



Safeguarding and Child Protection Policy

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Frequency of review: Annually or as needed.
Approved by: Miss Anderson DSL/Mrs Moore DDSL/Jenni Taylor DDSL

At the Duckling Nursery we believe that children learn best when they are healthy, safe, secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. We are committed to being a high-quality, welcoming, and safe setting where children can enjoy learning and grow in confidence.

Designated Safeguarding Lead:	Miss Anderson
Deputy Safeguarding Leads:	Mrs Moore and Mrs Jenni Taylor

Safeguarding is everyone's responsibility and the golden thread within our setting, it is in everything we do.

All staff, volunteers, students, agency staff and other adults working within the setting have a responsibility to recognise concerns, respond appropriately and take prompt action where they believe a child may be at risk of harm.

This policy applies to, staff, agency staff, students, volunteers, parents/carers, visitors and the wider setting community.

It should be read alongside our other relevant policies and procedures, including:

- Staff Code of Conduct;
- Behaviour Policy;
- Attendance Policy;
- Safer Recruitment policy;
- Whistleblowing Policy;
- Mobile Phones, Cameras and Electronic Devices Policy;
- Health and Safety Policy;
- Safer Sleep procedures;
- Nappy changing policy
- SEND policy.

The setting operates in accordance with the statutory framework for the Early Years Foundation Stage (EYFS) and relevant national and local safeguarding legislation and guidance.

2. Statutory Framework

The Duckling Nursery will comply with the safeguarding and welfare requirements of the **Statutory Framework for the Early Years Foundation Stage for group and school-based providers, effective from 1 September 2026.**

Our safeguarding arrangements also take account of relevant legislation and statutory guidance, including:

- Working Together to Safeguard Children;
- Keeping Children Safe in Education, where relevant to early years safeguarding practice;
- What to do if you're worried a child is being abused;
- Prevent Duty Guidance;
- Children Act 1989;
- Children Act 2004;
- Childcare Act 2006;
- Children and Social Work Act 2017;
- Counter-Terrorism and Security Act 2015;
- Data Protection Act 2018;
- relevant Southend, Essex and Thurrock Child Protection Procedures;
- Essex Safeguarding Children arrangements; and
- Effective Support for Children and Families in Essex.

We will ensure that this policy and our safeguarding procedures are updated whenever statutory or local safeguarding requirements change.

3. Our Safeguarding Responsibilities

We will take all necessary steps to keep children safe and well.

This includes:

- safeguarding children from abuse, neglect, exploitation and other forms of harm;
- ensuring that adults who have contact with children are suitable;
- operating robust safer recruitment procedures;
- promoting children's health, safety and emotional wellbeing;
- supporting children's behaviour appropriately;

- maintaining appropriate staffing arrangements and supervision;
- maintaining accurate and confidential safeguarding records;
- responding promptly to unexplained or concerning absence;
- promoting safer eating;
- providing safer sleeping arrangements;
- managing the use of mobile phones, cameras and electronic devices safely;
- supporting appropriate and safe use of screens and technology;
- working effectively with parents/carers and safeguarding partners; and
- reporting concerns to appropriate agencies without delay.

Safeguarding concerns will always be acted upon promptly.

4. Roles and Responsibilities

Management

Management has strategic oversight of safeguarding arrangements and will ensure that:

- appropriate safeguarding policies and procedures are in place;
- policies are implemented effectively and reviewed regularly;
- a Designated Safeguarding Lead and appropriate deputies are appointed;
- practitioners receive appropriate safeguarding training;
- safer recruitment procedures are followed;
- appropriate suitability and criminal-record checks are completed;
- children are appropriately supervised;
- safeguarding concerns are recorded, stored and shared appropriately;
- allegations against adults are dealt with promptly;
- the setting works effectively with statutory safeguarding partners; and
- staff understand that safeguarding is everyone's responsibility.

Designated Safeguarding Lead

The DSL has lead responsibility for safeguarding and child protection within the setting.

