

Reviewed 6th January 2026

Policy statement

The setting will work with children, parents and the community to ensure the rights and safety of children / young people and families and to give them the very best start in life. If we have any concerns, we will report it.

We understand that abuse can be physical, sexual, emotional, neglectful, domestic, or a mixture of these – “SPEND”. We must notify Ofsted of any allegations of abuse that have alleged to have taken place.

All staff at present are either going through training or have been trained in safeguarding. The Lead Practitioners attend termly Safeguarding meetings where information from these meetings is passed down to staff at staff meetings. Safeguarding training will be every three years either via classes or appropriate on line training.

Denmead Day Care - Designated Safeguarding Officers – Overarching is Michelle Josephs

DDC Nursery and Preschool

Our designated Lead Practitioner (Safeguarding) is Naomi Parker (Nursery) (07576275397)

Our second designated Lead Practitioner (Safeguarding) is Michelle Josephs

DDC Wrap

Lead Practitioner (Safeguarding) is Sarah Boazman (07562883951)

Second designated Lead Practitioner (Safeguarding) is Michelle Josephs

Creative Minds Holiday Club

Lead Practitioner (Safeguarding) is Michelle Josephs (07576275397)

The role of the Designated Officer:

- Ensure that they attend Lead Practitioner Safeguarding Drop ins and bring back relevant information to share with the staff.
- To ensure that all staff have appropriate training to enable them to carry out their responsibilities for safeguarding and safeguarding children and families effectively.
- Ensure that if there is a serious incident and required changes are implemented.
- Ensure new staff receive safeguarding training as part of their induction.
- Ensure that any temporary staff, volunteers and students are aware of the arrangements for safeguarding.
- To ensure that all staff receive regular supervision and can raise concerns about practice and procedures appropriately.
- Ensure that Managers are kept up to date with any concerns.
- Develop effective relationships with other agencies and services.
- Respond to all safeguarding concerns.

Safe Recruitment and Selection of Staff

“Denmead Day Care LTD is committed to safeguarding and promoting the welfare of children, young people and families and expect ALL staff to share this commitment.”

Whilst we believe that the vast majority of people who work with young people have their welfare and best interests at heart, we must never allow ourselves to become complacent. We know that some people seek access to children in order to abuse and that abused children very often do not disclose the abuse at the time. It is therefore vital that everyone working within the company is aware of these issues and the need to adopt ways of working.

It is important that each of the steps in the process are followed in the correct order. Furthermore, each step should not be viewed in isolation but rather as part of a thorough process of obtaining; collating; analysing and evaluating information from and about applicants.

Advertisement

Any adverts placed by Denmead Day Care LTD will make it clear our commitment to safeguarding the welfare of children, young people and families. Positions may be advertised internally prior to or instead of externally advertising the post. All employees will be given the opportunity to apply for any position that arises.

Application Form / Job Description

All Job Descriptions will stress our commitment to safeguarding the welfare of children, young people and families. Revised Application forms will now include previous employment history, with dates of employment, reasons for leaving, explanations of any gaps in employment history and previous convictions etc.

References ^[SEP]

All new employees will have Individual employment and character references obtained, in order to answer specific questions to help assess the applicant's suitability to work with children, young people and families. Any concerns or discrepancies with the application form will be followed up with a telephone call to the employee. Written references will be requested; a minimum of three sources with information regarding their character. ^[SEP]

Information on any previous disciplinary action will be asked for and followed up. If the Referee takes too long to send back the reference a telephone call will be made to verify that the referee is the person, the application form was sent to. ^[SEP]

Interview

A face-to-face interview will be conducted that will explore the candidate's suitability to work with children, young people and families, as well as their suitability for the post. The interview will also cover previous employment and experience and any disciplinary action/cautions etc. that has been put on the Application Form. The candidate will then come in and do a session with the children to see how they engage and interact with the children and staff.

Identity Checks

At interview, the applicant will be expected to show original documentation (such as passport or photographic driving licence) to verify their identity, as well as in date original documentation to verify their address and photocopies will be taken; this information will also be used for DBS checks (see below). ^[SEP]
Photocopies will also be taken of all relevant qualifications, as listed on their application form and all photocopies will be signed to confirm that the original document has been sighted. ^[SEP]

Disclosure and Barring Service checks

An Enhanced Level Disclosure and Barring Service (DBS) check will be undertaken on all staff who may have regular contact with service users. A standard DBS check will be undertaken on all non-childcare workers. The Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS).

All staff/Volunteers will need to join the DBS Update Service. The staffs DBS will be checked at each supervision to ensure there are no concerns shown.

Volunteers will also be given a DBS check before they are left to help in the Nursery/Wrap Club. If any staff is dismissed for any safeguarding reason from the Nursery/Wrap Club, then the DBS Service will be informed. ^[SEP]

Re-checking existing employees

All staff currently on the CRB will be put through for their DBS and asked to join the DBS Update Services. If staff fail to maintain the Update service staff are required to pay in full for a new DBS and Update Service themselves after a year. At Supervisions staff are asked to declare if they have anything they need to disclose and add the names of the people who live with them in their house. All staff sign a yearly suitability check as well.

