



## **DEAN CLOSE NURSERIES LIMITED**

### **Independent Day Nursery**

### **Safeguarding & Prevent Policy (NL001)**

Dean Close Nurseries Ltd is wholly owned by The Dean Close Foundation, registered Charity No: 1086829

Date of issue: February 19  
Review Date: February 20  
Owner: Area Manager

## DEAN CLOSE NURSERIES LIMITED

### Introduction

1. This Policy is in accordance with locally agreed Inter-Agency procedures.
2. A range of documents, circulars and guidance for good practice govern Safeguarding and Child Protection work at Dean Close Nurseries. Key documents, which inform this policy include:
  - a. *Working Together to Safeguard Children 2018*
  - b. *Local Safeguarding Children Board documentation*
  - c. *What to do if you're worried a child is being abused guidance (2015)*
  - d. *Every Child Matters agenda*
  - e. *The Children's Act 2004*
  - f. *Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings. March 2015*
  - g. *All Wales Child Protection Guidelines*
  - h. *Welsh Government Respect and Resilience Guidance*
  - i. *Prevent Duty Guidance Section 26 of Counter-Terrorism and Security Act 2015*
  - j. *The Prevent Duty. Department for Education July 2015*
  - k. *Mandatory Reporting of Female Genital Mutilation. Home Office October 2015*
  - l. *National Society for the prevention of cruelty to children (NSPCC)*
  - m. *Rehabilitation of Offenders Act 1974*
  - n. *Ofsted regulations*
  - o. *CIW Welsh National Minimum Standards and Regulations 2016*
  - p. *DCF Safer Recruitment Policy W030*
  - q. *Childcare (disqualification) Regulations 2009 – Disqualification by association*
  - r. *The Dean Close Foundation Safeguarding and Child Protection Policy (W044)*
  - s. *Keeping Children Safe in Education September 2018*
  - t. *DCNL Whistleblowing Policy NL028*

### 3. Contact Details for Referring a Concern

Each nursery has its own Designated Safeguarding Lead (DSL) and deputy DSL; these are listed with **Appendix C**.

In the absence of the DSL, the matter should be referred to the Deputy DSL or the DSL in another Nursery. Alternatively, the matter can be referred to the Area Manager for Dean Close Nurseries Ltd, or by email to [safeguarding@deanclosenurseries.co.uk](mailto:safeguarding@deanclosenurseries.co.uk)

**Trustees:** The Dean Close Foundation has designated members of the Board of Trustees with particular responsibility for Child Protection matters; they are currently Mrs Helen Daltry and Mrs Audrey Marsden. Trustees may be contacted through the Bursary 01242 258086 [bursary@deanclose.org.uk](mailto:bursary@deanclose.org.uk)

### Aims and objectives

Date of issue: February 19

Review Date: February 20

Owner: Area Manager

4. Dean Close Nurseries Ltd fully recognises its responsibilities for Safeguarding and Child Protection and its moral and statutory responsibility to safeguard and promote the welfare, health and safety of all children. Dean Close Nurseries Ltd is concerned to promote a positive, supportive and secure environment. Consequently, the overall aim of this policy is to safeguard and promote the welfare of the children in the care of Dean Close Nurseries Ltd and recognise that all children are entitled to protection from abuse and neglect. It also recognises that all staff and children are entitled to a fair hearing in case of any allegation of abuse. Dean Close Nurseries Ltd is committed to providing appropriate training and support to all staff in matters of safeguarding including:
- a. Training every two years for the DSL and Deputy DSL
  - b. Training every two years for all other members of staff
  - c. Compliance with all safer recruitment legislation and good practice
  - d. Ensuring that all staff have read this policy and a signed record is kept of who has
  - e. Ensure that all staff are aware of the Prevent duty
  - f. Continuing to develop awareness in all staff of the need for Safeguarding and Child Protection and of their responsibility in identifying children who may be suffering abuse, and in identifying abuse, including signs of abuse and what to look for
  - g. Ensuring that all staff are aware of referral procedures within Dean Close Nurseries Ltd, feel able to raise concerns and feel supported in their Safeguarding role
  - h. Monitoring children who have been identified as 'at risk' or 'in need'
  - i. Ensuring that Dean Close Nurseries Ltd recognises the importance of Inter-Agency work by maintaining contact with relevant local agencies
  - j. Ensuring that the concepts of the 'Common Assessment Framework' and 'the Team around the Child' are embedded in all Safeguarding and Child Protection procedures
  - k. Ensuring that key concepts of Safeguarding and Child Protection are integrated into the curriculum across Dean Close Nurseries Ltd at an age appropriate level
  - l. Creating an environment where children feel secure, have their viewpoints valued, are encouraged to talk and are listened to
  - m. Ensuring that all children know of at least one adult that they can approach if they are worried or in difficulty
  - n. Ensuring that outside agencies are involved where appropriate
  - o. Ensuring that all staff are aware of how to refer to the Children's Duty Team
  - p. Keeping an open mind about the possibility of a Safeguarding or Child Protection issue arising
  - q. Ensuring that staff always act in the interests of the child
  - r. Ensuring all staff participate fully in the provision of Early Help