The DSL will:

- provide advice, support and guidance to practitioners;
- ensure safeguarding concerns are acted upon promptly;
- make or support referrals to Children's Social Care and other agencies;
- liaise with safeguarding partners;
- maintain appropriate safeguarding records;
- ensure staff understand safeguarding procedures;

- support safeguarding training and professional development;
- monitor children where safeguarding concerns exist; and
- ensure appropriate information is transferred when children move to another setting.

A Deputy DSL will undertake these responsibilities when required.

The absence of the DSL or DDSL will **never delay action necessary to safeguard a child**.

All Practitioners

All practitioners must:

- remain alert to signs of abuse, neglect, exploitation or other harm;
- understand that safeguarding concerns may arise inside or outside the home, including online;
- report concerns immediately;
- record concerns accurately and promptly;
- listen appropriately to children;
- never promise confidentiality to a child or adult regarding a safeguarding concern;
- understand the setting's whistleblowing procedures;
- undertake required safeguarding training; and
- maintain professional curiosity where something does not appear right.

Staff must never assume another person has already taken action.

5. Recognising Abuse, Neglect and Harm

All practitioners will receive training to recognise indicators of:

- physical abuse;
- emotional abuse;
- sexual abuse;
- neglect;
- domestic abuse;
- harmful sexual behaviour;
- exploitation;
- online abuse;
- radicalisation and extremism;
- female genital mutilation;
- forced marriage;
- so-called honour-based abuse; and
- other safeguarding concerns relevant to children's circumstances.

Safeguarding concerns are rarely isolated and practitioners will consider the child's circumstances as a whole.

Children may communicate abuse through words, behaviour, play, appearance or changes in emotional wellbeing.

Practitioners will remain aware that very young children and children with SEND or communication difficulties may find it particularly difficult to communicate concerns.

Children who disclose abuse will be listened to, taken seriously and supported.

6. Children Who May Be at Greater Risk

We recognise that some children may be particularly vulnerable to harm.

This can include children:

- with SEND;
- with communication difficulties;
- subject to Child in Need or Child Protection plans;
- who are looked after or previously looked after;
- experiencing domestic abuse;
- experiencing poor emotional wellbeing;
- whose family circumstances create additional vulnerabilities; or
- who experience other barriers to communicating concerns.

Practitioners will not assume that changes in behaviour, mood, presentation or injuries are attributable to a child's disability or additional needs without considering whether safeguarding concerns may exist.

7. Responding to Safeguarding Concerns

Any practitioner, volunteer or visitor who receives a disclosure, witnesses an incident or suspects that a child may be suffering or at risk of harm must report the concern immediately to the DSL or DDSL.

Where a child is at immediate risk of significant harm or there is an immediate risk to life or serious immediate danger, staff must contact the appropriate emergency services, including the Police on 999 where required, without waiting for the DSL or DDSL. The DSL/DDSL must then be informed as soon as practicable.

If the DSL or DDSL is unavailable, or a practitioner reasonably believes that referring the concern internally would cause an unsafe delay, this must not delay safeguarding action. The

practitioner must take appropriate action themselves, including contacting Children's Social Care and/or the Police where appropriate.

Any practitioner may make a referral directly to Children's Social Care where necessary to protect a child.

Where appropriate, parents/carers will be informed about safeguarding concerns and referrals.

However, information will not be shared with parents/carers where doing so may:

- increase the risk of harm to the child or another person;
 - interfere with a police or safeguarding investigation; or
 - be contrary to advice received from Children's Social Care, Police or another statutory safeguarding agency.
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8. Safeguarding Training

All practitioners will receive safeguarding training that meets the requirements and training criteria set out in the current EYFS statutory framework. All staff take part in the level 2 Essex safeguarding training annually. This training is carried out during the first inset day at the start of the autumn term and covers the content of Annex C of the EYFS statutory framework.

