Founded allegations are considered gross misconduct, in accordance with our disciplinary procedures, and may result in the termination of employment. **DBS** will be informed to ensure their records are updated and Ofsted will be informed. We retain the right to dismiss any member of staff in connection with founded allegations following an inquiry.

All safeguarding records are kept until the person reaches normal retirement age or for 22 years, if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids unnecessary reinvestigation.

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Unfounded allegations will result in all rights being reinstated. A return to work plan will be put in place for any member of staff returning to work after an allegation has been deemed unfounded. Individual support will be offered to meet the needs of the staff member and the nature of the incident such as more frequent supervisions, coaching and mentoring or external support services.

If the member of staff resigns during the investigation, we will inform DBS, Ofsted and the police, where appropriate.

39.1 Support for staff during safeguarding incidents

The DSL will support staff throughout any of the processes listed above and will organise appropriate counselling should this be required.

Any member of staff who has concerns about the content of this policy and its procedures, should speak to the DSL as soon as possible. If any member of staff wishes to talk confidentially about any safeguarding concern or any other issue relating to child protection or personal circumstance, it is important to do this as soon as possible.

39.2 Reporting procedure

We will always act on behalf of the child and will do everything possible to ensure the safety and welfare of any child and so will take all allegations of potential abuse seriously. All concerns reported to staff will be pursued, regardless of the nature of the concern and to whom the allegation relates.

All staff have a responsibility to report safeguarding and child protection concerns and suspicions of abuse. These concerns will be discussed with the DSL as soon as possible, as follows:

	Staff member role on receiving information that causes a safeguarding concern	DSL role on receiving information that causes a safeguarding concern
Step 1	<ul style="list-style-type: none">• Contact the DSL immediately. This must be a verbal conversation to ensure the concern is clearly understood and action is taken	<ul style="list-style-type: none">• If it is believed a child is in immediate danger, contact the police

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	<ul style="list-style-type: none"> • If the DSL is unavailable, contact the Deputy DSL, LSP, NSPCC, social services or police until you are able to have a verbal conversation • For children who arrive at nursery with an existing injury, an 'incident outside nursery' form will be completed. If there are queries or concerns regarding the injury or information given, follow these procedures 	
Step 2	<ul style="list-style-type: none"> • Write an objective report including: <ul style="list-style-type: none"> – Child's name and address – Age and date of birth – Date, time and location of the observation or disclosure – Exact words spoken by the child (as close to word-for-word as possible) and non-verbal communication – Outline of the concern – Exact position and type of any injuries or marks seen – Exact observation of any incident or concern reported and the names of any other person present at the time – Any known confidentiality issues – Signature and date of person making the report and the DSL or other nominated individual receiving the report 	<ul style="list-style-type: none"> • Sign and date report received from staff member • Securely store the information according to the nursery procedures • If the safeguarding concern relates to a child, contact the Local Authority children's social care team, report concerns and seek advice immediately, or as soon as it is practical to do so • If the safeguarding concern relates to an allegation against an adult working or volunteering with children, contact the Local Authority Designated Officer (LADO) and request a confirmation email of the report, then report the concern to Ofsted • A full investigation into any allegation will be carried out by the appropriate professionals to determine how this will be handled • Note any actions requested by LADO / Ofsted and follow any instructions received
Step 3	<ul style="list-style-type: none"> • If you feel the report is not being taken seriously or are worried about an allegation getting back to the person in question, then it is your duty to inform the Local 	<ul style="list-style-type: none"> • If appropriate, discuss the concerns or incidents with parent(s), unless it is believed that this would place the child at greater risk of harm

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	<p>Authority children's social care team yourself directly</p> <ul style="list-style-type: none"> Follow all instructions from the Local Authority children's social care team and/or Ofsted, co-operating where required 	<ul style="list-style-type: none"> Record all discussions (remember parents will have access to these records on request in line with GDPR and data protection guidelines) Follow all instructions from the Local Authority children's social care team and/or Ofsted, co-operating where required Record information and actions taken
Step 4		<ul style="list-style-type: none"> If the DSL is not the owner/manager and there is an allegation against a member of staff, then the owner/manager must be informed as they have a duty of care for their employees
Step 5		<ul style="list-style-type: none"> If the Local Authority children's social care team have not been in contact within the timeframe set out in Working Together to Safeguard Children, it must be followed up Never assume that action has been taken
Step 6	<ul style="list-style-type: none"> Safeguarding procedures will be reviewed to ensure the process has been applied in line with the policy 	

If a concern is raised anonymously and we have no contact details, we will treat the concern as valid and follow the procedures as above. If a malicious call is suspected, the procedures will still be followed: a child may be in danger. **The Information Commissioners Office (ICO) will be contacted to ensure permitted data sharing.**

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Recruitment, selection, induction and training

40. Recruitment and selection

Through the implementation of our **Safer recruitment of staff** policy, we endeavour to prevent unsuitable people from becoming members of staff. Procedures include relevant checks, such as requesting references, establishing the identity of applicant and conducting criminal records disclosures. Where required, staff and stakeholders have enhanced DBS checks. Clear person specification criteria and processes during the recruitment and selection process enable us to determine a candidate's suitability for the role.