## **The Policy**

Date of issue: February 19  
Review Date: February 20  
Owner: Area Manager

5. This policy applies to all staff, trustees and volunteers working within Dean Close Nurseries Ltd and all children. Dean Close Nurseries Ltd is fully committed to ensuring that the application of this Safeguarding and Child Protection policy is non-discriminatory in line with the UK Equality Act 2010.
6. This policy will be made available on the website of each nursery and copies will be provided to parents on request. In addition, it will also be made available to all staff within Dean Close Nurseries Ltd.
7. This policy is renewed annually by the Area Manager with the Safeguarding Lead's in conjunction with DSLs to ensure that it reflects current legislation and local Safeguarding board procedures.
8. This policy sits in conjunction with our other Safeguarding policies, namely our Safer Recruitment policy.
9. Dean Close Nurseries Ltd uses age appropriate filters on all IT systems within the nurseries to restrict access to illegal and inappropriate sites as well as monitor internet usage and sites accessed. Any attempt to access extremist or terrorist sites, extreme or violent pornography or illegal sites would be blocked and reported
10. Children will only be collected from the nursery by an authorised adult known to the staff.
11. Children will be accompanied at all times by authorised adults when taking part in the nurseries external activities, e.g. walks, visits, trips etc.
12. The Nursery Manager will notify the relevant inspectorate and the Local Authority of any incident or accident and any changes in arrangements which may affect the wellbeing of children.
13. All visitors will sign in and out, wear a visitor's badge and state the purpose for the visit. Children will not be left alone with any visitors.

## **Safeguarding Concerns**

14. There will be occasions when a member of staff suspects that a child may have a significant welfare issue but there is no real evidence of a Safeguarding or Child Protection concern. It may be relevant to complete a Nursery Concern Form (see appendix B). Signs to be aware of include:
  - a. Behavioural changes
  - b. Signs of confusion or distress in written or practical work
  - c. Physical changes
  - d. Bullying or suspicion of bullying
15. Any member of staff may make a referral to external agencies at any time. However, it is normal practice to pass information to the DSL in the first instance.

16. If the child begins to reveal information of a Safeguarding or Child Protection nature, the procedures below should be followed. It is better to raise concerns which may not need action than to do nothing or delay reporting. Always act in the interests of the child and maintain an 'it can happen here' attitude.
17. DSL's operate an 'open door' policy for the reporting of safeguarding issues and child protection concerns when it is deemed appropriate.
18. Staff need to be aware that child relationships can be abusive and may need to be investigated as a Safeguarding or Child Protection issue. A child may make an allegation of abuse against another child, in which case, the procedure below should be followed. (*see Positive Behaviour Management Policy*)

### **19. Procedure for the DSL, as per job description**

- a) Contact the local authority children's social care team to report concerns and seek advice, within 24 hours (if it is believed a child is in immediate danger we will contact the police),(contact details can be found in Appendix C of this policy).
- b) It is important to remember that concerns need to be raised, not only with the local authority in which the nursery resides, but also that of the child's residency.
- c) Inform the relevant inspectorate
- d) Record the information and action taken relating to the concern raised
- e) Speak to the parents (unless advised not do so by LA children's social care team)
- f) Follow up any action taken by the LA social children's care team if they have not contacted the setting within the statutory timeframe.
- g) When children leave the nursery, ensure any relevant personal child protection file is copied to be transferred to their new setting as soon as possible. The original documents must be kept at our nursery. A telephone call to the new setting will also be made alerting them of incoming information. This should be transferred separately from the main pupil file, ensuring secure delivery and confirmation of receipt should be obtained.

