SHOOTING STARS

Pre-School Nursery

Safeguarding Policy and Procedure

Last Review: 04/08/2026

Next Review: 04/08/2027

Table of Contents

1.0 Policy Statement 3

2.0 Our Legal Obligations 3

3.0 Procedures 5

3.1 Safeguarding Responsibilities 5

3.2 Recognising Abuse, Neglect and Other Safeguarding Concerns 6

3.3 Reporting Concerns 8

3.4 Recording Safeguarding Concerns 11

3.5 Safer Recruitment and Ongoing Suitability 15

3.6 Allegations Against Staff 16

3.7 Online Safety, Digital Devices, and Images 18

3.8 The Prevent Duty 19

4.1 Supervision, Staff Deployment, and Staff to Child Ratios 25

4.2 Modern Slavery, Human Trafficking, and Exploitation 27

4.3 Early Help, Referrals, and Escalation 31

4.4 Child-on-Child Abuse and Harmful Sexual Behaviour 36

4.5 Attendence, Absence, Missing and Uncollected Children 39

5.0 Roles and Responsibilities 44

Safeguarding Contact Details 45

1.0 Policy Statement

Shooting Stars Nurseries is committed to safeguarding and promoting the welfare of every child who attends, visits or is otherwise affected by our provision. The safety, welfare and best interests of children are paramount in all decisions and actions taken by the nursery.

Safeguarding includes protecting children from abuse, neglect, exploitation and other forms of harm, while promoting their health, development and emotional wellbeing. We aim to provide a safe, secure and nurturing environment in which children feel respected, included and listened to, and where their individual needs and experiences are recognised.

We recognise that some children may be particularly vulnerable or may experience additional barriers to communicating concerns. This may include children with special educational needs or disabilities, children who communicate non-verbally, children experiencing discrimination, and children whose family or personal circumstances increase their vulnerability. All safeguarding concerns will be considered carefully and without assumption or bias.

Safeguarding is the responsibility of everyone working for or on behalf of Shooting Stars Nurseries, including directors, managers, employees, agency workers, volunteers and students. Everyone must remain vigilant, follow the nursery's safeguarding procedures and report concerns immediately. Concerns will be taken seriously, recorded accurately and acted upon without delay.

The nursery will work in partnership with children, parents and carers, local authorities and other relevant agencies. Information will be shared appropriately where necessary to protect a child or promote their welfare.

2.0 Our Legal Obligations

Statutory Framework for the Early Years Foundation Stage: Group and School-Based Providers, effective 1 September 2026 – sets out the mandatory safeguarding and welfare requirements that Shooting Stars Nurseries must meet. These include requirements relating to child protection procedures, safeguarding leads, staff training, safer recruitment, suitability, allegations against adults, attendance, information sharing, supervision and statutory notifications.

Children Act 1989 and 2004 as amended by the Children and Social Work Act 2017 – establish the wider legal framework for supporting children in need, protecting children who have suffered or may be likely to suffer significant harm, promoting cooperation between agencies and maintaining local multi-agency safeguarding arrangements.

Working Together to Safeguard Children (2026) – provides statutory guidance on how organisations and agencies must work together to help, support and protect children. The nursery will follow this guidance when identifying concerns, providing

or contributing to early and family help, sharing information, making referrals, participating in assessments and child-protection processes, and escalating unresolved safeguarding concerns.

Public Interest Disclosure Act 1998 (PIDA) – protects workers who raise concerns in the public interest. Staff who report safeguarding concerns in good faith are protected from dismissal or detrimental treatment.

Ofsted registration, notification and regulatory requirements – require the registered provider to remain suitable, comply with the conditions of registration and notify Ofsted of relevant allegations, incidents, events and changes within the required timescales.

UK General Data Protection Regulation, Data Protection Act 2018 and Data (Use and Access) Act 2025 – govern how personal and special-category information is collected, recorded, stored, retained and shared. Safeguarding information will be handled lawfully, proportionately and securely. Data-protection law will not be used as a reason to withhold information where sharing is necessary to protect a child.

Modern Slavery Act 2015 - establishes offences relating to slavery, servitude, forced or compulsory labour and human trafficking and provides a framework for identifying and supporting potential victims. The nursery will respond to suspected modern slavery as a safeguarding concern and cooperate with Children's Social Care, the police and other authorised agencies.

Counter-Terrorism and Security Act 2015 and the Prevent Duty Guidance for England and Wales – require relevant early-years providers to have due regard to the need to prevent people from being drawn into terrorism. The nursery will assess risks, provide appropriate staff training and follow safeguarding and Channel referral procedures where concerns about radicalisation arise.

Safeguarding Vulnerable Groups Act 2006, Protection of Freedoms Act 2012 and relevant Disclosure and Barring Service requirements – support the nursery's safer-recruitment, vetting, barring and referral arrangements for individuals working or volunteering with children.

