



# **BURNHOLME NURSERY SAFEGUARDING**

## **CHILDREN POLICY**

### **1. INTRODUCTION**

As an **Ofsted-registered Early Years setting**, Burnholme Nursery recognises that our paramount responsibility is to safeguard and promote the welfare of all children. Safeguarding encompasses protecting children from maltreatment, preventing impairment of children's health or development, ensuring they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable them to have the best outcomes.

Child protection is an essential part of safeguarding and refers specifically to the activity undertaken to protect individual children who are suffering, or likely to suffer, significant harm.

We aim to create a "culture of vigilance" and an environment where children feel secure, are encouraged to talk, and are listened to. All staff are aware that safeguarding is everyone's responsibility. By having a strong key worker system we will ensure that children feel safe and are supported to share any worries, concerns they may have

---

### **2. LEGAL FRAMEWORK**

This policy is based on the following legislation and statutory guidance:

- Children Act 1989 & 2004
  - Working Together to Safeguard Children (2023)
  - Keeping Children Safe in Education (2024)
  - The Prevent Duty (2015)
  - Female Genital Mutilation Act (2003) and Serious Crime Act (2015)
  - Data Protection Act (2018) & UK GDPR
  - Safeguarding Vulnerable Groups Act (2006)
  - Education Act 2002
  - Counter Terrorism and Security Act (2015)
  - Voyeurism (Offences) Act 2019
  - Children and Social Work Act 2017
  - Multi-agency statutory guidance on FGM
  - Local Safeguarding Partnership Procedures
- 

### **3. DEFINITIONS OF ABUSE**

Abuse is a form of maltreatment. It can be inflicted by an adult or another child. Abuse may be:

- **Physical** – causing physical harm.
- **Emotional** – persistent emotional maltreatment.
- **Sexual** – forcing or enticing a child to take part in sexual activities.
- **Neglect** – persistent failure to meet a child's basic needs.
- **Contextual Safeguarding** - All staff are trained to recognise indicators of abuse and understand that children may not always disclose abuse directly.
- staff understand the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
-

When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:

- significant changes in their behaviour.
  - deterioration in their general well-being.
  - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
  - changes in their appearance, their behaviour, or their play.
  - unexplained bruising, marks or signs of possible abuse or neglect; and
  - any reason to suspect neglect or abuse outside the setting.
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability

---

## 4. SAFEGUARDING PRINCIPLES AND AIMS

We are committed to:

- Creating an open, listening culture.
- Ensuring all staff are vigilant and responsive.
- Supporting children's development in ways that foster security, confidence, and independence.
- Providing a safe environment free from discrimination or bullying.
- Ensuring safer recruitment procedures.
- Ensuring all concerns are acted upon swiftly and appropriately.
- Working in partnership with parents/carers and external agencies.
- Please also refer to Attendance policy and other safeguarding policies and procedures

---

## 5. DESIGNATED SAFEGUARDING LEADS (DSLs)

Our Safeguarding Leadership team includes:

**Lead DSLs:** Sarah Neale – Manager

**Deputy DSL'S:** Natalie Lincoln – Deputy Manager Annemarie Gee – Floor Leader

All DSLs are trained to Level 3 and receive refresher training every two years. They also undertake additional annual safeguarding updates.

---

## 6. SAFER RECRUITMENT

We follow **Safer Recruitment in Education** principles to ensure all staff and volunteers:

- Have enhanced DBS checks.
- Provide two verified references.
- Undergo robust interview procedures.
- Complete safeguarding induction before unsupervised contact with children.
- Please see Safer Recruitment policy for supporting information

---

## 7. TRAINING & INDUCTION

- All staff receive **Level 2 safeguarding training** on induction, if they have not done this previously
- Annual safeguarding refreshers are mandatory, done on a training day for all staff

- Staff are signed up to Noodle now and have access to Nemours training courses including up to date safeguarding
  - Training covers: FGM, Prevent Duty, CSE, peer-on-peer abuse, online safety, and the signs of abuse.
  - DSLs receive advanced training and updates in line with LSP recommendations.
  - Supervisions for a staff cover conversations regarding key children and any concerns
- 

## 8. MANAGING CONCERNS AND DISCLOSURES

All safeguarding concerns must be:

- Reported immediately to a DSL.
- Recorded factually using our safeguarding concern forms.
- Kept confidential and stored securely.
- Acted on in line with local safeguarding procedures.