### **20. Procedure for when a child makes a disclosure of abuse or concern**

- a. Allow the child to speak freely and lead the discussion
- b. Recognise the courage the child is showing by making the disclosure
- c. Recognise that there is a relationship of trust between the child and yourself
- d. Make it clear at an early stage that confidentiality cannot be guaranteed
- e. Remain calm and do not over react
- f. Listen, be supportive and offer reassurance
- g. Accept what the child is saying without challenge
- h. Do not offer any admonishment or criticism of the child's actions or lack of action
- i. Allow silences
- j. Do not ask leading or investigative questions
- k. Be cautious about any physical contact
- l. Do not apportion blame or criticise others mentioned in the disclosure

- m. If the information that has been disclosed needs to be passed on, explain to the child what will happen next
- n. If the child appears to be 'at risk' or 'in need' the information must be passed on to the DSL (or Deputy DSL) as soon as practicably possible
- o. If the child is found to be 'in need' the case will be referred to Social Care
- p. If the child is found to be 'at risk' Social Care will be contacted as soon as practicably possible
- q. If the disclosure is of a safeguarding nature, it should be discussed with the DSL without delay
- r. Write an account of the conversation so soon as possible, using the Nursery Concern Form. Sign and date the form. If the body map is used it must be completed with the child fully clothed. Under no circumstances should a member of staff ask a child to remove or adjust clothing. Only parts of the body normally visible should be viewed and recorded
- s. If the child is in danger of immediate harm, the Police should be contacted first
- t. It is not the responsibility of the nursery to investigate suspected cases of abuse prior to informing Social Care and/or the LADO
- u. Legal action against the perpetrator of abuse can be compromised by inappropriate actions by individuals or the nursery and by not following this guidance
- v. Parents are normally notified (by the DSL) as soon as practicably possible of any concern, suspicion or disclosure of a Safeguarding or Child Protection nature. However if it is believed that notifying parents could increase the risk to the child or exacerbate the situation, advice will first be sought from Social Care.

**21. Procedure for when an allegation of child abuse is made against another child (to be carried out in conjunction with the Anti-bullying section in the Positive Behaviour Management Policy)**

- a. The disclosure should be listened to and recorded following the steps outlined above
- b. The Anti-bullying policy should be considered when a child makes a disclosure involving another child
- c. Behaviour of a bullying nature should be managed following the Positive Behaviour Management Policy
- d. Behaviour which raises Safeguarding or Child Protection concerns should be referred to the DSL as soon as practicably possible
- e. If a disclosure or allegation of abuse is made by a child against another child, it will be referred to Social Care without delay
- f. Children who abuse others may well have been abused themselves so Child Protection procedures need to be followed for both victim and perpetrator
- g. Child on child bullying where there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm' is likely to be reported to social care and all pupils involved considered to be 'at risk'
- h. Children who make malicious allegations against another child or a member of staff will be dealt with in line with the Behaviour Policy
- i. If it is suspected that a crime has been committed, the police will be informed

**22. Procedure for when an allegation is made against a member of staff (including volunteers)**

Date of issue: February 19  
Review Date: February 20  
Owner: Area Manager

- a. Allegations against staff, must be reported straight away to the Nursery Manager, or in their absence the Area Manager/ Responsible Person who will refer to the Chair of Trustees.
- b. The LADO should be informed without delay (within 24 hours), of any allegation against a member of staff or volunteer that meets the criteria that the adult:
  - i. Behaved in a way that harmed a child, or may have harmed a child, even in an incident of accidental neglect
  - ii. Possibly committed a criminal offence against or related to a child where a Police referral would be necessary
  - iii. Behaved towards a child or children in a way that indicates that they would pose a risk of harm if they work regularly or closely with children
- c. The LADO should be informed within one working day of all allegations that come to Dean Close Nurseries Ltd attention or that are made directly to the Police
- d. The LADO will advise on subsequent actions
- e. (In borderline cases) informal discussions may be held with the LADO without names or personal details being disclosed
- f. The LADO is pivotal in providing advice when an allegation is made
- g. The LADO presides over any abuse allegation or suspicion of abuse directed against anyone working for Dean Close Nurseries Ltd
- h. Staff who are concerned about the conduct of a colleague towards a child must remember to act in the interests of the child despite any issues this may cause for the colleague or Dean Close Nurseries Ltd
- i. The Whistleblowing policy enables all staff to raise concerns or allegations in confidence and without prejudice
- j. Dean Close Nurseries Ltd will make every effort to maintain confidentiality and guard against unwanted publicity
- k. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretation of events can and do happen
- l. Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. All unnecessary delays should be eradicated
- m. Dean Close Nurseries Ltd will not undertake their own investigations without prior consultation with the LADO, or, in the most serious cases, the Police, so as not to jeopardise statutory investigations
- n. All discussions should be reported in writing
- o. Communication with both the individual and the parents of the child should be timely and accurate
- p. Suspension of a member of staff is not mandatory or automatic and is done without prejudice to the outcome of any inquiry
- q. Possible suspension of the member of staff, against whom an allegation has been made, will be carefully considered after consultation with the LADO
- r. Resident members of staff who have been suspended pending investigation of an allegation will be accommodated off-site
- s. Malicious, unsubstantiated and unfounded allegations will be removed from staff personal records and will not be referred to in employer references
- t. Any person (whether employed, contracted, a volunteer or pupil) who has harmed or poses a risk of harm to a child and who has been removed from working with children, or would have been removed had they not left earlier, will be reported promptly to the Disclosure and Barring Service (DBS)
- u. Consideration will be given to referring a member of staff to the National College of Teaching and Leadership (NCTL) if they have been dismissed or would have been dismissed had they remained in employment, for misconduct