All employees will be expected to comply and any employee refusing to comply with the request for an application will be advised that their deliberate and unreasonable refusal to carry out lawful and safe instructions issued and/or to comply with a contractual agreement, will lead to the employee being subject to a disciplinary investigation. If, as part of the re-checking process, a DBS certificate is deemed unsatisfactory, a full investigation will be undertaken which may result in a member of staff being dismissed or re-deployed.

Disqualification by Association (2018)

In September 2018 the laws changed about employing staff who live with a person who is disqualified from working with children/ associated to a person. Even though we accept people of all backgrounds, DDC Nursery and Preschool will consider employing someone who is living with a person who is disqualified. However, it does depend on the severity of the person who you are associated to background. We will endeavor to put into place precautions that will prevent staff from taking children information home (learning journals etc). To ensure that the person does not encourage their partners to come into the setting with reasons why. We will be up front and honest with the staff member.

We will seek guidance from Ofsted and LADO and Insurance Company to see where we stand as a business and if you are eligible to work within the nursery. We do not discriminate but, any adverse publicity to the nursery can cause a detrimental effect to the running of the business. We will consider each individual case without bias and accordingly.

More information can be found at: <https://www.edapt.org.uk/support/knowledge-base/disqualification-by-association/>

Outside Helpers

Students/Apprentices/Agency Workers/Volunteers/ Bank staff

If necessary, identification and a DBS will be asked for Agency staff. Volunteers and Bank staff who are long term will be asked to do a DBS. All apprentices will have a DBS done whilst they are training. All of the above will need to join the update service or be part of it.

All helpers will be given core policies and procedures to read.

- Safeguarding
- Health and Safety
- Confidentiality

Students/Apprentices/Agency/Volunteers will not: -

- Be allowed to change children's nappies or take them to the toilet.
- Be left alone with the children if they are in for the day or short term placement.
- Need not attend staff meetings unless they are long term.
- Apprentices can only change nappies once Management deem them competent to do so.

Students/Apprentices/Agency/Volunteers/unqualified staff can:

- If the person is 17 years and over they may be included in the ratios. Staff under 17 must always be supervised. Students/Volunteers on long term placement (aged 17 or over) and apprentices (aged 16 or over) maybe included in the ratios if the provider is satisfied that they are competent and responsible. (3.29 EYFS framework)
- Apprentices/unqualified person can only be allowed to change nappies/toilet once Management deem them competent to do so.

Visitors

All visitors will be supervised whilst they are in the Nursery. Visitors will need to sign in/out on the register. Phones will be locked away in a secure unit.

Parent pick up/ Carers / Contact

All parents and Carers are asked to provide a password or let us know if they are getting someone else to pick up their child/children. If photos are not provided and the Nursery has not been told the child/children is being picked up by someone else, then the child/children will stay in our care until we get hold of the person responsible for them.

If we cannot get hold of the responsible person, then the child/children will stay in our care until we do and the person collecting will be asked to stay outside until contact with main carer is established.

If in doubt always check it out. A child cannot be collected by anyone under the age of sixteen years. Unless this has been previously agreed (in writing) by the parent with parental responsibility.

If a parent/carer is under the influence of drugs, alcohol or looks incompetent to take a child/children home then we will kindly stop the child from leaving and will call the next emergency carer on the phone.

If a parent or carer looks competent but smells strongly of alcohol and takes their child/children, then the police should be called. If possible, giving the parents licence number.

If parent/carer becomes abusive and threatening to staff lock the doors if possible and call the police.

Staff/temporary staff/ Students/ Apprentices/ Volunteers: -alcohol/drugs/solvencies

Denmead Day Care have a no tolerance stance over staff or other helpers to the setting being under the influence of alcohol, drugs or solvency

If staff/helpers come into the setting looking like they are under the influence of alcohol, drugs or solvencies they will be sent home and an investigation will be undertaken.

If whilst under the influence of alcohol/drugs/solvencies the staff/helper causes harm to a child/ staff member or visitors etc. the Police will be called, and the staff member dismissed.

On all occasions LADO, Ofsted and potentially the DBS will be informed.

Child Protection/Safeguarding

All staff and carers for DDC Nursery and Preschool and DDC Wrap are accountable for the way in which they care for, manage risk and protect those for whom they are providing a service. They have a duty to keep children safe and take all reasonable steps to protect them from sexual, physical, emotional, domestic and neglectful abuse (SPEND).

Children with Additional Needs

All staff are responsible for the welfare and protection of children who have additional needs. Whether the child has Speech and Language delay, Mental Illness, Physical disorders, Children who have English as a second Language and Refugees it is our duty to protect these vulnerable children from harm.

It is our responsibility to ensure that any child who has an additional need is not bullied by staff or other children, ridiculed by staff or other children, is allowed to fully participate in activities (adapted if necessary according to their needs), that all medicines are supplied and not withheld and permission sought, that foods are inclusive of other people's dietary requirements and that children with additional needs are not treated in a different way that excludes them from their peers.

It is also our responsibility that we do not put ourselves in a position where children are liable to create false accusations, inflict physical violence due to their mental ability or prejudge children because of their economic background.