Childcare Act 2006 and the Early Years Foundation Stage (Welfare Requirements) Regulations 2012 – provide the legal basis for the Early Years Foundation Stage and require registered early-years providers to secure that their provision meets the applicable learning, development, safeguarding and welfare requirements.

Employment Rights Act 1996 and Public Interest Disclosure Act 1998 – provide legal protection against dismissal or detrimental treatment for workers who make qualifying protected disclosures in the public interest. Shooting Stars Nurseries also maintains internal whistleblowing procedures through which safeguarding and other serious concerns can be raised.

Shooting Stars Nurseries will also comply with the published safeguarding-partnership arrangements, referral procedures, threshold guidance and professional-escalation procedures applicable to the local authority area in which each nursery operates.

3.0 Procedures

3.1 Safeguarding Responsibilities

Safeguarding is the responsibility of everyone working for or on behalf of Shooting Stars Nurseries. This includes directors, managers, employees, agency workers, apprentices, students and volunteers. Everyone must remain alert to concerns about a child's safety, welfare or wellbeing and must follow the nursery's safeguarding procedures without delay.

All practitioners are responsible for:

- recognising possible indicators of abuse, neglect, exploitation or other harm;
- listening to children and taking their concerns seriously;
- responding appropriately to safeguarding disclosures;
- reporting concerns immediately to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead;
- making an accurate and timely written record;
- maintaining appropriate confidentiality;
- continuing to report any further information or concerns; and
- escalating the matter where they believe that appropriate safeguarding action has not been taken.

A Designated Safeguarding Lead will be formally appointed for each Shooting Stars nursery. The DSL will have sufficient authority, training, time and access to information to carry out the role effectively. The DSL is responsible for taking the lead on safeguarding and child protection within the setting, supporting and advising practitioners, liaising with statutory agencies and local safeguarding partners, and ensuring that concerns are responded to, recorded, monitored and followed up appropriately.

A formally appointed and appropriately trained Deputy Designated Safeguarding Lead will support the DSL and act in their absence. The Deputy DSL will have sufficient authority and access to safeguarding information to respond to concerns without unnecessary delay.

The Nursery Manager is responsible for ensuring that safeguarding procedures are implemented consistently within the setting, and that appropriate staffing, training, supervision, recording and referral arrangements are maintained. The registered provider and directors retain overall accountability for ensuring that the nursery complies with its safeguarding and welfare responsibilities.

Staff should normally report concerns immediately to the DSL or Deputy DSL. However, any practitioner may contact local authority Children's Social Care or the police directly where:

- a child appears to be in immediate danger;
- neither the DSL nor Deputy DSL is available;
- the concern relates to the DSL, manager, registered provider or director;
- the practitioner believes that appropriate action has not been taken; or
- delaying action could place a child at further risk.

A practitioner does not require permission from a manager, director, parent or carer to contact statutory safeguarding services where this is necessary to protect a child. Any direct contact or referral must be recorded and reported to the appropriate safeguarding lead as soon as it is safe and appropriate to do so.

3.2 Recognising Abuse, Neglect and Other Safeguarding Concerns

All practitioners must remain alert to signs that a child may require additional support or may be experiencing abuse, neglect, exploitation or another form of harm.

Abuse is a form of maltreatment in which harm is inflicted upon a child or a person fails to take appropriate action to prevent harm. Harm may be physical or non-physical and may include the impact upon a child of seeing, hearing or experiencing the abuse or ill-treatment of another person.

Abuse and neglect may occur:

- within a child's family or household;
- within the nursery or another organisation;
- within the wider community;
- wholly or partly online;
- through the actions of an adult or adults; or
- through the actions of another child or children.

Children may not always recognise that their experiences are abusive or harmful. They may feel unable or afraid to speak, may have been instructed not to tell anyone or may not have the communication skills or language required to explain what has happened.

Staff must therefore remain attentive to the children's:

- behaviour, play and emotional presentation;
- physical appearance, injuries and hygiene;
- development, communication and relationships;
- attendance and patterns of absence;
- interactions with parents, carers, other children and adults;
- comments, disclosures or changes in language;
- home and family circumstances; and
- any information provided by parents, professionals or other people.

Possible indicators must always be considered within the context of the individual child. A single indicator does not necessarily mean that abuse or neglect has occurred, but concerns must not be dismissed because there is an apparently plausible explanation. A series of minor or recurring concerns may form a significant pattern when considered together.

Staff must maintain professional curiosity, consider the child's lived experience and remain open to alternative explanations. Assumptions must not be made on the basis of a child or family's culture, ethnicity, religion, disability, special educational needs, socioeconomic circumstances, language, family structure or parental presentation.

Particular consideration must be given to children who may experience additional barriers to communicating concerns or accessing help. This may include babies and very young children, children with special educational needs or disabilities, children who communicate non-verbally, children for whom English is an additional language and children who have experienced discrimination, exploitation or trauma.

The four broad categories of abuse are:

Physical abuse – deliberately causing physical harm to a child. This may include hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing injury. Physical abuse may also include fabricating or deliberately inducing illness in a child.