The setting will ensure that practitioners understand the safeguarding policy and procedures and can apply their safeguarding knowledge in practice.

Training will enable practitioners to understand:

- how to recognise signs of abuse, neglect and other forms of harm;
- how to respond to safeguarding concerns and disclosures;
- how and when concerns must be recorded;
- how concerns are reported to the DSL;
- when external safeguarding referrals may be necessary;
- allegations against adults;
- whistleblowing;
- child absence as a potential safeguarding indicator;
- safeguarding risks associated with technology and online activity; and
- local safeguarding arrangements.

Safeguarding knowledge will be reinforced through induction, supervision, staff meetings, professional discussion, safeguarding scenarios, updates and continuing professional development.

Records of safeguarding training and updates will be maintained.

9. Safer Recruitment and Suitability

The Duckling Nursery operates robust safer recruitment procedures to ensure that people working with children are suitable to do so.

Appropriate checks will be completed before a person begins employment or other regulated activity as required by the EYFS and relevant legislation.

From 1 September 2026, **new employees will not commence employment before the required criminal-record check has been received.**

From 1 September 2026, the setting will assess each volunteer role to determine whether it constitutes regulated activity with children. The supervision exemption no longer applies to teaching, training, instructing, caring for or supervising children where the statutory frequency or period condition is met. Volunteers engaging in regulated activity will be subject to an enhanced DBS check with Children's Barred List information. A person who is barred from regulated activity with children will not be permitted to undertake regulated activity. Occasional volunteer roles that do not meet the regulated activity criteria will be assessed individually and the appropriate level of safeguarding check obtained where eligible and required.

Recruitment procedures will include, as appropriate:

- identity verification;
- employment history;
- 2 appropriate references;
- qualification checks;
- Disclosure and Barring Service checks;
- suitability declarations;
- checks of a person's right to work;
- investigation of unexplained employment gaps; and
- consideration of information relevant to a person's suitability to work with children.

References will be scrutinised and any concerns or discrepancies followed up before an appointment is confirmed and before the employee starts work.

Practitioners and other relevant persons must disclose information that may affect their suitability to work with children in accordance with current EYFS requirements.

The setting will take appropriate action where information raises concerns about a person's suitability.

10. Allegations and Concerns About Adults

Any concern about the behaviour or suitability of an adult working or volunteering within the setting must be reported immediately to the Manager or Deputy Manager.

Where the concern relates to the Manager, it must be reported to the assistant manager. The assistant manager is responsible for seeking guidance from the LADO.

Concerns will be considered in accordance with current SET procedures and referred to the Local Authority Designated Officer (LADO) where the relevant threshold is met.

Appropriate action will also be taken in relation to agency staff, students, volunteers and contractors.

From **1 September 2026**, The Duckling Nursery will notify Ofsted of allegations of **harm or abuse** by any person living, working or looking after children at the premises where notification is required by the EYFS.

Ofsted will also be informed of the action taken in response to the allegation.

Notifications will be made as soon as reasonably practicable and, in any event, within 14 days of the allegation being made. The notification will include the action taken in response. Failure to notify without reasonable excuse may constitute an offence.

Information relating to allegations will be handled confidentially and shared only where appropriate and lawful.

11. Whistleblowing

All staff must be able to raise concerns about unsafe, inappropriate or poor safeguarding practice.

Practitioners are expected to report concerns about:

- unsafe practice;
- inappropriate behaviour towards children;
- failure to follow safeguarding procedures;
- failure to act upon safeguarding concerns;
- breaches of professional boundaries; and
- behaviour that may indicate an adult is unsuitable to work with children.

Concerns should be reported to the Manager or Assistant Manager

Where a practitioner feels unable to raise the matter internally, believes that the concern involves senior management or believes that appropriate action has not been taken, they may use the setting's external whistleblowing arrangements.

No practitioner will be disadvantaged for raising a genuine safeguarding concern in good faith.

All significant concerns and actions will be appropriately recorded.