Types of Abuse - SPEND

Sexual Abuse involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact or non-contact activities such as involving children in watching pornographic material or encouraging children to behave in sexually inappropriate ways. [L]
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Physical Abuse is the deliberate physical injury to a child, or the willful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot or inappropriately giving drugs to control behaviour. [L]
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Emotional Abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on a child's emotional well-being and/or development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve a child to frequently feel frightened or in danger or the exploitation or corruption of a child.

Neglect is the persistent failure to meet a child's physical, emotional or psychological needs; likely to result in significant harm. It may involve a carer failing to provide adequate food, shelter and clothing; failing to ensure access to appropriate medical care or treatment; lack of stimulation or supervision. [L]
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Domestic Abuse is abuse by adults working in a position of trust in an organisation that has responsibility for children. mistreatment of children brought about by poor or inadequate care or support, or systematic poor practice that affects the whole care setting. It occurs when the child's needs are sacrificed for the smooth running of a group, service or organisation. It may also occur where an organisation has a culture of secrecy or lack of transparency regarding the care it provides.

- When children are suffering from physical, sexual, or emotional abuse, or may be experiencing neglect, this may be demonstrated through things they say (direct or in direct disclosure) or through changes in their appearance, their behavior, or play.
- Staff at the Nursery and Wrap club will tend to notice when children's behavior is out of character. We will record minor issues in a Concerns diary to monitor any patterns. If it looks like things are getting more concerning, we will talk to the parents and, if necessary contact the Early Help Hub for help and support.
- If a child is in care we will monitor their attendance and record the sort of day they have. If attendance is slipping, or there is cause for concern then we will discuss with their Social Worker or other professionals involved.
- Denmead Day Care LTD considers that children may have external pressures such as family break ups, domestic violence, and inflictions etc. We try to ensure that time spent at nursery provides both safety and security for the child/children.
- Most children have knocks and bumps, any signs of bruising or bumps/cuts when children come into the setting are recorded on an existing injuries sheet. Any signs of bruises or bumps in the nursery are recorded on an accident form for the parents to sign.

Where such evidence is apparent, the child's key worker or other members of staff will make a dated record of the details of the concern and discuss what to do with the Lead Safeguarding Officer. We have body maps to mark the areas of concern. The information is confidentially stored in the child's personal file. If there are any concerns, we will contact our local Social Services in order to seek advice and help and support.

NB in some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.

We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

Bruising in non-mobile babies

Bruising is the most common physical sign of child abuse. A bruise can be a sign of abuse in a child of any age but bruising in non-mobile babies is unusual and can be associated with life threatening injury.

The revised protocol includes an emphasis on injury as well as bruising in babies, particularly babies that are not yet rolling or crawling. All non-mobile babies with a bruise should be fully assessed and referred immediately to Children's Services, even if parents feel they are able to give a reason for the bruise. Staff will give parents a copy of the '[Bruising in young babies – Information for parents and carers](#)' leaflet (available from GPs and Health Staff). Children's Services will make background checks and arrange for a paediatric assessment as soon as possible (within a maximum of four hours).

Following the paediatric assessment, a strategy discussion takes place between the social worker, police, and paediatrician, and may also include agencies that are involved with the family, before the outcome is explained to the parents.

Recording suspicions of abuse and disclosures

When a child makes a comment to a member of staff that gives cause for concern (disclosure), or a staff member observes signs or signals that give cause for concern, such as significant changes in behavior, deterioration in general well-being, unexplained bruising, marks or signs of possible abuse or neglect that member of staff:

- Will listen to the child, offer reassurance and give assurance that she or he will act;
- Do not question the child, or make a promise to keep information secret.
- Make a written record that forms an objective record of the observation or disclosure that includes:
- On the advice of LADO we will not take any photos of any marks or bruises on children;

Staff must adhere to this policy even if advised otherwise by Child Services.

- The date and time of the observation or the disclosure.
- The exact words spoken by the child as accurately as possible.
- The name of any other person present at the time.

These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.

Where the Local Safeguarding Children Partnership stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

Child Protection

Any child who is under a CP plan will have their own designated folder in which all accidents, existing injuries and incidents will be recorded. We may email the Social Worker if there are any signs of significant harm or discussions deemed unsuitable by the settings. We will provide updates to Social Worker if there are any concerns. Any concern must be raised on the day it occurs. A child under CP will have their own accident and incident book so we can assess the family more quickly. If there are any doubts or concerns about a child under CP, please ensure you discuss/notify with the Management team straight away.

Informing parents

Parents are normally the first point of contact. We discuss concerns with parents to gain their views of events unless we feel this may put the child in greater danger. We inform parents where we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.

If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Partnership does not allow this (for example where it is believed that the child may be placed in greater danger). This is displayed on the parent board, in the main nursery and in the toilets. This will usually be the case where the parent is the likely abuser. In these cases, the social workers will inform parents.

Liaison with other agencies

We work within the Local Safeguarding Children Partnership guidelines.

We have a copy of 'What to do if you're worried a child is being abused' for parents and staff, and all staff are familiar with what to do if they have a concern.

We have procedures for contacting the local authority on child protection issues, maintaining a list of names, address and telephone numbers of social workers, to ensure that it is easy, in an emergency, for the setting and social services to work well together.

We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements, which may affect the wellbeing of children or where an allegation of abuse is made against a member of staff.

Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

We introduce key elements of keeping children safe into our programme to promote the personal, social, and emotional development of all children, so that they may grow to be strong, resilient and listened to and that they develop an understanding of why and how to keep safe. We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background. We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Partnership.

Support to families

We believe in building trusting and supportive relationships with families, staff and volunteers in the group.

We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising always with the local children's social care team.

We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

Confidential records kept on a child are shared with the parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Partnership.

Mobile Phones and Pads

At Denmead Day Care LTD the staff are aware from previous media attention that the use of a personal mobile phones with cameras are not permitted. However, there are exceptions to the rule to the scanning app we must use when recording information on certain documents. The scanning app will be used by our Admin Assistant Jess Davage and Michelle Josephs for the purposes of scanning the register, responding to emails, checking rotas. In the Wrap clubs it will be Sarah Boazman and Michelle Josephs.

Photos can be sent to parents via the work phone only if you want to prove to a parent that a child has been okay during the day. Alternatively, we can use the Pad or the camera and show the parent when they arrive. In the event both are broken, the work phone can be used to take pictures for learning journal purposes or to take pictures of the children but not to share on the internet or parents.

At times we may need to use the pictures for the purposes of advertising. Once the pictures are no longer required, they will be deleted from the camera or phone. The supervisor/Manager/Admin in charge must check that it has been done.

Personal phones may be used during lunch breaks but not in the same area of as the children.

Tablets

The Tablets at the DDC Wrap and DDC Infant are not connected to the school's internet. Any new games added are done by the nominated member of staff or Admin Assistant Jess Davage. The Manager will be responsible for checking that the games are age appropriate.

The tablets are only taken out of the cupboard for the purposes of end of term activities and are locked away at night in the cupboard.

The Tablets at the Nursery are connected to the WIFI but children will be allowed to use them so they can take pictures of things they enjoy doing. The children may also use games on the pad for educational purposes.

All Pads at the Nursery will be supervised by staff so that they know children cannot access any inappropriate content. All photos will be deleted once there is no further use of them. All updates and checks at the Nursery of Tablets will be done by Jess Davage or Michelle Josephs.

The tablets are only used for educational purposes and staff caught using them for shopping, watching reality tv shows etc. will be issued with a verbal warning.

If a staff member needs to use the Tablet in any other way they will need to get it cleared by the Managers first.

A filter is placed on the phone/ tablets to prevent adult imagery from appearing when children access the web.

If a person is caught using their phone within their working hours (unless agreed) then that person will be given a disciplinary.

Smart Watches

Can be worn in a **sports capacity only** (e.g. used as a pedometer / heart rate tracker). Notifications **must** be disabled so that messages and / or phone calls are not coming through to your watch. Management reserve the right to request confirmation that notifications are turned off and that your watch is being used appropriately; please be aware that spot checks can happen at any time.

Instant dismissal is if a mobile phone/tablet/smart watch is used inappropriately such as taking pictures of children taken via camera phone and using them on social networking sites, passed onto other people or, imagery that is inappropriate to that of the child.

If a staff member is caught doing this, then that member of staff will also be reported to LADO who can take further action and Ofsted will be notified. If further action is needed, then the DBS service will be informed as well.

Managing allegations of abuse against a member of staff

Policy statement

It is our aim as a setting to ensure that the staff employed, or any volunteers/ students are suitable to work with children. We believe that we can establish this through checks and references. However, we are aware that sometimes these checks are not always enough. We as a setting have extra precautions to try and ensure that the staff at this setting are not left in a vulnerable situation for allegations against them to be made.

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises where the setting is, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Partnership when responding to any complaint that a member of staff, or volunteer within the setting, or anyone working on the premises where the setting is, has abused a child. For more information: <https://www.hampshirescp.org.uk/report-a-concern/>
- We respond to any disclosure by children or staff regarding abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's social care department to investigate. We are aware that it is an offence not to do this.

If we believe that a child has been harmed by a person in a position of trust or an allegation is made against a member of staff, we would adhere to the following procedure:

- Contact the **Local Authority Designated Officer (LADO) and Ofsted** and report the allegation. They will advise us on our next course of action.
 - The staff member will be suspended while any investigation is conducted by LADO and/or the police.
 - If the investigation is proved to be conclusive, the police will act.
 - If the police conclude that there is no definitive case against the staff member, they will pass the case back to LADO who will decide what outcome should be given towards the staff member.
 - If an allegation is proved to be conclusive then the staff member will be dismissed and reported to the DBS who will put it on file.
 - If a member of staff is dismissed due to conclusive harm or abuse of a child, the Independent Safeguarding Authority (ISA) should be informed.
 - A person in a position of trust includes anyone who works with children in the course of their employment or in a voluntary capacity.
 - If the investigation is proven to be malicious, false or inconclusive, the staff member can return to work.
- **Barbara Piddington, Fiona Armfield and Shona McMinn are the LADOs for our area; to report a concern, please phone: (01962) 876364 or email child.protection@hants.gov.uk**
- Alternatively, you can write to:

The Safeguarding Unit
Children's Services Department
Clarendon House
Monarch Way
Winchester
SO22 5PW

<http://www3.hants.gov.uk/childrens-services/contact-cs/childrens-services-allegations.htm>

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the Owner and children's social care agree it is appropriate in the circumstances, the Owner will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place but is to protect the staff as well as children and families throughout the process.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they can recognize the signs and signals of possible physical abuse, emotional abuse, sexual abuse, domestic and neglect and 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 setting.
- We allocate time at every staff meeting to discuss safeguarding issues.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Partnership.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising always with the local children's social care team.

- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We would follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Partnership.
- There may be times when we need to refer families to MASH and wait for advice and support. However, if a situation escalates and we still haven't heard from MASH we would make immediate contact with the Professional Line.

Disqualification by Association

The 2018 regulations are made under section 75 of the Childcare Act 2006 ("the 2006 act"). They set out the circumstances in which an individual will be disqualified for the purposes of section 75 of the act.

Section 76(2) of the 2006 act, provides that a person who is disqualified under the 2018 regulations may not:

- provide relevant childcare provision
- be directly concerned in the management of such provision

Under section 76(3) schools are prohibited from employing a disqualified person in connection with relevant childcare provision in the settings set out in the [relevant offences](#) and orders section of this guide, unless the individual in question has been granted a waiver by Ofsted for the role they wish to undertake. An employer commits an offence if they contravene section 76(3), except if they prove that they did not know, and had no reasonable grounds for believing, that the person they employed was disqualified.

Whistle blowers

Due to media attention that has occurred over recent years regarding abuse of children by staff at a couple of nurseries we believe that staff should not feel that if something is not right that they cannot report what they have seen or heard. When we employ someone, each person is given an enhanced DBS, references are sort and usually followed up by a phone call to their employers.

If a staff member feels that their concerns have not been heard or appropriately managed, they have the right to go beyond Management to report their concerns.

Procedure

If a staff member who works for Denmead Day Care LTD:

- Behave in a way that has harmed or may have harmed a child
- Possibly commits a criminal offence against or related to a child
- Behaves in a way that is considered unsuitable to work with children

Then staff have the right to phone the Local Designated Officer (LADO). A LADO is responsible for overseeing individual cases as listed above this is not only for staff but also for volunteers.

Mark Blackwell: East Hampshire, Fareham, Gosport, Havant and Hart is our local LADO: 01962 876364 (if he is not available then you can contact Barbara Piddington who is his colleague). Both LADO officers will liaise with social services and the police.

Ofsted also have a whistleblowing number or email address and must always be contacted if there are allegations of abuse against the staff - Call us on 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm).

Email at whistleblowing@ofsted.gov.uk. Social services can be contacted for advice if you are not entirely sure what you think or heard - childrens.services@hants.gov.uk

Please note: Emails are dealt with during normal office hours Monday to Friday. At other times please telephone 0845 603 5620

For out of hours **0845 600 4555** **If it is an emergency call 999**

Fundamental British Values in the Early Years

The fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are already implicitly embedded in the 2014 Early Years Foundation Stage.

Separately, the Counter Terrorism and Security Act also places a duty on early years' providers "to have due regard to the need to prevent people from being drawn into terrorism" (the Prevent duty).

Statutory guidance on the duty is available at <https://www.gov.uk/government/publications/prevent-duty-guidance>. DoFE will, in due course, amend the EYFS to reference providers' responsibilities in the light of the Prevent duty.

Democracy: making decisions together

As part of the focus on self-confidence and self-awareness as cited in Personal, Social and Emotional Development:

- Managers and staff can encourage children to see their role in the bigger picture, encouraging children to know their views count, value each other's views and values and talk about their feelings, for example when they do or do not need help. When appropriate demonstrate democracy in action, for example, children sharing views on what the theme of their role play area could be with a show of hands.
- Staff can support the decisions that children make and provide activities that involve turn-taking, sharing and collaboration. Children should be given opportunities to develop enquiring minds in an atmosphere where questions are valued.

Rule of law: understanding rules matter as cited in Personal Social and Emotional Development

As part of the focus on managing feelings and behaviour:

- Staff can ensure that children understand their own and others' behaviour and its consequences, and learn to distinguish right from wrong.
- Staff can collaborate with children to create the rules and the codes of behaviour, for example, to agree the rules about tidying up and ensure that all children understand that the rules apply to everyone.

Individual liberty: freedom for all

As part of the focus on self-confidence & self-awareness and people & communities as cited in Personal Social and Emotional development and Understanding the World:

- Children should develop a positive sense of themselves. Staff can provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities, for example through allowing children to take risks on an obstacle course, mixing colours, talking about their experiences and learning.
- Staff should encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions, for example in a small group discuss what they feel about going up to Year R.

Mutual respect and tolerance: treat others as you want to be treated

As part of the focus on people & communities, managing feelings & behaviour and making relationships as cited in Personal Social and Emotional development and Understanding the World:

- Managers and Supervisors should create an ethos of inclusivity and tolerance, faiths, cultures and races are valued, and children are engaged with the wider community.
- Children should acquire a tolerance and appreciation of and respect for their own and other cultures; know about similarities and differences between themselves and others and among families, faiths, communities, cultures and traditions and share and discuss practices, celebrations and experiences.
- Staff should encourage and explain the importance of tolerant behaviours such as sharing and respecting other's opinions.
- Staffs should promote diverse attitudes and challenge stereotypes, for example sharing stories that reflect and value the diversity of children's experiences and providing resources and activities that challenge gender, cultural and racial stereotyping.