**Recording must include:**

- Date, time, and location.
  - Exact words spoken by the child.
  - Observations of behaviour/injuries.
  - Actions taken and by whom.
  - Conversations with parents/carers (unless this places the child at further risk).
- 

## 9. EARLY HELP & MULTI-AGENCY WORKING

Where appropriate, we will work with families under the **Early Help Framework**, seeking to support before issues escalate. Where significant concerns exist, referrals will be made to **Children's Social Care** or **MASH (Multi-Agency Safeguarding Hub)**.

We understand our responsibility to contribute to Child Protection Conferences, Child in Need Plans, and Early Help Assessments

---

## 10. SPECIFIC SAFEGUARDING ISSUES

### A. FEMALE GENITAL MUTILATION (FGM)

Staff are aware it is a **legal duty** to report FGM in under 18s where it is known or suspected. This includes:

- Families planning travel to FGM-practising countries.
- Girls disclosing they will undergo a "procedure".
- Signs such as difficulty sitting, urinary issues, or emotional distress.

Immediate referrals are made to MASH and police.

---

### B. CHILD SEXUAL EXPLOITATION (CSE)

CSE is a form of abuse involving manipulation and/or coercion for sexual purposes, often in exchange for goods, status, or affection. Key indicators include:

- Inappropriate sexual behaviour.
  - Withdrawn or secretive behaviour.
  - Gifts from unknown adults.
  - Sudden changes in friendships or mood.
- 

### C. CHILD CRIMINAL EXPLOITATION & COUNTY LINES

We recognise signs of grooming into drug-related gangs (County Lines), including:

- Sudden unexplained absences.
  - Possession of expensive items.
  - Aggressive or fearful behaviour.
  - Multiple mobile phones.
- 

## **D. PREVENT DUTY & RADICALISATION**

We are alert to signs of radicalisation and extremism. Indicators include:

- Isolation from peers.
- Expression of extremist views.
- Fixation on ideology or hatred.

Referrals to the **Channel Panel** may be made as part of Prevent duties.

---

## **E. HONOUR-BASED ABUSE, FORCED MARRIAGE, AND HBV**

We recognise that HBV, including forced marriage, is a safeguarding issue and not a cultural norm. Staff are trained to identify risk indicators, such as:

- Sudden family travel plans.
- Expressions of fear about marriage or cultural punishment.

All concerns are treated as child abuse and referred accordingly.

---

## **F. FABRICATED OR INDUCED ILLNESS (FII)**

FII involves a parent or carer deliberately exaggerating or inducing illness in a child. Staff are trained to:

- Recognise patterns of frequent medical visits.
  - Monitor unexplained symptoms not observed by professionals.
  - Record inconsistencies between reported and observed behaviour.
- 

## **G. CHILDREN MISSING EDUCATION (CME)**

Children missing from nursery without a valid reason are flagged for possible safeguarding concerns, especially where patterns of absence develop. DSLs will:

- Contact parents promptly.
  - Notify the Local Authority where appropriate (e.g., where EY funding is involved).
  - Record absences in line with our **Child Absence Policy**.
- 

## **H. PEER-ON-PEER ABUSE, UPSKIRTING, AND SEXUAL VIOLENCE**

We are alert to all forms of peer-on-peer abuse, including:

- Bullying (including online).
- Sexual harassment or violence.
- Upskirting (a criminal offence under the Voyeurism Act 2019).

All disclosures are taken seriously and recorded appropriately. Support for both victims and perpetrators is offered in line with government guidance.

---

## **11. LOOKED-AFTER CHILDREN (LAC)**

We ensure LAC receive targeted support and positive interactions to promote emotional stability and resilience. The DSL liaises with the Virtual School Head and social workers as needed, and Personal Education Plans (PEPs) are maintained.