12. Staff Supervision

Practitioners will receive appropriate supervision.

Supervision provides opportunities to:

- discuss children's development and wellbeing;
- identify safeguarding concerns;
- discuss sensitive issues confidentially;
- identify concerns about other practitioners;
- receive support and coaching;
- identify training and professional-development needs; and
- consider staff wellbeing where this may affect professional practice.

Safeguarding concerns raised during supervision will be acted upon promptly and will not be left until a subsequent supervision meeting.

Staff will be asked, as part of their regular supervision, to confirm their continued suitability to work with children and within the setting.

Staff will be given the opportunity to disclose any change in their personal circumstances, health, conduct, criminal history, relationships or other relevant information that may affect their suitability to work with children.

All staff have an ongoing responsibility to inform the Manager without delay of any circumstances, allegation, investigation, conviction, caution, order or other matter that may affect their suitability to work with children or their ability to fulfil their role safely and appropriately.

Any information disclosed will be considered sensitively and confidentially, in line with safeguarding, employment and data protection requirements. Where necessary, the setting will seek advice from the appropriate safeguarding or regulatory body and will take proportionate action to safeguard children.

A record will be made that continued suitability has been discussed during supervision, together with any actions agreed where relevant.

13. Information Sharing and Confidentiality

Effective information sharing is an essential part of safeguarding.

Information will be shared on a need-to-know basis where it is necessary, proportionate and lawful to safeguard a child.

Data protection legislation will never be treated as a barrier to sharing information where a child may be at risk of harm.

Practitioners will not promise confidentiality in relation to safeguarding concerns.

Where children attend more than one setting, relevant information may be shared with the other provider where necessary to protect the child's welfare.

Parents/carers will normally be informed about information sharing unless doing so could increase safeguarding risk or impede an investigation.

14. Safeguarding Records

All safeguarding concerns will be recorded accurately and as soon as practicable.

Records will include:

- the date and time;
- what was observed or disclosed;
- the child's own words wherever possible;
- relevant circumstances;
- action taken;
- decisions made;
- referrals or advice sought; and
- the name/signature of the person making the record.

Records must distinguish clearly between fact, observation and professional opinion.

Safeguarding records will be stored securely and separately from general child records, with access restricted appropriately.

When a child transfers to another setting or school, relevant safeguarding records will be transferred securely and promptly to the appropriate DSL or safeguarding lead. Receipt will be confirmed.

Safeguarding records will be reviewed every half term by the DSL and DDSL or both DDSL in absence of the DSL. During these reviews, any patterns/ concerns and appropriate action or follow ups will be discussed and actioned.

15. Attendance and Unexplained or Prolonged Absence

We recognise attendance as an important safeguarding consideration.

Although children below compulsory school age are not legally required to attend an early years setting, unexplained, prolonged or repeated absence can indicate a safeguarding or welfare concern.

The setting will maintain an accurate daily record of children's attendance and their hours of attendance.

Parents/carers must notify the setting when a child will be absent and provide the reason and expected return date wherever possible.

Where absence is unexplained, prolonged, repeated or otherwise concerning, the setting will consider:

- contacting parents/carers promptly;
- contacting additional emergency contacts where appropriate;
- reviewing known vulnerabilities or safeguarding concerns;
- discussing the situation with the DSL;
- making reasonable attempts to establish the child's welfare;
- seeking advice from Children's Social Care or other agencies;
- making a safeguarding referral where appropriate; and
- requesting a welfare check where there is reason to believe the child may be at risk of harm.

Attempts to contact the family, decisions and significant actions will be recorded.

Parents/carers will be encouraged to provide more than one emergency contact wherever reasonably possible, and contact information will be reviewed periodically.

Please refer to our separate attendance policy.

16. Safer Sleep

The Duckling Nursery will provide young children with a safe sleeping environment in accordance with the EYFS requirements effective from 1 September 2026.

Sleeping children will be appropriately supervised and checked regularly.