Date of issue: February 19

Review Date: February 20

Owner: Area Manager

### 23. Procedure for when an allegation is made against the Deputy Manager, Nursery Manager, Area Manager, Responsible Person, Warden or Trustees.

- a. Concerns can be raised by email to [safeguarding@deanclosenurseries.co.uk](mailto:safeguarding@deanclosenurseries.co.uk)
- b. Allegations against the Deputy Manager/ Nursery Manager must be reported to the Area Manager who reports it to the LADO within one working day
- c. Allegations against the Area Manager/ Responsible Person or Warden will be reported to the Trustees who will report it to the LADO within one working day.
- d. The Deputy Manager, Nursery Manager, Area Manager, Responsible Person or Warden will not be informed until advice has been sought from the LADO
- e. Allegations against the Chair of Trustees must be reported to the LADO within one working day

### 24. Signs of abuse

Somebody may abuse or neglect a child by inflicting harm, or by knowingly not preventing harm. Children may be abused in a family, the community, an institutional setting, or more rarely by a stranger (e.g. via the Internet). Most young people who are abused know their abuser. They may be abused by an adult or adults, child or children.

- **Physical abuse:** This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- Children regularly collect bumps and bruises but it does not mean they are being abused. Injuries need to be considered in the light of the age of the child, their stage of development, where injuries are on the body and any explanation given.
- Indicators of physical abuse include bruises, grip marks, cigarette burns, bite marks, swelling, fractures, injuries in an area of the body that is unlikely to be harmed in everyday activity, and injury with no explanation or conflicting explanation.
- **Fabricated illness;** This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.
- **Emotional abuse:** This is persistent emotional maltreatment which is likely to cause serious harm to the child's health and emotional development. It may involve conveying to the child that they are worthless, unloved or inadequate and cause the child to feel frightened, in danger, be exploited or corrupted. It also includes rejecting or ignoring a child completely, using degrading language or behaviour towards them, rejecting social interaction with them, threatening them, encouraging self-destructive behaviours and allowing a child to witness mistreatment of another.
- Indicators of emotional abuse can be difficult to identify but include developmental lags, acceptance of excessive punishment, over-reaction to mistakes, self-deprecation, fear of new situations, inappropriate emotional response, neurotic behaviour, self-harm or substance abuse. Children suffering emotional



abuse may have difficulty forming relationships, seek attention inappropriately, be withdrawn, underachieve or show other signs of disturbed behaviour.

- **Sexual abuse:** This is forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. This may involve physical contact, penetrative or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It can also include involving children looking at or watching pornographic material or watching sexual acts and encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; women and other children can also commit acts of sexual abuse.
- Indicators of sexual abuse include damage to or soreness in genitalia, anus or mouth, sexually transmitted disease, pregnancy, urinary tract infection, inappropriate sexual knowledge, sexually provocative behaviour, personality or character change, poor trust in significant adults, insecure or regressive behaviour or self-harm. Many children who are sexually abused will have no visible signs due to the attacker not wanting to leave evidence.
- **Neglect:** This is persistent failure to meet a child's basic physical and psychological needs which is likely to result in serious impairment to their health and development. This may involve a parent or carer failing to provide food, shelter, clothing or a failure to protect from physical or emotional harm or danger, not ensuring adequate supervision, or not allow access to medical care or treatment. It may also include the neglect of a child's basic emotional needs.
- Neglect may also result in a child being diagnosed as suffering from 'faltering growth' also known as 'failure to thrive'. This would usually be diagnosed in a young child by a medical practitioner.
- Indicators of neglect include constant hunger or tiredness, frequent lateness or non-attendance, destructive tendencies, poor social relationships, poor personal hygiene, poor general health or untreated medical problems.