Emotional abuse – persistent emotional or psychological maltreatment that causes, or is likely to cause, serious adverse effects on a child's emotional development. This may include humiliating, threatening, rejecting, isolating, silencing, frightening or placing developmentally inappropriate expectations upon a child. Emotional abuse may occur on its own but is involved to some extent in all forms of maltreatment.

Sexual abuse – forcing, enticing, manipulating or coercing a child to take part in sexual activity, whether or not the child understands what is happening. Sexual abuse may involve physical contact or non-contact activities and may occur in person, online or through the use of technology. It may be perpetrated by adults or other children.

Neglect – the persistent failure to meet a child's basic physical or psychological needs where this is likely to seriously impair the child's health or development. This may include failing to provide adequate food, clothing, shelter, supervision, medical care, emotional care or protection from danger. Neglect may also begin during pregnancy.

Staff must also remain alert to other safeguarding risks, including:

- domestic abuse and coercive or controlling behaviour;
- child sexual exploitation and child criminal exploitation;

- trafficking, forced labour and modern slavery;
- online abuse, grooming and technology-facilitated harm;
- harmful behaviour between children;
- female genital mutilation;
- forced marriage and abuse committed in the name of so-called honour;
- faith- or belief-related abuse;
- fabricated or induced illness;
- parental substance misuse or mental ill health;
- radicalisation and extremism;
- unsafe caring or private fostering arrangements; and
- other circumstances that may affect a child's safety, welfare or development.

Children who see, hear or experience the effects of domestic abuse are recognised as victims in their own right. Concerns about domestic abuse must therefore be considered in relation to the safety and wellbeing of every child connected to the household.

This list is not exhaustive. Staff are not expected to diagnose abuse, determine whether an allegation is true or establish whether a statutory threshold has been met. Any concern, uncertainty or emerging pattern must be recorded factually and reported immediately in accordance with section 3.3 of this policy.

3.3 Reporting Concerns

Any person who has a concern about a child's safety, welfare or wellbeing must report it immediately to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

The concern must be reported verbally without delay. A written safeguarding record must then be completed as soon as possible in accordance with section 3.4. Staff must not delay reporting a concern while completing written documentation, gathering further information or waiting for additional evidence.

Staff must report:

- something they have seen, heard or noticed;
- information received from a child, parent, carer, colleague or other person;
- unexplained injuries, behaviour or changes in presentation;
- concerns about a child's home or family circumstances;
- repeated or cumulative concerns;
- concerns about the conduct of an adult or another child; and
- any uncertainty that may have safeguarding significance.

Staff do not need proof that abuse, neglect or harm has occurred. A concern must still be reported where the information appears incomplete, the explanation appears plausible or the member of staff is uncertain about its significance.

Immediate danger

Where a child appears to be in immediate danger, requires urgent medical attention or a suspected crime is taking place:

- emergency services must be contacted by calling 999;
- local authority Children's Social Care must be notified in accordance with local procedures;
- reasonable and proportionate action must be taken to protect the child from immediate harm; and
- the DSL, Deputy DSL or appropriate senior person must be informed as soon as possible.

Emergency action must not be delayed while waiting for the DSL, obtaining parental consent or completing internal records.

Action by the Designated Safeguarding Lead

On receiving a concern, the DSL or Deputy DSL will consider all available information, the child's immediate safety, previous concerns, known vulnerabilities and the procedures and threshold guidance of the relevant local safeguarding partnership.

The response may include:

- taking immediate protective action;
- obtaining limited clarification from the person reporting the concern;
- reviewing existing safeguarding records and chronologies;
- seeking safeguarding advice from local authority services;
- making a referral to local authority Children's Social Care;
- contacting the police or emergency services;
- discussing appropriate support with the child's parents or carers where it is safe to do so;
- initiating or contributing to early or family help;
- consulting the Local Authority Designated Officer where the concern relates to an adult working with children;
- monitoring the child through a clearly documented safeguarding plan; or
- escalating the concern where the nursery believes that the child has not received an appropriate response.

The DSL must record the action taken, advice received, decisions made and reasons for those decisions. This includes the reasons for deciding to make or not make a referral, contact or not contact parents, or monitor a concern within the nursery.

Where professional advice is sought by telephone, the name and role of the professional consulted, the date and time, the information shared and the advice given must be recorded.

Monitoring concerns

Monitoring must not be used as a substitute for making a referral where a child may require statutory support or protection.

Where monitoring is considered appropriate, the DSL must establish a written plan which identifies:

- the nature of the concern;
- what staff are required to observe or record;
- any support being provided;
- who is responsible for each action;
- when the concern will be reviewed; and
- the circumstances that will require further advice, escalation or referral.

Further incidents, disclosures, absences or changes in the child's presentation must be reported immediately and must not be held until the planned review date.

Speaking with parents and carers
Parents and carers will normally be informed of concerns and involved in decisions affecting their child where it is safe and appropriate to do so.