We have specific responsibilities, as outlined in this policy, for any staff, apprentices, students and learners under the age of 18 whether living with their families, in state care, or living independently.

40.1 Induction and probation for staff

As part of our induction process, all new workers will receive basic training on this Safeguarding children and child protection policy so they have the necessary knowledge and skills to safeguard and promote the welfare of children.

Within the first week of induction, all staff will receive a copy of this policy. It is the line manager's responsibility to ensure that the new staff member understands it and is able to follow it. All safeguarding training must be completed by the end of the probationary period.

All staff are expected to keep their safeguarding knowledge and skills up-to-date and report any concerns they may have. We maintain records to ensure all staff have received the training they need.

40.2 Learners on placements or in employment

We hold responsibility for ensuring that **learners on placement or in employment** are familiar with and sign up to this policy and agree to work within this framework. Learners will receive basic child protection training prior to starting their placement.

Learners and students under the age of 18 will be protected as children. Risk assessments will be completed to ensure their safety and well-being are protected and supported during their employment or training period. If situations arise during employment or placement which identifies those aged 18 or under are at risk from abuse or neglect, we will contact the appropriate bodies to ensure the individual is safeguarded.

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41. Responding to and recording disclosures

Staff, volunteers or students may receive a **safeguarding disclosure**. See the guidance below for responding to and reporting disclosures of abuse.

Responding to a child's disclosure of abuse - what to do and say

- Stay calm and listen carefully
- Try not to look shocked and reassure them that this is not their fault
- Find an appropriate opportunity to say that the information will need to be shared and do not promise to keep the information shared a secret
- Allow the child to continue at their own pace
- Only ask questions for clarification and avoid asking any questions that may suggest a particular answer
- Reassure the child that they have done the right thing, let them know what you will do next and with whom the information will be shared
- Record the disclosure in writing using the child's own words as soon as possible, but not while the child is talking
- Includes the date and time, any names mentioned and to whom the information was given
- Sign and date the record, store it securely and refer the disclosure to the setting DSL and/or manager.

Recording a case of disclosure or suspicions of abuse in the community

If you observe a concern or receive a disclosure, make an objective record. Where possible include:

- Child's name and address
- Age of the child and date of birth
- Setting name and address
- Date and time of the observation or disclosure
- Details of the concern using factual information, including the exact words, if relevant
- Accurate details of the observation, including actions of the child or adult involved
- Accurate details of an injury or wound seen, including position and size
- The names of any other person present at the time
- Name of the person completing the report
- Name of the person to whom the concern was shared, with date and time.

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Discuss the record with the setting DSL or manager and follow the **Nurture and Grow Childcare** procedures. We expect all members of staff and stakeholders to co-operate with relevant agencies to ensure the safety of children.

42. Legal framework

We adhere to all current legislation, as below:

Children and Social Work Act 2017
Criminal Justice and Court Services Act 2000
Female Genital Mutilation Act 2003 (as amended by the Serious Crime Act 2015)
Freedom of Information Act 2020
Safeguarding Vulnerable Groups Act 2006
The Childcare Act 2006
The Children Act 2004
The Children Act (England and Wales) 1989
The Counter-Terrorism and Security Act 2015
The Data Protection Act 2018
The Domestic Abuse Act 2021
The Equality Act 2010
The Human Rights Act 1998
The Police Act 1997
The Sexual Offences Act 2003
Keeping Children Safe in Education
Working together to safeguard children

Relevant non-statutory guidance:

Child sexual exploitation, DfE 2017
Information sharing, DfE 2024 (**aligns with Working Together 2023 and clarifies lawful sharing under UK GDPR**)
What to do if you're worried a child is being abused, DfE 2015

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Useful contacts

Setting	
Main office	01908 501032
DSL	Louise Allen
Deputy DSL	Helen Andrews
Local Authority Designated Officer (LADO)	Phone: 01908 254307 Email: lado@Milton-keynes.gov.uk
Local Authority Safeguarding Children Partnership	Daytime during the week - Phone: 01908 253169 and 01908 253170 Email: children@milton-keynes.gov.uk Out of hours: Evenings, weekends and bank holidays-Phone: 01908 265545 (Emergency Social Work Team)
Ofsted (England)	0300 123 1231

Police and related contacts	
Emergency police	999
Non-emergency police	101
Child exploitation and online protection (CEOP)	Online contact only
DfE counter-extremism helpline	020 7340 7264

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Other useful contacts	
Anti-terrorist hotline	0800 789 321
NSPCC Child Protection Helpline	0808 800 5000
Childline	0800 1111
Kidscape	020 7823 5430
National Domestic Abuse helpline	0808 2000 247
Modern slavery helpline	08000 121 700
Crimestoppers	0800 555 111
Internet Watch Foundation (IWF)	01223 20 30 30
Information Commissioners Office (ICO)	0303 123 1113

This policy was adopted on	Signed on behalf of the nursery	Date for review
June 2025	Tracey Doidge	June 2026