When babies are sleeping, practitioners will ensure that:

- children are placed on their backs to sleep unless medical advice provides otherwise;
- children's heads and faces remain uncovered;
- sleeping arrangements are appropriate and safe;
- sleeping environments do not expose children to avoidable overheating;
- sleep equipment is maintained in a safe condition;
- practitioners remain alert to changes in a child's normal sleep pattern or wellbeing;

- appropriate information about children's individual sleep needs is obtained from parents/carers.

Practitioners caring for sleeping children will understand and follow the setting's safer-sleep procedures – more detailed information surrounding safer sleep practice can be found within our Safer Sleep Policy.

Any individual medical or developmental requirements relating to sleep will be appropriately risk assessed and agreed with parents/carers and relevant health professionals where necessary.

17. Safer Eating and Food Safety

Children will be appropriately supervised while eating.

Before a child starts at the setting, information will be obtained regarding:

- allergies;
- intolerances;
- dietary requirements;
- medical needs relating to food;
- cultural or religious dietary requirements; and
- the child's stage of development in relation to eating.

Practitioners responsible for preparing or serving food and supervising children while eating will understand choking prevention and safe food preparation. Food will be prepared, cut and presented in a way that is appropriate to each child's age, stage of development and individual needs.

Children will be seated safely and appropriately while eating and will be appropriately supervised throughout meals, snacks and drinks. Staff will remain alert to choking and other eating-related risks and will respond immediately where concerns arise.

A practitioner with appropriate pediatric first-aid knowledge will be available in accordance with EYFS requirements.

Allergies and dietary requirements will be communicated effectively to relevant practitioners and food will be prepared and served safely.

Meals, snacks and drinks provided by the setting will be healthy, balanced and nutritious.

18. Intimate Care and Toileting

Children will be treated with dignity, respect and sensitivity during nappy changing, toileting and other intimate-care routines.

Practitioners will:

- follow agreed intimate-care procedures;
- maintain appropriate professional boundaries;
- respect children's privacy while maintaining appropriate safeguarding supervision;
- encourage independence according to children's age and development;
- follow appropriate hygiene and infection-control procedures;
- work in partnership with parents/carers;
- make reasonable adjustments for children with SEND or medical needs.

Any safeguarding concerns arising during intimate care will be reported immediately in accordance with this policy.

19. Online Safety, Screen Use and Technology

The setting recognises that technology can support children's learning but can also present safeguarding and developmental risks.

From 1 September 2026, the setting will have regard to relevant DfE guidance on children's screen use in early years settings.

Online Safety, Screen Use and Technology

At The Duckling Nursery, the use of screens is kept to a minimum and is not a routine part of children's play or learning.

Screens are only used where they have a clear educational or developmental purpose and where they enhance, rather than replace, active play, social interaction and hands-on learning.

Examples may include:

- showing a short educational clip linked directly to children's current learning or interests;
- supporting physical development through movement activities, such as Cosmic Kids Yoga or similar age-appropriate programmes;
- playing music or musical videos to support singing, rhythm, movement and music sessions
- accessing other short, age-appropriate educational content where this supports a planned learning experience.

Any screen use will be brief, purposeful, age and developmentally appropriate, and supervised by a member of staff.

Children will not have unrestricted or unsupervised access to screens or internet-enabled devices while attending the setting.

Any online content used within the nursery will be checked by staff to ensure that it is appropriate, safe and relevant to the intended learning activity.

20. Mobile Phones, Cameras, Smart Watches and Electronic Devices

Personal electronic devices with imaging, recording or sharing capabilities will be managed in accordance with the setting's safeguarding procedures.

This includes:

- mobile phones;
- smart watches;
- tablets;
- cameras;
- laptops;
- wearable technology;
- other devices capable of recording, storing or sharing images, video or audio.

Staff personal mobile phones must be stored securely in the nursery safe while practitioners are working directly with children unless their use has been specifically authorised for an appropriate purpose.

Personal devices must not be used to photograph, video or make audio recordings of children.