The nursery may share information or make a safeguarding referral without first obtaining parental consent where this is necessary to protect a child.

Parents or carers must not be contacted before advice is obtained where doing so could:

- place the child or another person at increased risk;
- alert an alleged perpetrator;
- lead to intimidation, coercion or pressure being placed upon the child;
- result in evidence being concealed, destroyed or altered;
- cause a child to be removed from the area;
- obstruct a police or social-care investigation; or
- otherwise undermine the child's safety.

Where staff are uncertain about whether parents should be informed, advice must be sought from the DSL or local authority Children's Social Care.

Responding to a disclosure
Where a child speaks about something that may indicate abuse or harm, the member of staff must:

- remain calm and listen carefully;
- take the child seriously;
- allow the child to speak at their own pace;
- reassure the child that they have done the right thing by speaking;
- avoid expressing shock, disbelief or judgment;
- avoid asking leading, repeated or investigative questions;
- ask only limited, open questions where clarification is necessary;
- not promise secrecy or confidentiality;
- explain in an age-appropriate way that the information must be shared with people who can help;
- not confront the person alleged to have caused harm;
- report the disclosure immediately; and
- make an accurate record using the child's own words wherever possible.

Staff must not investigate, attempt to establish whether an allegation is true or question other children, parents or potential witnesses.

Absence of the DSL or concerns about safeguarding leadership
Where neither the DSL nor Deputy DSL is available, the practitioner must report the concern to the Nursery Manager or designated senior person and contact local authority Children's Social Care directly where necessary.

A practitioner must contact Children's Social Care, the police, Ofsted or the appropriate whistleblowing service directly where:

- the child may be in immediate danger;
- delaying action could increase the risk of harm;
- the concern relates to the DSL, manager, registered provider or director;
- the practitioner believes that the concern has not been acted upon appropriately; or
- the practitioner is instructed not to report a genuine safeguarding concern.

No practitioner requires management or parental permission to contact statutory safeguarding services where this is necessary to protect a child.

Any direct contact or referral must be recorded and communicated to the appropriate safeguarding lead or alternative senior person as soon as it is safe to do so.

Following up and escalating concerns
The DSL must follow up referrals and requests for advice where an acknowledgement or response is not received within the expected timescale.

Where the nursery believes that a child remains at risk, that relevant information has not been fully considered or that another agency's response is inadequate, the DSL will use the relevant local professional-challenge and escalation procedure.

Reporting a concern does not end a practitioner's responsibility. Staff must remain alert, report further information promptly and raise the matter again where they believe that appropriate safeguarding action has not been taken.

3.4 Recording Safeguarding Concerns
All safeguarding concerns, disclosures, incidents, decisions and actions must be recorded accurately, factually and as soon as possible.

A verbal report must be made immediately to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead. Completing a written record must never delay urgent action to protect a child.

The person who directly observed, heard or received the information should complete the initial record wherever possible.

Records must be written in clear and objective language and must distinguish between:

- facts personally seen or heard;
- information reported by the child or another person;
- professional observations;
- opinion or interpretation; and
- decisions and actions taken.

Each safeguarding record must include, where relevant:

- the date, time and location of the incident, observation or disclosure;
- the date and time the concern was reported;
- the name and role of the person completing the record;
- the names of any other people present;
- a clear and factual description of what was seen, heard or noticed;
- the child's presentation, behaviour and emotional state;
- the child's exact words wherever possible;
- the exact words used by any other person providing information;
- details of any injury, including its appearance, size and location;
- any explanation provided for an injury or concern and who provided it;
- any limited clarification questions asked and the responses given;
- the immediate action taken;
- the person to whom the concern was reported; and
- the signature or secure electronic identification of the person completing the record.

Records must not contain assumptions, speculation, diagnostic conclusions or judgmental language. Where an opinion is included, it must be clearly identified as professional opinion and supported by the facts upon which it is based.

Recording a child's disclosure

Where a child makes a disclosure, staff must record the child's own words as accurately as possible. Staff must not paraphrase the disclosure into adult terminology or attempt to improve the child's grammar or language.

The record must include:

- how the conversation began;
- whether the child spoke spontaneously or in response to a question;
- the exact questions asked;
- the child's responses;
- the child's emotional and physical presentation; and
- anything the child demonstrated through gestures, behaviour, play or communication aids.

Original notes made at the time must be preserved and submitted with the safeguarding record.

Recording injuries
Where an injury, mark or physical indicator is observed, staff must provide a written factual description. This should include the location, approximate size, shape, colour and appearance of the injury.

A body map may be completed to support the written record. A body map must not replace a written description and must not be used to speculate about the cause, age or mechanism of an injury.

Photographs of injuries must not be taken on personal devices. Any photograph considered necessary must only be taken following safeguarding advice, using nursery-authorised equipment and in accordance with the nursery's safeguarding, data-protection and image-use procedures.

