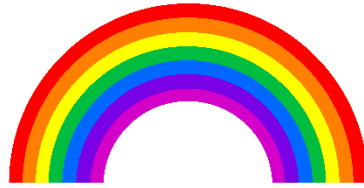


The Village Nursery Bellingdon Ltd



“Building a firm foundation”

Safeguarding Children and Promoting Children’s Welfare Policy

Please also see our other policies:

- Accident and incident Policy
- Allegations against a member of staff policy
- Biting policy
- Confidentiality policy
- Anti cyber bullying policy
- Emergency lockdown policy
- Equality of opportunities policy
- Health & Safety policy
- Late or non-collection of child policy
- Lost or missing child policy
- Medication policy
- Nappy changing policy
- Online safety policy
- Safe driving policy
- Safer recruitment of staff policy
- Sick child policy
- Sleep policy
- Toilet training policy
- Whistle blowing policy
- Workplace alcohol and drugs policy

Aims

Our aims are to:

- Create an environment in our Nursery which encourages children to develop a positive self-image regardless of race, language, religion, culture or home background.
- Help children establish and sustain satisfying relationships with their families, with peers and with other adults.
- Encourage children to develop a sense of autonomy and independence.
- Enable children to have the self-confidence and vocabulary to resist inappropriate approaches.
- We work with parents/carers to build their understanding of and commitment to the welfare and care of all our children.

Meeting the Early Years Foundation Stage and Welfare Requirements

As a Provider we will take the necessary steps to safeguard and promote the welfare of children in our setting.

The legal framework for this work is:

- Statutory Framework for the Early Years Foundation Stage
- The Rehabilitation of Offenders Act
- The Children's Act 1989 and 2004
- Human Rights Act 1998
- Data Protection Act 2018
- Sexual Offenders Act 2003
- The Children's Act 1999
- Safeguarding Vulnerable Groups 2006

We follow guidance for the Working Together to Safeguard Children (2026) document, this is available within the setting for parents and staff to view.

Liaison with other bodies

- We work within the Buckinghamshire Safeguarding Children Board guidelines (BSCB)
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well being of children.
- We have procedures for contacting the local authority on child protection and welfare issues, including and maintaining an up to date list of names, addresses and telephone number of First Response, LADO, Early Years, and ensure that it is easy, in an emergency, for the Nursery and Social Care to work well together.
- Contact details of First Response, LADO, Early Years etc are all displayed in the setting and accessible for staff if needed.

Methods

Staffing and Volunteering

- Our named person who co-ordinates the safeguarding and welfare of children issues to Karen Suckling supported by Olivia Beton and Bethan Fury.
- We provide appropriate staffing resources to meet the needs of children.
- Applications for posts within the Nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that had been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the Nursery or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the Nursery. Unvetted adults will not be left unsupervised.
- We take security steps to ensure that we have control over who comes into the Nursery so that no unauthorised person has unsupervised access to the children.
- Staff will undertake regular training at least every 2 years on safeguarding children. The designated officer training staff is Karen Suckling.

Training

We seek out training opportunities for all adults involved in the Nursery to ensure that they can recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the Nursery. Practitioners are supported to apply it in practice by regular refreshers during staff meetings, notices within the nursery and by discussing safeguarding in appraisals.

All staff will renew their safeguarding training every two years; staff will complete regular scenario based questionnaires and will be asked safeguarding questions during supervisions.

Planning

- The layout of the room allows the constant supervision. Where children need to spend time away from the rest of the group for certain activities, the door is left ajar.
- Staff to children ratio are always met.
- Risk assessments are part of our overall planning and are regularly reviewed.

Curriculum

- We introduce key elements of child protection and welfare into our early year's foundation stage curriculum, so that children can develop understanding of why and how they can keep safe.
- We create within the Nursery a culture of values and respect for the individual.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

Complaints

- We ensure that all parents know how to complain about a member of staff or volunteer action within the Nursery, which may include an allegation of abuse.
- We follow the guidance of First Response and LADO when investigating any complaint that a member of staff or volunteer has abused a child.
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or a volunteer has abused a child as if it were an allegation of abuse by any other person.