---

## 12. ONLINE SAFETY

Children are increasingly vulnerable to online risks. We implement robust policies on:

- Use of mobile phones.
  - Supervised use of technology.
  - Filtering and monitoring.
  - Educating staff and children about online safety.
- 

## 13. CONFIDENTIALITY AND INFORMATION SHARING

We are bound by the **Data Protection Act 2018** and the **UK GDPR**. However, where a child's welfare is at risk, safeguarding concerns override data protection regulations. Information is shared securely, on a need-to-know basis, with relevant agencies.

---

## 14. POLICY REVIEW

This policy is reviewed **annually** or sooner if there are significant changes in legislation, guidance, or circumstances. Staff are consulted and trained on any updates.

---

## 15. CONTACTS

### Useful contact information

MASH: **01904 551900** Out of hours/weekends: **03001312131**

LADO: 01904 551783

LADO (Local Authority Designated Officer):

Ofsted: **0300 1234 666**

NSPCC/Childline: **0800 1111**

PREVENT: **02073407264**

**Call 999 in Emergencies!**

# USE OF MOBILE PHONES AND CAMERA'S POLICY



At Burnholme Nursery, the **welfare, protection, and safety of every child** is our highest priority. We take safeguarding extremely seriously and have a clear, robust policy to prevent the misuse of mobile phones, smart devices, and cameras. This policy aims to protect children from the inappropriate capture or sharing of images and to ensure that staff remain fully focused and engaged during working hours.

---

## **MOBILE PHONES AND SMART DEVICES (E.G., SMART WATCHES)**

### **STAFF RESPONSIBILITIES**

- Staff are **not permitted to use mobile phones or smart devices** during working hours in areas where children are present.
- Mobile phones must be **switched off or on silent** and **stored in the office** throughout the working day.
- Smart watches (e.g., Apple Watches) that allow messaging, calls, or image storage are **also not permitted** during contact hours with children. Staff must turn off connection to their phone before starting their shift so they cannot receive messages or calls

### **BREAK TIMES**

- Staff may access their phones during **designated breaks** in the nursery office

### **EMERGENCY CONTACT**

- In the event of a **genuine emergency**, staff may request temporary access to their phone with **prior permission** from the Nursery Manager or Deputy.
- All routine or urgent contact during the day should go through the **nursery landline**.

### **BREACHES AND MONITORING**

- Any member of staff found using a personal phone or smart watch in a prohibited area or time will be subject to disciplinary action in line with the nursery's safeguarding and staff conduct policies.
  - The Nursery Manager/DSL reserves the right to inspect the contents of a staff member's device if there are serious concerns about inappropriate use. If necessary, the **Local Authority Designated Officer (LADO)** and **police** will be contacted immediately.
- 

### **VISITORS AND PARENTS**

- **Parents and visitors** are not permitted to use mobile phones while on nursery premises.
  - All visitors must leave personal devices in the **office** and are accompanied at all times by a staff member.
- 

### **CAMERAS AND CAPTURING IMAGES**

#### **USE OF NURSERY DEVICES**

- Only **designated nursery devices** (tablets) may be used to take photographs or videos of children.
- These devices must:
  - Be stored securely in a **lockable cabinet or office** when not in use.

- Only be used for **legitimate educational or developmental purposes**.

## STORING AND SHARING IMAGES

- Images taken on nursery devices must never place a child in a **compromising or inappropriate position**.
  - Images are downloaded to **secure nursery storage systems** and, where appropriate, uploaded to the secure **FAMILY app**, accessible only to verified parents/carers of the individual child.
  - Under no circumstances should staff use personal devices to capture or store images of children.
- 

## CONSENT AND DATA PROTECTION

- Written **parental consent** is obtained upon registration regarding:
    - Use of their child's image for observation, records, or displays.
    - Sharing images on FAMILY and within internal nursery communications.
  - No child will be included in digital records or publications without signed consent.
  - This policy complies with **UK GDPR and Data Protection Act 2018** standards.
- 

## OUTINGS AND OFF-SITE VISITS

- For all group outings, a **nursery mobile phone** is taken by the designated staff member for **emergency use only**.
  - Personal phones must remain stored and unused.
  - The nursery phone must only be used for:
    - Contacting the nursery
    - Emergency contact with emergency services
    - Keeping in contact with parents if a planned delay occurs
- 

## STAFF VIGILANCE AND REPORTING

All staff have a duty to remain vigilant and immediately report any concerns or breaches of this policy to the **Nursery Manager or Designated Safeguarding Lead (DSL)**.