The only mobile phone permitted for use within the setting is the designated nursery mobile phone. This device is for staff use only and will be used solely for legitimate nursery purposes, such as communicating with parents/carers or for emergency contact when required.

The nursery mobile phone:

- will remain on the nursery premises, except when required for authorised nursery activities such as outings or emergencies;
- will not be used to take photographs, videos or audio recordings of children;
- will not be used by children;
- will be stored securely and appropriately when not in use;
- will only be used by staff for purposes directly related to the operation of the setting.
- no images, videos or audio recordings of children will be stored on the nursery mobile phone.

Only setting-authorised equipment may be used to record children for legitimate purposes.

Images and recordings will be kept to the minimum necessary, stored securely and shared only through approved secure systems.

Visitors will be informed of the setting's restrictions concerning personal electronic devices on arrival.

21. Photography and Images

Parental/carers consent will be obtained in accordance with the setting's procedures before images or recordings of children are used.

The setting will:

- use authorised equipment;
- ensure images are appropriate;
- protect children's dignity;
- avoid unnecessarily identifying children publicly;
- store images securely;
- restrict access appropriately;
- delete images when they are no longer required in accordance with retention procedures.

Children's views will also be respected in an age and developmentally appropriate way.

22. Banned Dog Breeds

In accordance with the EYFS requirements effective from 1 September 2026, registered childcare will not be provided from any premises where a banned dog breed is kept or is otherwise present.

Management will ensure that this requirement is understood and complied with whenever childcare is provided on registered premises or other premises to which the statutory requirement applies.

No dogs are permitted on the school playground or nursery grounds except guide or aid dogs.

23. Physical Intervention

At The Duckling Nursery, physical intervention will only be used when necessary to prevent personal injury to a child or adult, to prevent serious damage to property, or in circumstances where intervention is necessary to keep a child or others safe.

Staff will use the minimum level of physical intervention necessary and appropriate to the situation.

When considering the need for physical intervention, staff will take account of the child's age, stage of development, individual needs, communication needs and any special educational needs and/or disabilities (SEND).

Physical intervention will never be used as a form of punishment.

Where physical intervention is used, the circumstances and the action taken will be recorded. Parents and/or carers will be informed on the same day, or as soon as reasonably practicable.

Any repeated need for physical intervention will be reviewed by the Manager and, where appropriate, an individual support or risk-management approach will be agreed with parents/carers and other relevant professionals.

24. Prevent Duty

The setting recognises its responsibility under the Prevent Duty to have due regard to the need to prevent people from being drawn into terrorism.

Practitioners will receive appropriate awareness training and will report relevant concerns to the DSL.

Concerns relating to radicalisation or extremism will be considered within the setting's normal safeguarding procedures and referred to appropriate agencies where necessary.

25. British Values and Inclusion

At The Duckling Nursery, we actively promote the fundamental British Values of **democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs** through our everyday practice and the experiences we provide for children. We are committed to providing an **inclusive environment where every child and family feels welcomed, respected, represented and valued**, regardless of their background, culture, faith, family circumstances, abilities or individual needs. We recognise that every child is unique and make reasonable adjustments where needed so that all children, including those with SEND or communication difficulties, can participate meaningfully, express their views

and have their individual needs recognised. We support children to develop confidence, make choices and understand that their voice is valued, while learning to respect appropriate boundaries, expectations and the rights of others. Children are encouraged to celebrate similarities and differences, develop positive relationships, show kindness and respect towards others, and understand that everyone has the right to be treated fairly and with dignity. These principles form part of our wider safeguarding responsibilities and support our **Prevent Duty**, helping us to create a safe, secure and inclusive nursery community in which children develop a positive sense of themselves and respect for the diverse world around them. Practitioners remain alert to concerns relating to radicalisation or extremism and will report and respond to these in accordance with the nursery's safeguarding procedures.