25. Staff also need to be aware of other specific forms of abuse:

- **Children missing nursery sessions:** A child going missing from education is a potential indicator of abuse or neglect. Staff should follow the Missing Child policy. A record of children missing from education should be kept, particularly if absence is repeated, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of them going missing in the future. All staff should be alert to signs to look out for and for the individual triggers to be aware of (as detailed in this policy) when considering the potential safeguarding concerns such as travelling to conflict zones (radicalisation) and FGM.
- **A child going missing from nursery:** A child going missing from the nursery is a potential indicator of neglect. Staff should follow the Missing Child policy. The DSL should follow procedures as set out above in terms of investigation and referral within 24 hours.
- **Female Genital Mutilation (FGM):** This involves procedures that include the partial or total removal of external female genital organs for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious consequences for physical and mental health. FGM is illegal in the UK.
- Victims of FGM are likely to come from a community that is known to practice FGM. Specific risk indicators include:
  - a. Poor integration of the family into UK society
  - b. The daughter of a woman who has undergone FGM or where another close family member such as a sister has undergone FGM

Date of issue: February 19

Review Date: February 20

Owner: Area Manager

- c. Any girl withdrawn from PSHE lessons particularly if from a high risk group and specially in the lesson is about sex or FGM
  - d. The visit of a family elder from the country of origin to a family where a daughter is of FGM age (typically 5 -8 although not always)
  - e. A girl talking about FGM; reference by a girl to a special procedure; a girl going on a long or unexpected holiday to the country of origin or where FGM is practiced
  - f. Changes in behaviour, medical issues unspecified requested for help from an adult particularly if medically orientated
- It is a mandatory requirement to report FGM in a girl under the age of 18. The report should be made to a healthcare professional or the police without delay. If a girl has been recently cut or is at imminent risk 999 should be called. Safeguarding procedures should be followed if FGM is reported or suspected and specific guidance sought from the police and social care
  - **Child Sexual Exploitation:** This involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simple affection) as a result of engaging in sexual activities. This can include seemingly consensual relationships or sexual activity in exchange for attention, accommodation, gifts or illegal substances, to serious organised crime by gangs or groups. It is the imbalance of power which makes the relationship exploitative. Child Sexual Exploitation is illegal in the UK.
  - In CSE the perpetrator always holds some kind of 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. Some young people who are being sexually exploited do not exhibit any external signs of this abuse.
  - **Domestic violence:** This is underestimated in the UK. Even if a child does not suffer physical violence in the home, the emotional effect of witnessing violence is significant in children. Children may be hurt by trying to prevent violence. There is a proven link between domestic violence and the abuse of children.

## 26. Prevent Duty

Radicalisation: The nursery is aware of its responsibilities to safeguard children from the risk of radicalisation. The nursery does this by:

- Providing a safe environment for children to talk about issues that may concern them, including sensitive topics such as terrorism and extremist ideology.
- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism.
- Knowing how to complete a Channel referral and how to seek support for the child/young person
- Ensuring all staff receive appropriate safeguarding training and have the knowledge and confidence to identify children at risk of being drawn into terrorism and extremism and challenge extremist ideas.
- Ensuring children are safe from terrorist and extremist material when accessing the internet in nursery, including having in place appropriate levels of filtering.

27. Other Safeguarding and Child Protection issues that staff need to be aware of include:

- a. Bullying including cyber-bullying
- b. Illegal substances including drugs
- c. Faith abuse
- d. Gender-based violence and violence against women and girls (VAWG)
- e. Mental health

Date of issue: February 19

Review Date: February 20

Owner: Area Manager

- f. Child missing from home or care
- g. Fabricated or induced illness

### **Confidentiality and information sharing** – in conjunction with Confidentiality policy NL022

- 28. Safeguarding and Child Protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved, but also to ensure that evidence is not compromised by being released into the public domain.
- 29. All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the LSCB.
- 30. Safeguarding issues should be discussed with the minimum number of people and usually only with the DSL in the first instance.
- 31. Safeguarding records should be carefully kept in a secure facility with limited access. Child Protection records are kept in a secure facility by the DSL separate from other child records.
- 32. When a child leaves our setting, we have a duty to share any safeguarding concerns and records with the child's new setting/ school.

### **Informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCB/police does not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

### **Support to families**

The nursery takes every step in its power to build up trusting and supportive relationships among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interests of the child.

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 in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

### **Staff training and information**

- 33. All staff and designated Trustees will be regularly trained, relevant to their job roles and responsibilities, in Child Protection and Safeguarding every 2 years where a record will be kept. This training will be Local Safeguarding Children Board approved and may consist of completing an online module, training delivered by the DSL or training delivered by Local Safeguarding Children Board.
- 34. The DSL (who is usually the Nursery Manager) is responsible for the organization, along with the TDR Manager, and standard of training within their nursery. Temporary, voluntary and visiting staff will be given a copy of this policy for their information.

Date of issue: February 19

Review Date: February 20

Owner: Area Manager

35. Volunteers, students and apprentices working with children at any of the Dean Close Nurseries are always supervised by a qualified and experienced member of staff.