Please refer to our **Whistleblowing Policy** for further guidance.

---

## POLICY REVIEW

This policy will be reviewed annually or sooner if there are updates to safeguarding legislation, EYFS guidance, or best practice recommendations.

Policy Reviewed By nursery manager



# **ALLEGATION AGAINST A MEMBER OF STAFF**

## **BURNHOLME NURSERY ALLEGATION AGAINST A MEMBER OF STAFF**

---

### **POLICY STATEMENT**

It is essential that any allegation of abuse made against a member of staff, student, volunteer, or bank staff is dealt with **fairly, quickly, and consistently**, in a way that provides effective protection for the child and supports the person who is the subject of the allegation.

All staff have a duty to report any concerns about the behaviour of colleagues that may place a child at risk. **Concerns must be voiced immediately.**

This policy applies to allegations that suggest a person may be unsuitable to continue working with children in their current role or in any capacity. It should be read in conjunction with our **Complaints** and **Child Protection Procedures**.

---

### **RESPONSIBILITY**

All staff must be aware that **failing to report a concern about a colleague's conduct** which could pose a risk to a child is a **disciplinary offence**.

**When in doubt — consult the Designated Safeguarding Lead (DSL).**

---

### **WHAT IS AN ALLEGATION?**

An allegation is any concern, complaint, or disclosure that a person who works with children 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 a way that indicates they may **pose a risk of harm to children**
- 

### **REPORTING AN ALLEGATION**

You must inform your **manager or Designated Safeguarding Lead** of any incident where the **staff code of conduct** has been breached.

In the **absence of your manager or DSL**, contact:

If the concern is **about your manager or Designated Person**, you must contact the **LADO (Local Authority Designated Officer)** without delay:

**Ofsted must also be informed as soon as possible, and within 14 days, on 0300 123 1231.**

**! Do not speak to the person concerned or take any action** until you have consulted with the LADO. Doing so could jeopardise any potential investigation.

---

### **ALLEGATION PROCEDURE**

#### **1. ALLEGATION IS MADE**

All allegations or observations of inappropriate behaviour must be brought to a **senior member of management** in **strict confidence**.

#### **2. REPORT THE ALLEGATION**

The senior staff member will immediately notify the **LADO** and report the allegation to **Ofsted**.

#### **3. LADO ASSESSMENT**

The LADO will assess whether the incident meets the criteria for formal procedures. They will determine whether the alleged behaviour:

- Caused or may have caused harm
- Constitutes a criminal offence

- Indicates the person may be unsuitable to work with children

These procedures are detailed in **Safeguarding Children and Safer Recruitment in Education** and should be followed in line with recommended **timescales** to minimise distress.

## 4. WORKPLACE ARRANGEMENTS

The LADO will advise whether the member of staff:

- Can remain in the workplace under safeguarding measures
- Should be placed on **gardening leave** or **suspended**

If they remain at work, **risk reduction measures** will be implemented. The staff member should be encouraged to contact a **union representative** (if applicable). The Manager will keep both the staff member and the child's family updated throughout the process.

## 5. STRATEGY MEETING

The LADO will organise a **Strategy Meeting** involving nursery management an burnholme nursery committee and police representatives. A **police check** will be completed to determine whether there are previous undeclared concerns.

## 6. DECISIONS AND NEXT STEPS

The outcome of the strategy meeting may include:

- Criminal investigation
- Child protection investigation
- Disciplinary action
- Training requirements
- No further action

---

# SUPPORTING THOSE INVOLVED

## PARENTS/CARERS

Parents/carers of the affected child will be informed of the allegation as soon as appropriate, following consultation with the LADO. They will be updated regularly and notified of the outcome, including whether criminal or disciplinary actions will be taken.

If the child has suffered or may have suffered significant harm, the **Directors** will consult with **Children's Social Care or the Police** to determine necessary support for the child and family.