Review and action by the DSL
The DSL or Deputy DSL must review the record promptly and record:

- any previous or related concerns;
- relevant information from the child's safeguarding chronology;
- advice sought and from whom;
- discussions with parents or carers;
- information shared with external agencies;
- referrals made;
- immediate protective action taken;
- the decision reached and reasons for that decision;
- any monitoring or support plan;
- the person responsible for each action; and
- the date on which the concern and agreed actions will be reviewed.

Decisions to monitor, seek advice, make a referral, contact or not contact parents, or take no further action must all be documented with a clear rationale.
Where advice is obtained from another agency, the record must include the date and time of contact, the name and role of the person consulted, the information shared, the advice given and any agreed action.

Chronologies and continuing concerns
The DSL must maintain an up-to-date safeguarding chronology for children with ongoing or repeated concerns. The chronology should provide a concise record of significant incidents, disclosures, absences, referrals, professional contacts, decisions and outcomes.

A chronology supports the identification of patterns and cumulative harm but does not replace the full original safeguarding records.

Further concerns must be recorded separately and linked to the existing chronology. Staff must not add new information to an earlier record in a way that makes it appear that the information was known at the time of the original concern.

Corrections and amendments
Safeguarding records must not be erased, deleted or retrospectively rewritten. Where a correction or additional entry is required:

- the original information must remain visible;
- the correction or addition must be dated;
- the reason for the amendment must be recorded; and
- the person making the amendment must be identifiable.

Electronic systems must maintain an appropriate audit trail showing when records were created, viewed or amended.

Storage and access
Safeguarding records must be stored securely and separately from routine learning, developmental and administrative records.

Paper records must be kept in a locked and access-controlled location. Electronic records must be held within an authorised secure system with appropriate password protection, access controls and audit arrangements.

Access will be restricted to the DSL, Deputy DSL, Nursery Manager and other authorised persons who require the information to fulfil a safeguarding responsibility. Information must not be placed in general room diaries, ordinary handover books, learning journals or other records that can be accessed by people without a safeguarding need to know.

Staff must not retain safeguarding information on personal devices, personal email accounts or unauthorised messaging or storage systems.

Confidentiality and information sharing
Safeguarding information is confidential but must not be treated as secret. Information will be shared with relevant people and agencies where this is necessary to protect a child, assess their needs or provide appropriate support.

Information sharing must be lawful, necessary, relevant, proportionate, accurate, timely and secure. The nursery will record what information was shared, with whom, when, for what purpose and the reason for sharing it.

The nursery will also record decisions not to share safeguarding information and the reasons for those decisions.

Transfer of safeguarding records
When a child moves to another early-years setting or school, the DSL will consider what safeguarding information must be transferred to support the child's continuing safety and welfare.

Relevant records must be transferred securely and directly to the receiving setting's DSL or equivalent safeguarding lead. Safeguarding records must not be handed to the child or placed within an unsealed general transfer file.
The nursery will record:

- what information was transferred;
- the date and method of transfer;
- the name and role of the person who sent it;
- the name and role of the person who received it; and
- confirmation of receipt.

Where an active safeguarding concern, referral or statutory plan exists, the DSL should speak directly with the receiving safeguarding lead to ensure that significant risks and outstanding actions are understood.

Safeguarding records will be retained securely in accordance with applicable legal requirements, regulatory guidance and the nursery's records-retention schedule.

3.5 Safer Recruitment and Ongoing Suitability
Shooting Stars Nursery follows robust safer recruitment procedures to ensure that all staff, students, volunteers and other individuals who may have regular contact with children are suitable to do so.

Before an appointment is confirmed, the nursery will complete appropriate pre-employment checks. These will include:

- Verification of the applicant's identity and right to work in the United Kingdom.
- Verification of relevant qualifications and professional certificates.
- Review of the applicant's employment history, including discussion of any gaps or inconsistencies.
- An enhanced Disclosure and Barring Service check, including a check of the Children's Barred List where required.
- Appropriate overseas criminal-record checks where an applicant has lived or worked outside the United Kingdom.
- At least one written reference obtained directly from the applicant's current or most recent employer, training provider or educational establishment.

References will not be accepted from family members or solely provided by the applicant. References will be checked to confirm that they originate from a legitimate source, and any unclear information or discrepancies will be followed up before the appointment is confirmed.

No new employee, student or regular volunteer will begin working or volunteering within the setting until the required enhanced DBS and Children's Barred List checks have been received and their suitability has been assessed. Occasional supervised volunteers or helpers will not be left unsupervised with children.

The nursery will maintain a secure record of the recruitment and vetting checks completed for each individual. This will include information relating to identity checks, qualifications, references, DBS checks, overseas checks and the person responsible for completing or verifying each check.

Suitability is an ongoing requirement. Staff and prospective staff must disclose any information that may affect their suitability to work with children, including relevant arrests, charges, convictions, cautions, court orders, reprimands, warnings or other relevant circumstances arising before or during their employment. Any information received will be assessed promptly, appropriate action will be taken to protect children, and relevant agencies will be notified where required.