Responding to Suspicions of Abuse

- We acknowledge abuse of children can take different forms – physical, emotional, sexual and neglect.
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the Nursery will investigate.
- We allow investigations to be carried out with sensitivity. Staff in the Nursery take care not to influence the outcome either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.

Child Absence

Parents must inform the nursery about any absences. We will follow up when a child is absent for a prolonged or unexplained time. All children will have at least one additional emergency contact.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- Does not question the child
- Offers reassurance to the child
- Listens to the child
- Gives reassurance that she or he will take action
- Does not make promises to the child.

Recording Suspicious of Abuse and Disclosures

Staff make an incident record of:

- The child's name
- The child's address
- The age of the child
- The date and time of the observation or disclosure
- An objective record of the observation or disclosure
- The exact words spoken by the child
- The name of person to whom the concern was reported, with date and time
- The names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file. All members of staff know the procedures for recording and reporting.

Informing Parents

Parents are normally the first point of contact. If we have a concern about a child, we will share this concern with the parents/carers. However, if sharing these concerns put the child at risk of significant or further harm, we will seek advice from First Response and LADO. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where guidance of the Social Care and LADO does not allow this. This will usually be the case where the parent is the likely abuser, or we suspect the child is in immediate danger. In these cases, the investigating officers will inform the parents.

Confidentiality

All suspicious and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of Social Care and LADO.

Support to Families

- The Nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- The Nursery continues to welcome the child and the family whilst the investigations are being made in relation to abuse in the home situation.

- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the Social Care and LADO guidelines.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

Allegation of Abuse against a Member of Staff

If an allegation of abuse is made against a member of staff, the Nursery puts into practice the following agreed procedures. These ensure a standard response from the managers and staff.

Aim

If an allegation is made we aim to follow the agreed procedure, as quickly and efficiently as possible.

Procedure

- The member of staff who is approached by the parent(s) must take the parent(s) to a private place ie the office and document the allegations a fully as possible.
- The management of the Nursery must be informed straight away, unless the allegation is against the owner. In this case the allegation will be referred to the BSCB.
- The member of staff who the allegation is directed at will if possible, given other roles/responsibilities during the investigation or if necessary, suspended on full pay pending an investigation. LADO advice will be sought.
- Ofsted will be informed if necessary.
- The management will then be instructed by Ofsted and/or LADO, or Social Care if any further action is necessary.

Disciplinary Action

Where a member of staff or a volunteer is dismissed from the Nursery or internally disciplined because of misconduct relating to a child, we notify the Disclosure and Barring Service so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

This policy was adopted by the Village Nursery on 18th May 2026 and will be reviewed every 12 months.

Signed on behalf of the nursery

This policy was reviewed on:

First Response Team:

Telephone: 0845 4600001

Local Rate: 01296 383962

Email: secure-cypfirstresponse@buckscc.gcsx.gov.uk

The First Response Team has a 24-hour emergency number for calls outside office hours.

Emergency duty team number:- 0800 999 7677

You should confirm your referral in writing within 24 hours. The referral form can be downloaded by clicking on the link in the 'downloads' menu.

If you have doubts about making a referral, please consult your agency manager or practitioner with responsibility for child protection. If this is not possible, please speak with Children and Families' Social Care for further advice.

If the matter involves an allegation against a member of staff: You can contact the LADO (Local Authority Designated Officer):

For matters regarding staff or volunteers in education settings

01296 382070

For matters regarding staff or volunteers working with children in all other settings

01296 387757

You can also refer to the 'Managing Allegations against staff and volunteers working with children' procedures, which can be found under Section 6 on the 'BSCB Procedures' page.