## STAFF MEMBER ALLEGED TO HAVE CAUSED HARM

They will:

- Be treated **fairly and honestly** throughout the process
- Be advised to contact a **union or professional association** if they have one
- Be kept informed of the **progress and outcome** of the investigation
- Be updated about relevant workplace matters if suspended

---

## RECORD KEEPING

Accurate and detailed records will be maintained throughout the process. These records will be:

- Stored securely and confidentially
- Available for reference if required for future safeguarding decisions

---

## POLICY REVIEW

**Reviewed by:** Nursery Manager



# **BURNHOLME NURSERY VISITORS' POLICY**

## **POLICY STATEMENT**

At Burnholme Nursery, we warmly welcome visitors while prioritising the **safety, security, and wellbeing of the children and staff** in our care. This policy outlines the procedures in place for managing visitors to ensure that all visits are safe, appropriate, and in line with statutory safeguarding expectations.

---

## **TYPES OF VISITORS**

Visitors to the nursery may include (but are not limited to):

- Parents and carers
- Prospective families
- Educational or health professionals
- Contractors or maintenance personnel
- Ofsted inspectors
- Students or volunteers

All visitors must adhere to this policy and follow the instructions of staff at all times.

---

## **BOOKING AND SCHEDULING VISITS**

- Visitors are encouraged to **book in advance** where possible, to avoid disruption and ensure an appropriate staff member is available to facilitate the visit.
  - The following team members have authority to approve visits:
    - **Nursery Manager: Sarah Neale**
    - **Deputy Manager: Natalie Linclon** in the manager's absence
- 

## **IDENTIFICATION AND SIGNING IN**

All visitors must:

- **Report to the nursery main door** on arrival
  - Present **photo ID** if unknown to the setting
  - **Sign in**
  - Be informed of **fire safety procedures** and advised if any drills are planned
  - All visitors must leave their Mobile phones in the office and away from children. If for any reason a visitor needs to make/ take a call they will be asked to step out of the premises while they do so.
- 

## **SAFEGUARDING AND SUPERVISION**

- All visitors must be **accompanied at all times** by a member of staff unless they are:
  - A vetted and approved professional (e.g., SENCO, health visitor, Ofsted inspector)
  - A contractor working outside of operational hours or in secure, non-child areas
- Visitors are **not permitted to access child-only areas** or be left unsupervised
- Any professional working directly with children (e.g., therapists) must present a valid **enhanced DBS certificate**, which must be **verified and logged** by management
- Visitors must **not take photographs, videos or use mobile phones** in the setting under any circumstances

---

## PARENTAL ACCESS AND COURT ORDERS

- **Both custodial and non-custodial parents** are entitled to access the nursery and their children's information, unless restricted by a **court order** or safeguarding concern
- In such cases, staff will follow the **safeguarding and child protection policy**, and a copy of the order must be provided and stored securely

---

## SECURITY AND ENTRY PROCEDURES

To ensure the safety of everyone on site:

- The **main entrance is secured** and monitored by staff
- All staff are required to **check the identity of any unfamiliar person** before allowing access
- Staff must verify **collection passwords** or check the **child's registration form for emergency contacts** before releasing a child
- Visitors must **never allow others to enter behind them** ("tailgating")
- Unaccompanied visitors must not be granted entry under any circumstances

---

## CONDUCT EXPECTATIONS

- Visitors are expected to behave in a **respectful and professional manner**
- Any visitor displaying inappropriate behaviour, including aggression, harassment, or language deemed unacceptable, will be asked to leave immediately
- The nursery has a **zero-tolerance policy** for harassment or disruptive conduct towards staff, children, or other visitors

---

## MONITORING AND BREACHES

- All visitor records are monitored regularly for safeguarding purposes and are kept in line with **GDPR and Data Protection legislation**
- Any breaches of this policy or incidents involving visitors will be recorded and reviewed by the **Nursery Manager** or **Designated Safeguarding Lead (DSL)**

---

## POLICY REVIEW

This policy will be reviewed annually or sooner if changes occur in legislation, regulatory guidance, or nursery operations.

Policy Reviewed by