All new staff, students and volunteers will receive an appropriate induction covering safeguarding procedures, professional conduct, whistleblowing, allegations against adults and their responsibility to report concerns. Staff suitability will continue to be monitored through probation, supervision, training and ongoing management oversight.

Where an individual is dismissed, removed from regulated activity or would have been dismissed had they not resigned because they harmed a child or placed a child at risk of harm, the nursery will make any required referral to the Disclosure and Barring Service and notify other relevant safeguarding or regulatory agencies.

3.6 Allegations Against Staff

Any allegation or concern regarding the conduct of a member of staff, agency worker, student, volunteer, contractor or any other adult working with or caring for children at the nursery will be taken seriously and responded to without delay.

An allegation may arise where an adult has:

- behaved in a way that has harmed a child or may have harmed a child;
- possibly committed a criminal offence against or relating to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm; or
- behaved, or may have behaved, in a way that indicates they may not be suitable to work with children.

Any member of staff who receives an allegation or has a concern about an adult's conduct must report it immediately to the Nursery Manager or Designated Safeguarding Lead. Where the concern relates to the Nursery Manager or Designated Safeguarding Lead, it must be reported directly to a Director.

Where the allegation concerns a Director or registered person, staff may report the matter directly to the Local Authority Designated Officer, Ofsted or the police.

The person receiving the allegation will take any immediate action necessary to safeguard the child. Staff must not investigate the allegation, question the child repeatedly, interview witnesses or confront the adult concerned before advice has been obtained, as this could compromise a safeguarding or criminal investigation.

Where the information meets, or may meet, the allegation threshold, the Local Authority Designated Officer will be contacted as soon as possible and within one working day. Where there is uncertainty about whether the threshold has been met, advice will be sought from the LADO. The nursery will follow the LADO's advice and cooperate fully with Children's Social Care, the police, Ofsted and any other relevant authority.

Ofsted will be notified of any allegation of harm or abuse by a person living, working or looking after children at the premises, together with the action taken, as soon as reasonably practicable and within 14 days. From 1 September 2026, the EYFS notification requirement applies to allegations of harm, rather than only allegations of serious harm.

Appropriate protective measures will be considered while the allegation is assessed. Suspension will not be automatic and will only be used where it is considered necessary to protect children, preserve evidence or ensure the integrity of an investigation. Any decision will be kept under review and informed by advice from the LADO where appropriate.

The nursery will maintain appropriate confidentiality and share information only with those who need it for safeguarding, regulatory, investigative or employment purposes. The child and family, the person subject to the allegation and other relevant individuals will be informed and supported in accordance with advice from the LADO, Children's Social Care or the police.

A clear and accurate record will be maintained of the allegation, decisions made, advice received, action taken and the final outcome. Where the relevant conditions are met, the nursery will make a referral to the Disclosure and Barring Service, including where an individual resigns before the process is completed.

Concerns that do not meet the allegation threshold but indicate inappropriate, concerning or unprofessional behaviour will be recorded and managed under the nursery's low-level concerns, staff conduct, supervision or disciplinary procedures. Patterns of lower-level concerns will be reviewed to determine whether further safeguarding action is required.

3.7 Online Safety, Digital Devices, and Images

Shooting Stars Nursery recognises that safeguarding extends to children's use of digital technology and to the collection, storage and sharing of their images and personal information.

Digital technology will only be used where it supports the safe and effective operation of the nursery or has a clear and appropriate purpose in supporting children's learning and development.

Children will not access the internet, applications, videos or other digital content without appropriate adult supervision and engagement. Staff will check content before it is used and ensure that it is safe, age appropriate and suitable for the children present. Appropriate security settings, privacy controls and content restrictions will be used on nursery devices.

Screen use will be limited, purposeful and balanced with children's need for active play, communication, social interaction, outdoor experiences and practical learning. Staff must follow the nursery's agreed procedures regarding the selection and use of digital content.

Only nursery-approved devices may be used to photograph, film or record children. Staff, students and volunteers must not use personal mobile phones, cameras, tablets, smart watches or other personal devices to photograph or record children or access confidential information about them.

Personal devices must be stored securely and must not be accessed while staff are directly caring for or supervising children, except in a genuine emergency or where specifically authorised by the Nursery Manager.

Photographs and videos of children will only be taken for legitimate nursery purposes and in accordance with the permissions obtained from parents or carers. The number of images and recordings taken will be kept proportionate and necessary. Images and personal information must be stored securely and must only be shared through nursery-approved systems with authorised recipients.

Staff must not:

- download nursery images or children's information onto personal devices;
- send nursery information through personal messaging accounts or personal email;
- publish or share images or information about children through personal social-media accounts;
- communicate with children or families through unauthorised personal accounts; or
- take photographs or recordings in toileting, changing or other intimate-care situations.