A minimum approach, for example having notices on the walls or multi-faith books on the shelves will fall short of 'actively promoting'.

What is not acceptable is:

- actively promoting intolerance of other faiths, cultures and races, or promoting a specific faith as the "only acceptable faith".
- failure to challenge gender stereotypes and routinely segregate girls and boys
- isolating children from their wider community
- failure to challenge behaviours (whether of staff, children or parents) that are not in line with the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs

From 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the **Prevent Duty**. Here at DDC Nursery and Wrap we take Safeguarding very seriously, therefore to ensure that we adhere to and achieve the Prevent duty we will;

- Provide appropriate training for staff as soon as possible. Part of this training will enable staff to identify children who may be at risk of radicalization
- We will build the children's resilience to radicalization by promoting fundamental British values and enabling them to challenge extremist views (for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world) ^[SEP]
- We will assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology ^[SEP]
- We will ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way ^[SEP]
- We will be aware of the online risk of radicalization through the use of social media and the internet ^[SEP]
- As with managing other safeguarding risks, our staff will be alerted to changes in children's behaviour which could indicate that they may need help or protection (children at risk of radicalization may display different signs or seek to hide their views). The Key Person approach means we already know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly ^[SEP]
- We will not carry out unnecessary intrusion into family life, but we will act when we observe behaviour of concern. The key person approach means that we already have a rapport with our families so we will notice

- any changes in behaviour, demeanour or personality quickly ^[1]_[SEP]
- We will work in partnership with our LSCB for guidance and support.
 - We will build up an effective engagement with parents/carers and families. (This is important as they are in a key position to spot signs of radicalisation) ^[1]_[SEP]
 - We will assist families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms.
 - We will ensure that any resources used in the nursery are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively ^[1]_[SEP]

Female Genital Mutilation (FGM),

FGM is a form of physical abuse against children. FGM is also known as female circumcision or female genital cutting. FGM has no health benefits, and it harms girls and women in many ways. It involves removing and damaging healthy and normal female genital tissue and interferes with the natural functions of girls' and women's bodies. FGM is defined by the World Health Organisation as "all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons". FGM has no health benefits for girls and women and procedures can cause severe bleeding and problems urinating, and later cysts, infections, infertility as well as complications in childbirth.

The Female Genital Mutilation Act was introduced in 2003 and came into effect in March 2004. It was made illegal to: practice FGM in the UK; take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in that country; and aid, abet, counsel or procure the carrying out of FGM abroad.

The age at which girls undergo FGM varies enormously according to the community. The procedure may be carried out when the girl is newborn, during childhood, adolescence, at marriage or during the first pregnancy. However, in most cases FGM takes place between the ages of 5-8 and therefore girls within that age bracket are at a higher risk. The sign that children may be at risk of FGM are as follows: Child is female, from a culture where FGM is practiced, and parents request an extended summer holiday to the country of origin.

If staff are concerned that a child is at risk of FGM, they must tell the manager or lead safeguarding practitioner. The manager or lead safeguarding practitioner must request to meet parents in private and ask them directly if they are seeking to take their daughter abroad to have FGM carried out on her. If the manager or lead safeguarding practitioner is dissatisfied with their response and has real concerns that FGM may be imminent, they should refer the matter to Social Services or to the Police. The parents should be told about the referral only if it is felt that it will not bring further risk to the child.

Child sexual exploitation

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming.

Breast Ironing-

Breast ironing (also known as breast flattening) uses hard or heated objects, including stones and hammers, to flatten a pubescent girl's breasts and stop them from developing. It's typically carried out when the girls are aged between 11 and 15, as they enter puberty, and is often done by the victim's own family under the "misguided intention" of protecting her from rape and sexual harassment.

Child trafficking-

Children are often tricked, forced or persuaded into leaving their homes through grooming techniques to gain trust of them or their families. They are trafficked into or around the country for many reasons including sexual exploitation, arranged marriages, forced labour, criminal activity and domestic slavery.

Domestic abuse-

It can be difficult to recognise and realise it is happening as abusers can act very differently when other people are around. Children may become aggressive, withdrawn, clingy, anti-social, talk about home situations that ring alarm bells, start bed wetting, change eating habits, appear depressed or sad. This form of abuse can be an indicator that another type of abuse or neglect is happening as well.

Fabricated Illness

There is considerable debate about the nature and definition of FII and there are many different terms. FII is not a disease and the RCPCH emphasises that the terms 'fabricated illness' or 'Induced illness' should be used as a descriptions not as diagnoses. FII might best be thought of as a child protection description. Therefore, FII might be said to be 'a condition whereby a child has suffered or is likely to suffer significant harm through the fabrication or induction of illness by a carer'.

In making a referral, the harm should always be defined. It may include physical abuse, emotional abuse, neglect or impairment of health or development. The harm should not be described just as 'FII'.

Once a professional considers or suspects that a child may be suffering harm due to possible fabricated or induced illness (FII), national guidance is comprehensive in outlining the steps that should be taken and where responsibilities lie.