**Other DCNL policies to work in conjunction with Safeguarding:**

- Safer recruitment including Disqualification by Association, Please refer to Dean Close Nurseries Ltd, 'Staff and Employment' policy NL025
- Student and Visitors, Please refer to Dean Close Nurseries Ltd, Student Placement policy NL026
- Health & Safety including accident reporting
- Medication Policy
- DCF Transport policy
- Outings Policy
- Positive Behaviour Management policy
- Confidentiality Policy
- Lost Child Policy on an Outing
- Lost Child Policy in the Nursery
- Supporting Children with Additional Learning Needs/ SENco

## Appendix A - Terminology

1. Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.
2. Child protection refers to the processes undertaken to protect children who have been identified as suffering or being 'at risk' or 'in need'.
3. The Foundation refers to Dean Close School, Dean Close Preparatory School and Dean Close Pre-Preparatory School, Dean Close St. John's on-the-Hill School and Dean Close Nurseries Ltd. It includes all policies, procedures and personnel attached to the four schools.
4. Dean Close Nurseries Ltd refers to Hedgehogs Nursery, Robins Nursery, Teddies Nursery, Treetops Gloucester Nursery and Treetops Cheltenham Nursery. It includes all policies, procedures and personnel attached to the five nurseries.
5. Staff refers to all those working for or on behalf of Dean Close Nurseries Ltd, including full-time, part-time and regular visiting staff, in either a paid or voluntary capacity. This also includes Trustees and members of Dean Close Foundation as defined above.
6. Children refers to all young people who have not yet reached their 18th birthday, and all children on the roll of Dean Close Nurseries Ltd.
7. Safeguarding Lead refers to the person responsible for coordinating Safeguarding policy and practice throughout Dean Close Nurseries Ltd
8. Nursery Manager refers to the manager of the appropriate nursery in Dean Close Nurseries Ltd.
9. Warden refers to the CEO of the Dean Close Foundation, Mrs Emma Taylor
10. Area Manager for Dean Close Nurseries Ltd, Mrs Charlene Burgess
11. Responsible Person's refers to the Director of Dean Close Nurseries Ltd, Mr. Adrian P. Bowcher, and the Warden Mrs Emma Taylor.
12. The Training, Development and Recruitment Manager (TDR) for Dean Close Nurseries Ltd, Mrs Samantha Marshall-Keith
13. The relevant inspectorate for Robins and Teddies Nurseries is CIW/ESTYN who are the inspecting bodies.
14. The relevant inspectorate for Hedgehogs, Treetops Gloucester and Treetops Cheltenham Nurseries is Ofsted who is the inspecting body.
15. LADO refers to the Local Authority Designated Officer within the Children's Duty team for the authority that the nursery resides in, and or where the child resides.