Parents, carers, visitors and contractors must not photograph or record children within the nursery unless permission has been expressly provided by the Nursery Manager and appropriate arrangements are in place to protect the privacy of every child.

Children's own digital devices, including mobile phones, tablets, cameras and smart watches, should not normally be brought into the setting. Any exceptional need will be discussed with the parent or carer and managed through an individual risk assessment where appropriate.

Any accidental access to inappropriate content, unauthorised photograph or recording, loss of a device, suspected data breach, concerning online behaviour or other digital safeguarding concern must be reported immediately to the Nursery Manager and Designated Safeguarding Lead. The incident will be recorded and managed under the nursery's safeguarding, data-protection and allegations procedures as appropriate.

Online safety will be promoted through age-appropriate conversations and activities that help children begin to understand safe and respectful use of technology. The nursery will also share appropriate online-safety information with parents and carers. Further procedures are contained within the nursery's **E-Safety and Mobile Phones Policy, Social Media Policy, Data Protection Policy** and **Confidentiality Policy**.

3.8 The Prevent Duty

Shooting Stars Nursery recognises its statutory duty under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. The Prevent duty forms part of the nursery's wider safeguarding responsibilities.

The Designated Safeguarding Lead is responsible for overseeing the nursery's implementation of the Prevent duty and acts as the setting's designated Prevent lead.

All staff, students and volunteers must remain alert to concerns that a child, family member, colleague or other person connected with the setting may be susceptible to radicalisation or may be exposed to terrorist or terrorism-linked influences, including through online content.

There is no single profile or checklist that identifies a person at risk of radicalisation. Staff must use professional curiosity and consider the individual's behaviour, circumstances and the wider context. Concerns must not be based solely on a person's religion, ethnicity, nationality, culture, appearance, political views or other protected characteristic.

Any Prevent-related concern must be:

- reported immediately to the Designated Safeguarding Lead or trained deputy;
- recorded factually and promptly through the nursery's safeguarding-recording system; and
- treated as a safeguarding concern rather than investigated independently by staff.

The Designated Safeguarding Lead will review the information using the principles of notice, check and share. This may include reviewing existing safeguarding information, seeking further appropriate information, considering whether another form of safeguarding or early-help support is required and obtaining advice from the local authority Prevent lead or police.

Where there is a concern that a person may be susceptible to becoming involved in terrorism or supporting terrorism, the Designated Safeguarding Lead will follow the locally agreed Prevent referral process and use the current Prevent National Referral Form where required.
A Prevent referral does not replace other safeguarding action. Where a child may also be experiencing abuse, neglect, exploitation or another form of harm, referrals to Children's Social Care or other appropriate services will be made without delay.

Where there is an immediate risk of harm, a suspected terrorist incident or an immediate danger to any person, the police will be contacted by calling 999.

Parents and carers will normally be involved in decisions concerning their child where it is safe and appropriate to do so. Information may be shared without parental knowledge or consent where seeking consent could place a child or another person at greater risk, prejudice an investigation or prevent appropriate safeguarding action.

The nursery will cooperate with the local authority, police, Children's Social Care and any Channel panel or other multi-agency process where required. Channel is a voluntary safeguarding programme that may provide tailored support to a person assessed as susceptible to radicalisation.

The nursery will maintain and regularly review a proportionate Prevent risk assessment. This will consider:

- relevant national, regional and local risks;
- the age and vulnerability of the children attending;
- risks associated with online content and digital technology;
- the suitability of visitors, contractors and external organisations;
- the use of nursery premises, resources and equipment; and
- the training and awareness needs of staff.

Where risks are identified, appropriate actions will be recorded and implemented to reduce or manage them.

Staff will receive Prevent awareness training appropriate to their role as part of safeguarding induction and ongoing professional development. The Designated Safeguarding Lead and deputy will receive more detailed training on radicalisation, terrorist ideologies, referral procedures and the Channel process.

The nursery supports children's resilience in an age-appropriate and inclusive way by helping them learn to distinguish right from wrong, express their views, listen to others, share fairly, respect differences and develop positive relationships with people from different backgrounds.

Further procedures are contained within the nursery's **Prevent Duty Policy**.

3.9 Whistleblowing and Raising Concerns About Safeguarding Practice
Shooting Stars Nursery is committed to maintaining an open and transparent safeguarding culture in which staff feel confident and supported to raise concerns about poor, unsafe, unlawful or inappropriate practice.

The nursery's whistleblowing arrangements apply to all employees, agency workers, apprentices, students and volunteers.
Whistleblowing may be appropriate where an individual reasonably believes that wrongdoing has occurred, is occurring or is likely to occur. This may include but is not limited to:

- safeguarding concerns that have not been properly recorded, followed up or acted upon;
- unsafe or inappropriate care of children;
- a failure to follow safeguarding policies or statutory requirements;
- concerns being ignored, concealed or deliberately minimised;
- inappropriate conduct by a colleague, manager, director or other adult;
- serious health and safety failures;
- unlawful conduct, fraud or misuse of nursery resources; or
- attempts to prevent a person from reporting a legitimate concern.