Information on indicators, consequences, and protection and action to be taken (including flow charts) can be found in the [HIPS FII guidance](#).

Witchcraft / Cult behaviour

Witchcraft is known by many terms; black magic, kindoki, ndoki, the evil eye, djinns, voodoo, obeah or child sorcerers. All link to a genuine belief held by the family or carers (and in some cases, even the children themselves) that a child is able to use an evil force to harm others. While these beliefs are not confined to any particular countries, cultures or religions, one message is clear; child abuse is never acceptable in any community or culture, under any circumstances.

County Lines

County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018). It can happen in any part of the UK and is against the law and a form of child abuse.

Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime.

County lines gangs are highly organised criminal networks that use sophisticated, frequently evolving techniques to groom young people and evade capture by the police.

Perpetrators use children and young people to maximise profits and distance themselves from the criminal act of physically dealing drugs (National Crime agency, 2019). Young people do the majority of the work and take the most risk.

Legal age of consent

The fact that a young person is 16 or 17 years old and has reached the legal age of being able to consent to sex should not be taken as a sign that they are no longer at risk of sexual exploitation. These young people are still defined as children under the Children Act 1989 and 2004 respectively. They can still suffer Significant Harm as a result of sexual exploitation and their right to support and protection from harm should not be ignored or de-prioritised by services because they are over the age of 16 or are no longer in mainstream education or training.

Whatever their experience of child sexual exploitation it is important to be aware that **children and young people are not making a free and informed choice to participate in the sexual activity**. They often make constrained choices against a background of vulnerability and because of their age, unmet needs or vulnerability they are unable to give informed consent. Young people under the age of 16 cannot legally consent to sexual activity and sexual intercourse with children under the age of 13 is statutory rape. A child under 18 cannot consent to their own abuse through exploitation.

It also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse. Staff should monitor all children and vulnerable groups of 'looked after children' and follow all reporting procedures and child protection reporting with close liaison with social workers and virtual heads of the authority that looks after that child. Setting staff will do online training around sexual exploitation to identify signs of abuse.

Boys and young men

Sexual exploitation is not just an issue for girls and young women, but also a reality for boys and young men.

However, it can be more difficult to detect when boys and young men are at risk of sexual exploitation or are being sexually exploited, as they are generally harder to work with and less willing to disclose this type of information. They may also find it harder to disclose that they are being abused by other men because of issues about sexual identity. It is important that professionals who are assessing young men do not become distracted when exploring their sexual identity and fail to notice that they may be being, or are at risk of being, sexually exploited.

Preventing Radicalisation [SEP]

The Counter-Terrorism and Security Act, which received Royal Assent on 12 February 2015, places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent duty").

The Counter-Terrorism and Security Act 2015 will also place a duty on local authorities to ensure Channel panels are in place. The panel must include the local authority and chief officer of the local police. Panels will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, following a referral from the police and where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals.

The Act will require partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in undertaking the initial assessment as to whether a referral is appropriate. Schools and colleges which are required to have regard to Keeping Children Safe in Education are listed in the Act as partners of the panel. The relevant provisions of the Act will come into force on 12 April 2015 but many local authorities already have Channel panels set up in their area. All staff will continue to monitor any concerns and report to the LSCB taking into account the child protection and e-safety policy.

E-Safety

E-safety is the process of limiting risks to children and young people when using Information and Communications Technology (ICT). E-safety is primarily a safeguarding issue not a technological issue, which relates to the use of all ICT fixed or mobile; current, emerging and future ICT. ICT is used daily as a tool to improve teaching, learning, communication and working practices to the benefit of our children and young people and those that work to support them.

The use of ICT is recognised as being of significant benefit to all members of our community, in personal, social, professional and educational contexts. However, alongside these benefits, there are potential risks that we have a statutory duty of care to manage, to ensure they do not become actual dangers to children and young people in our care or for employees. E-Safety Risks & Issues E-safety risks and issues can be roughly classified into three areas: content, contact and conduct.

The following are basic examples of the types of e-safety risk and issues that could fall under each category.

	Commercial	Aggressive	Sexual	Values
Content (child as recipient)	Adverts Spam Sponsorship Personal Information	Violent/Hateful Content	Pornographic or unwelcome sexual content	Bias Racist Misleading info or advice
Contact (Child as participant)	Trafficking Harvesting Personal Information	Being Harassed or stalked	Meeting strangers Being groomed	Self harm Unwelcome persuasions
Conduct (Child as a actor)	Illegal downloading Hacking Gambling Financial scams Terrorism	Bullying or harassing another	Creating and uploading inappropriate material	Providing misleading info/advise

Bullying

Bullying is the intimidation or belittling of someone through the misuse of power or position which leaves the recipient feeling hurt, upset, vulnerable or helpless. It is often inextricably linked to the areas of harassment. Bullying can be either psychological or physical – both are equally distressing for the target. It can take place between staff and young people / parents, between staff, or between young people / parents.

Where any bullying relates to a form of discrimination, this will be clearly recorded in the serious incident log and treated as such, with outcomes of any investigation and any action taken also recorded.