26. Female Genital Mutilation (FGM) and Mandatory Reporting

A teacher has a personal statutory duty to report directly to the Police where, in the course of their professional duties, a girl under 18 discloses that FGM has been carried out on her or the teacher observes physical signs that appear to show FGM has been carried out and has no reason to believe the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth. This personal duty cannot be transferred to the DSL, although the DSL must also be informed in accordance with safeguarding procedures. Other practitioners must report FGM concerns immediately through the setting's safeguarding procedures so that appropriate safeguarding action and referrals can be made.

27. Working With Parents, Carers and Other Agencies

Effective safeguarding requires partnership working.

The setting will work appropriately with:

- parents and carers;
- Children's Social Care;
- Essex safeguarding services;
- Police;
- health professionals;
- schools and other early years providers;
- SEND professionals;
- LADO;
- Ofsted; and
- other relevant agencies.

Where a child is subject to a Child Protection, Child in Need or other multi-agency plan, the DSL will ensure that the setting contributes appropriately to meetings, assessments and plans.

Relevant information about attendance, development, wellbeing, presentation and safeguarding concerns will be shared appropriately.

28. Safeguarding and Children With SEND

Children with SEND may face additional safeguarding barriers.

Practitioners will be alert to:

- communication difficulties;
- assumptions that behaviour or injuries relate solely to disability;
- increased dependency on adults;
- peer isolation;
- difficulties recognising or reporting abuse;
- intimate-care needs; and
- increased vulnerability to bullying or exploitation.

Reasonable adjustments will be made so children can communicate concerns and participate meaningfully in decisions affecting them.

29. Premises and Safeguarding

The premises will be maintained so that children are cared for in a safe and secure environment.

Appropriate risk assessments will be undertaken and reviewed.

Safeguarding considerations will include:

- access to and security of the premises;
- collection of children;
- visitors;
- outings;
- sleeping arrangements;
- food and eating;
- intimate care;
- electronic devices;
- animals;
- any environmental risks that could affect children's safety.

30. Policy Monitoring and Review

The effectiveness of this policy will be monitored by the Manager and management committee.

The policy will be formally reviewed **at least annually**, and earlier where:

- the EYFS or other statutory guidance changes;
- local safeguarding procedures change;
- an incident identifies a need for review;
- Ofsted or the Local Authority recommends changes; or
- safeguarding practice within the setting indicates that procedures should be strengthened.

All practitioners will be informed of significant changes and will confirm that they understand the procedures relevant to their role.

Appendix A – Key Safeguarding Contacts

The setting will maintain an up-to-date list of:

- Designated Safeguarding Lead;
- Deputy Designated Safeguarding Leads;
- Essex Children's Social Care / Children and Families Hub;
- emergency safeguarding contacts;
- Police;
- Local Authority Designated Officer (LADO);
- Prevent/Channel contacts where applicable;
- Ofsted; and
- relevant local safeguarding partnership contacts.

Contact information will be checked regularly rather than relying solely on information printed within this policy.

Appendix B – Signs and Indicators of Abuse

Practitioners will remain alert to indicators of physical abuse, emotional abuse, sexual abuse and neglect.

Indicators will always be considered in the context of the individual child and their circumstances.

The presence of one indicator does not necessarily mean that abuse has occurred, and the absence of visible indicators does not mean that a child is safe.

Practitioners are **not responsible for investigating suspected abuse**. Their responsibility is to recognise concerns, record relevant information, report concerns promptly and take appropriate safeguarding action.