Date of issue: February 19

Review Date: February 20

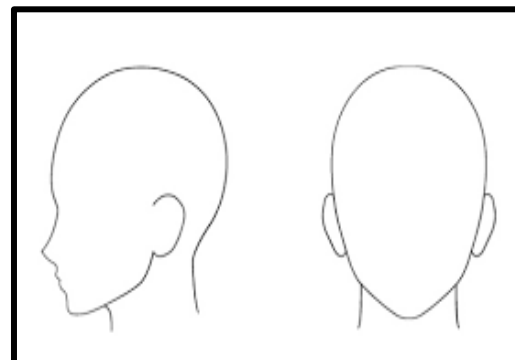
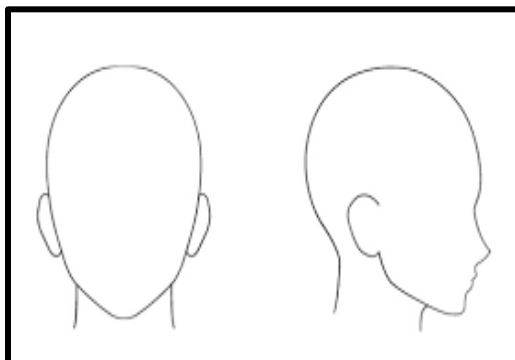
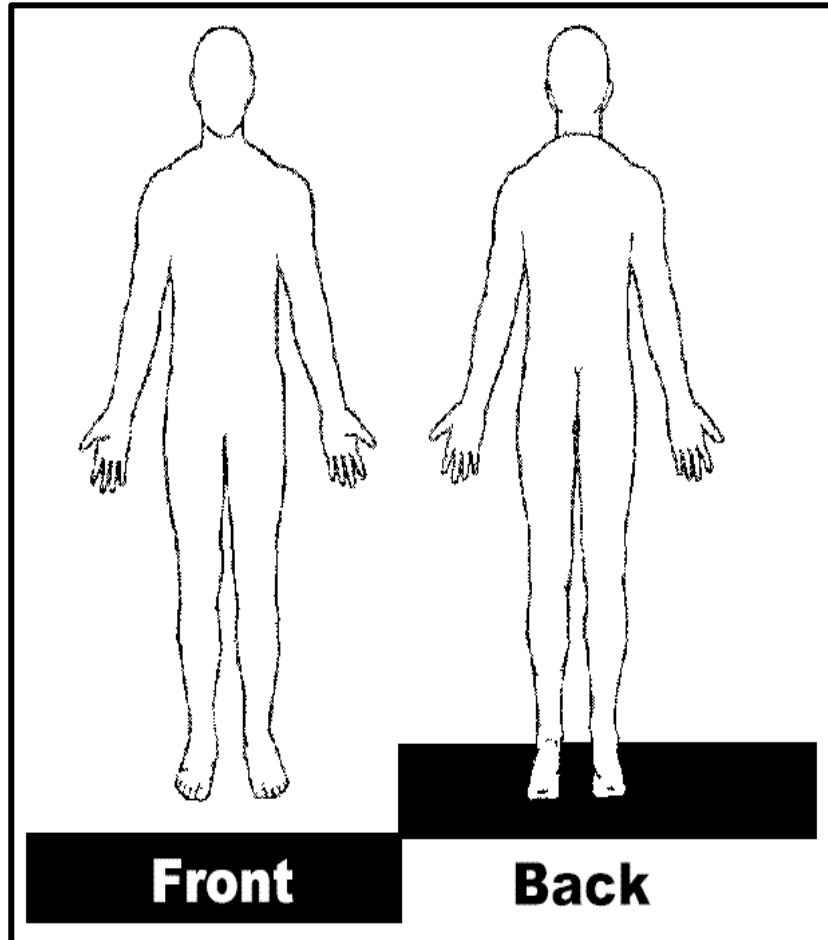
Owner: Area Manager

## Appendix B - Safeguarding Concern Form

<b>Date:</b>	<b>Person Raising Concern:</b>													
<b>Name of Child:</b>														
<b>Details of concern raised</b> (who/what/when/where, names of witnesses, include documentation)														
<b>Details of conversation</b> (use children's and adults actual words)														
<b>Other people who witnessed the conversation</b>														
<b>Further information and details</b>														
<b>Name of DSL receiving concern</b>														
<b>Action taken by DSL:</b>														
<b>Documents relating to concern</b>														
<table border="1"><thead><tr><th>Name</th><th>Date</th><th>Location</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>			Name	Date	Location									
Name	Date	Location												

Date of issue: February 19  
Review Date: February 20  
Owner: Area Manager

**Use and complete the body map if appropriate to record  
Safeguarding or Child Protection concerns.  
DO NOT REMOVE CLOTHING**



## Appendix C – Nurseries Contact Information for Referral

<b>Hedgehogs Nursery</b>		
Designated Safeguarding Lead	Nicole Ricketts, Nursery Manager	07471 350713 or 01291 628344 ndricketts@deanclosenurseries.co.uk
Deputy DSL	Gabrielle Cartwright, Deputy Manager	01291 628344 gcartwright@deanclosenurseries.co.uk
DCNL Area Manager	Charlene Burgess	07884 666191 cburgess@deanclosenurseries.co.uk
Local Authority Designated Officer	Nigel Hatten	gscb@gloucestershire.gov.uk 01452 426994
Gloucestershire Children & Families Helpdesk		01242 426565 childrenshelpdesk@gloucestershire.gov.uk
Gloucestershire Emergency Duty Team		01242 614194
Gloucestershire Safeguarding Children Board		01452 583636 www.gscb.org.uk
Ofsted		0845 640 4040
Police Control Room		101
Anti-Terrorism Hotline		0800 789 321
DofE Counter Extremism Helpline		02073 407 264 (Office Hours) Counter.extremism@education.gsi.gov.uk

<b>Robins Nursery</b>		
Designated Safeguarding Lead	Hayley Downing, Nursery Manager (interim)	07471 350715 or 01291 624893 hdowning@deanclosenurseries.co.uk
Deputy DSL	Rebecca Griffiths, Deputy Manager & Sarah Bradley, Deputy Manager	01291 624893 rlloyd@deanclosenurseries.co.uk sjbradley@deanclosenurseries.co.uk
DCNL Area Manager	Charlene Burgess	07884 666191 cburgess@deanclosenurseries.co.uk
Local Authority Designated Officer	Heather Heaney	01633 644392 heatherheaney@monmouthshire.gov.uk
Monmouthshire Children & Families Services		01291 635669 childduty@monmouthshire.gcsx.gov.uk
South East Wales Emergency Duty Team	(After 5PM & Bank Holidays)	08003284432
CIW		0300 790 0126