It is not uncommon that some individuals will attempt to use bullying tactics at some time. Research suggests that people from dysfunctional or abusive home environments are more prone to becoming either a target or a bully.

The following are some examples of bullying:

Recurring unjustified criticism of an individual's personal or professional performance, shouting at an individual, criticising an individual in front of others

- . Spreading malicious rumours or making malicious allegations^{[[]]}
- . Intimidation or ridicule of individuals with disabilities and / or learning difficulties
- . Ignoring or excluding an individual from the team / group^{[[]]}
- . Physical assault of any kind^{[[]]}
- . Recurring taunting or threats^{[[]]}
- . Comments regarding being over / under weight, being tall / short^{[[]]}
- . Comments regarding hair / skin colour^{[[]]}
- . Having different likes / dislikes^{[[]]}
- . Comments regarding clothing type

Denmead Day Care LTD believe that all children /young people / parents/carers / staff and their families have the right to be treated with dignity and respect. We fully endorse an anti-bullying ethos to which both staff and service users are committed.

We believe that service users can be helped to develop better ways of behaving, provided that: -

There is a whole-hearted anti-bullying ethos which applies to both staff and service users

Everyone knows and understands what bullying is and why bullies bully

Everyone knows and understands that bullying is unacceptable

Incidents of bullying are dealt with immediately

A bully is called to account in a firm but supportive manner (a child bully is usually unhappy and has very low self-esteem)

A bully is supported in learning more appropriate ways of interacting with other people

All children/young people are encouraged and aided to be assertive

All children/young people/ staff are helped to identify bullying and to report it

All children/ young people/ staff are empowered to help both the target and bully

We will be proactive in our approach towards bullying and address incidents immediately. Enabling a bully to look at their behaviour and the impact it has on others may be sufficient.

However, if the behaviour does not modify sufficiently we will look at support for us and the family through external agencies.

We are committed to resolving and preventing all forms of bullying and we believe that overall, this is achievable without termination of the placement.

Only in extreme cases would we consider termination of contracts with parents/carers when all other prevention and management options have been unsuccessfully explored.

All incidents of bullying will be recorded Where bullying has been identified as an issue this must be discussed with parents, at team meetings, schools, social services etc.

Further Guidance

Working Together to Safeguard Children (2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942455/Working_together_to_safeguard_children_Statutory_framework_legislation_relevant_to_safeguarding_and_promoting_the_welfare_of_children.pdf

- What to do if you're Worried a Child is Being Abused (2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework (2006)
- Information Sharing: Practitioners' Guide [2018]

Reviewed on the 6 September 2011
Reviewed September 3 2012
Reviewed September 7 2013
Reviewed 22 April 2014
Reviewed 20 January 2015
Reviewed 5 July 2015
Reviewed February 2016
Reviewed October 30th 2016
Reviewed 6th March 2017
Reviewed 10th October 2017
Reviewed 08 August 2018
Reviewed 21/06/2019
Reviewed 27/09/2019
Reviewed on the 08 August 2018
Reviewed on the 25 August 2019
Reviewed on the March 2020
Reviewed on the 18th August 2021
Reviewed on the 3rd February 2022
Reviewed on the 30th June 2022
Reviewed on the 27th July 2022
Reviewed on the 27th April 2023
Reviewed on the 10th January 2024
Reviewed on the 13th January 2025
Reviewed on the 6th January 2026

If you think a **child is at immediate risk of significant harm telephone Children's Social Care (Hants Direct: 0300 555 1384) and/or the Police: 101 (999 if an emergency) immediately.**

**Local Safeguarding team contact details
Children and Young People
Hampshire MASH**

Hampshire County Council, The Castle, Winchester, Hampshire, SO23 8UJ
During office hours (8.30am – 5:00pm) contact **Children's Services: 0300 555 1384**
Out of office hours contact the **out-of-hours Service: 0300 555 1373**

Portsmouth Safeguarding

During office hours – 023 9283 9111, or Portsmouth's Joint Action Team on 0845 6710271

At other times, the out-of-hours service is also available on 0300 555 1373. Leave your name and number and we will call you back as quickly as possible.

Ofsted - 0300 123 1231
NSPCC - 0808 800 5000

LADO contact info.

Email child.protection@hants.gov.uk

https://forms.hants.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-c8d4175e-e440-4cdd-9968-349c655374b9/AF-Stage-64282b4d-4083-4e7c-9c4e-1a25a6a74599/definition.json&redirectlink=/en&cancelRedirectLink=/en

The above link is to the forms you would need to fill in if there was an allegation against a member of staff.

Mark Blackwell: East Hampshire, Fareham, Gosport, Havant and Hart is our local LADO: 01962 876364 (if he is not available then you can contact Barbara Piddington who is his colleague)

Both LADO officers will liaise with social services and the police.

Ofsted also have a whistleblowing number or email address and must always be contacted if there are allegations of abuse against the staff

Ofsted Call us on 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm).

Email us at whistleblowing@ofsted.gov.uk

Social services can be contacted for advice if you are not entirely sure what you think or heard

childrens.services@hants.gov.uk

Please note: Emails are dealt with during normal office hours Monday to Friday. At other times please telephone 0845 603 5620

For out of hours

0845 600 4555

If it is an emergency call 999