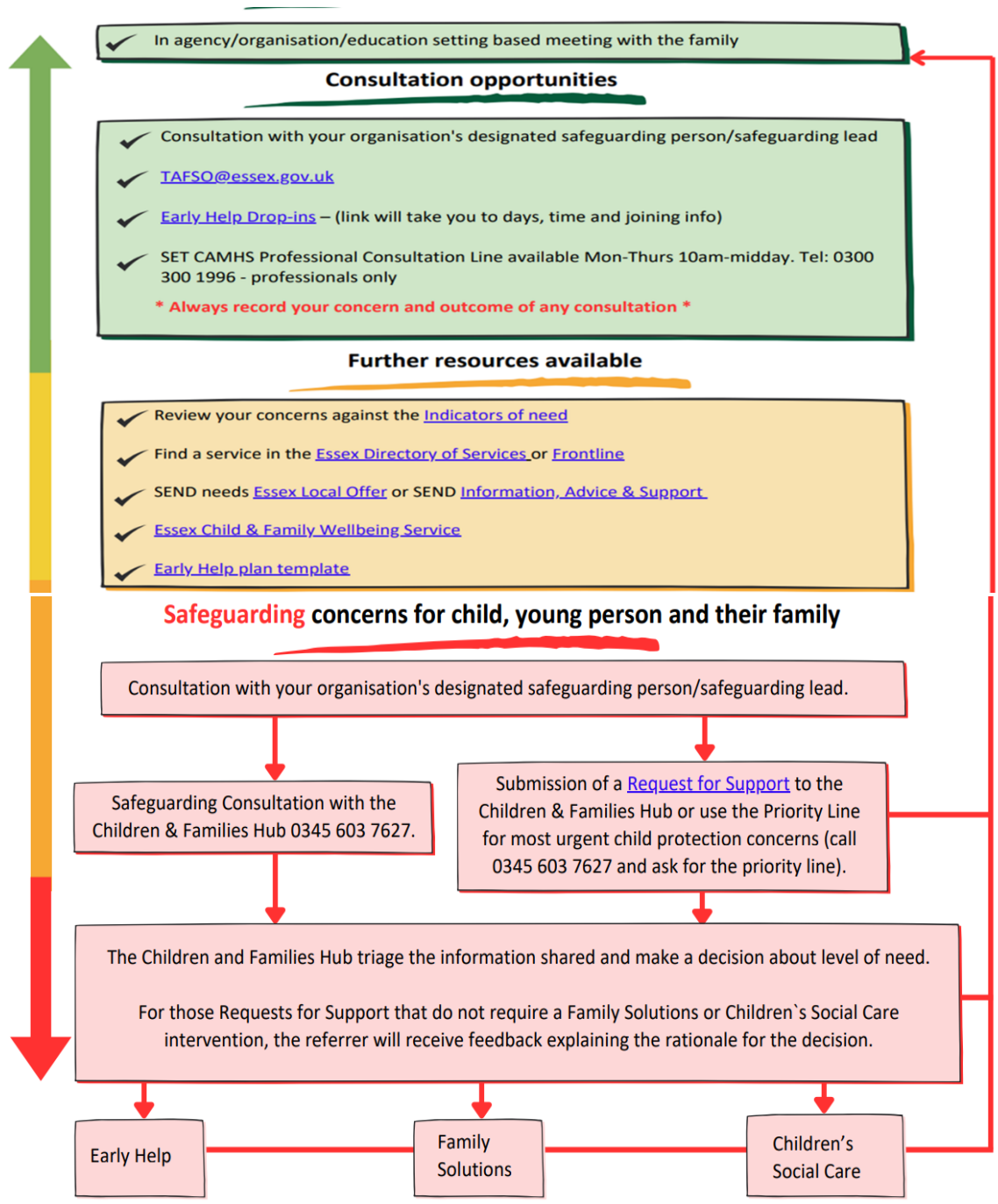
Appendix C – Safeguarding Principle

If a practitioner is concerned about a child's safety or welfare, they must act.

Practitioners must:

1. listen and observe;
2. respond calmly and appropriately;
3. record the concern accurately;
4. report it immediately to the DSL or DDSL;
5. take urgent action where a child is at immediate risk; and
6. continue to raise or escalate concerns if they believe appropriate action has not been taken.

Appendix D: Children and Families Flow chart 2024



Appendix E

Windscreen of Need and levels of intervention

The Effective Support Windscreen