Date of issue: February 19  
Review Date: February 20  
Owner: Area Manager



Police Control Room		101
Prevent Duty Lead for Monmouthshire	Shereen Williams	01633 210446 or 07793556803 shereen.williams@monmouthshire.gov.uk
Anti-Terrorism Hotline		0800 789 321
DofE Counter Extremism Helpline		02073 407 264 (Office Hours) Counter.extremism@education.gsi.gov.uk

### Teddies Nursery

Designated Safeguarding Lead	Hayley Downing, Nursery Manager	07471 350 714 or 01633 816751 hdowning@deanclosenurseries.co.uk
Deputy DSL	Jessica Tate, Deputy Manager & Rebecca Gray, Deputy Manager	01633 816 751 <a href="mailto:jtate@deanclosenurseries.co.uk">jtate@deanclosenurseries.co.uk</a> <a href="mailto:rgray@deanclosenurseries.co.uk">rgray@deanclosenurseries.co.uk</a>
DCNL Area Manager	Charlene Burgess	07884 666191 cburgess@deanclosenurseries.co.uk
Local Authority Education Safeguarding Care & Support Officer for Newport	Mike Sloan	01633 235664 or 07817106758
Newport Children & Families Services		01633 656656 Children.duty@newport.gcsx.gov.uk
South East Wales Emergency Duty Team	(After 5PM & Bank Holidays)	08003284432
CIW		0300 790 0126
Police Control Room		101
Prevent Duty Lead for Newport	Shereen Williams	01633 210446 or 07793556803 shereen.williams@newport.gov.uk
Anti-Terrorism Hotline		0800 789 321
DofE Counter Extremism Helpline		02073 407 264 (Office Hours) Counter.extremism@education.gsi.gov.uk

### Treetops Cheltenham

Designated Safeguarding Lead	Karen Green, Nursery Manager	01242 241349 kjgreen@deanclosenurseries.co.uk
Deputy DSL	Georgia Karlsson, Deputy Manager & Debbie Morris, Supervisor	01242 241349 <a href="mailto:gkarlsson@deanclosenurseries.co.uk">gkarlsson@deanclosenurseries.co.uk</a> 01242 241349 <a href="mailto:ttc@deanclosenurseries.co.uk">ttc@deanclosenurseries.co.uk</a>
DCNL Area Manager	Charlene Burgess	07884 666191 cburgess@deanclosenurseries.co.uk

Date of issue: February 19  
Review Date: February 20  
Owner: Area Manager

Local Authority Designated Officer	Nigel Hatten	gscb@gloucestershire.gov.uk 01452 426994
Gloucestershire Children & Families Helpdesk		01242 426565 childrenshelpdesk@gloucestershire.gov.uk
Gloucestershire Emergency Duty Team		01242 614194
Gloucestershire Safeguarding Children Board		01452 583636 www.gscb.org.uk
Ofsted		0845 640 4040
Police Control Room		101
Anti-Terrorism Hotline		0800 789 321
DofE Counter Extremism Helpline		02073 407 264 (Office Hours) Counter.extremism@education.gsi.gov.uk

<b>Treetops Gloucester</b>		
Designated Safeguarding Lead	Claire Neuschwander, Nursery Manager	<a href="mailto:cneuschwander@deanclosenurseries.co.uk">cneuschwander@deanclosenurseries.co.uk</a>
Deputy DSL	Gemma Brindley, Deputy Manager	<a href="mailto:gbrindley@deanclosenurseries.co.uk">gbrindley@deanclosenurseries.co.uk</a> 01452 613 674
DCNL Area Manager	Charlene Burgess	07884 666191 <a href="mailto:cburgess@deanclosenurseries.co.uk">cburgess@deanclosenurseries.co.uk</a>
Local Authority Designated Officer	Nigel Hatten	gscb@gloucestershire.gov.uk 01452 426994
Gloucestershire Children & Families Helpdesk		01242 426565 childrenshelpdesk@gloucestershire.gov.uk
Gloucestershire Emergency Duty Team		01242 614194
Gloucestershire Safeguarding Children Board		01452 583636 www.gscb.org.uk
Ofsted		0845 640 4040
Police Control Room		101
Anti-Terrorism Hotline		0800 789 321
DofE Counter Extremism Helpline		02073 407 264 (Office Hours) Counter.extremism@education.gsi.gov.uk