Where a concern relates directly to the immediate safety or welfare of a child, the nursery's safeguarding and allegations procedures must be followed without delay. Whistleblowing procedures must not be used to postpone immediate safeguarding action.

Concerns should normally be raised as soon as possible with the Nursery Manager or Designated Safeguarding Lead. The concern may be raised verbally or in writing, although a written record should be made as soon as reasonably practicable.

Where the concern relates to the Nursery Manager or Designated Safeguarding Lead, it must be raised directly with a Director. Where the concern relates to a Director, the registered provider or the manner in which senior leaders have handled a safeguarding matter, the individual may raise it with another appropriate Director or directly with an appropriate external organisation.

A person raising a concern should provide as much factual information as possible, including:

- the nature of the concern;
- when and where the matter occurred;
- the people involved;
- whether any child may be at immediate risk;
- any action already taken; and
- any relevant documents, records or witnesses.

The person raising the concern is not expected to prove that wrongdoing has occurred and must not attempt to investigate the matter independently. Their responsibility is to report the concern honestly and provide the information available to them.

Upon receiving a whistleblowing concern, the nursery will:

- assess whether immediate action is required to protect a child or another person;
- make a clear and secure record of the concern;
- acknowledge the concern where the person's identity is known;
- determine who is appropriate to consider or investigate the matter;
- seek advice from or make referrals to the Local Authority Designated Officer, Children's Social Care, Ofsted, the police or another relevant authority where required;
- preserve relevant records or evidence;
- take appropriate action in response to any findings; and
- provide appropriate feedback to the person who raised the concern, so far as confidentiality and legal restrictions permit.

All concerns will be considered objectively and without unreasonable delay. The nursery will not require the person raising the concern to confront the individual involved or participate in any action that may place them or a child at risk.

Concerns may be raised confidentially. The nursery will take reasonable steps to protect the identity of the person raising the concern, although complete confidentiality cannot be guaranteed where disclosure is required by law, necessary to protect a child or needed to ensure a fair investigation.

Anonymous concerns will be considered based on the seriousness of the information, the risk to children and the information available. However, anonymity may make it more difficult to investigate the concern, obtain clarification or provide feedback.

No employee or worker will be dismissed, disciplined, threatened, disadvantaged or subjected to other detrimental treatment because they have raised a genuine concern through an appropriate channel. Workers who make a qualifying disclosure

in the public interest may also receive legal protection under whistleblowing legislation.

Where a person feels unable to raise the concern internally, believes that doing so may place a child or themselves at risk, or reasonably believes that a genuine concern has not been addressed, they may seek advice or report the matter through an appropriate external channel. This may include:

- the NSPCC Whistleblowing Advice Line;
- Ofsted's childcare complaints procedure;
- the local authority safeguarding service or Local Authority Designated Officer;
- Children's Social Care; or
- the police.

Where a child is at immediate risk of significant harm, Children's Social Care or the police must be contacted immediately. In an emergency, staff must call 999. Whistleblowing is different from a personal employment grievance. A personal complaint relating solely to an individual's own employment will normally be addressed through the nursery's Grievance Policy. However, a concern must not be treated merely as a grievance where it also raises safeguarding, unlawful-practice or wider public-interest issues.

All staff, students and volunteers will be informed of the nursery's whistleblowing arrangements during induction and through ongoing safeguarding training. Relevant contact details and reporting routes will be made readily accessible within the setting.

Further information can be found in the nursery's **Whistleblowing Policy**.

4.0 Working in Partnership with Parents, Carers and Other Agencies

Shooting Stars Nursery recognises that effective safeguarding depends upon respectful partnership working with children, parents and carers, other early years providers and relevant safeguarding professionals.

The nursery will seek to build open and trusting relationships with parents and carers and encourage the regular two-way sharing of information about their child's safety, welfare, health, development and individual needs.

Parents and carers will normally be informed when the nursery has concerns about their child and will be involved in decisions about support, referrals and safeguarding action where it is safe and appropriate to do so.

The nursery may decide not to inform or consult a parent or carer before sharing information or making a referral where doing so may:

- place the child or another person at greater risk of harm;
- lead to evidence being lost, destroyed or concealed;

- cause an alleged perpetrator to threaten or influence the child;
- prejudice a police investigation, Children's Social Care or other safeguarding investigation;
- result in the child being removed from the area;
- create an unreasonable delay in protecting the child; or
- otherwise, conflict with the child's best interests.

Where staff are uncertain about whether parents or carers should be informed, advice will be sought from Children's Social Care, the police or another appropriate safeguarding professional before contact is made.

The nursery will share relevant information with Children's Social Care, the police, health professionals, the local authority, Ofsted, other education or childcare providers and other appropriate agencies where this is necessary to safeguard a child or promote their welfare.

Information sharing will be lawful, necessary, relevant, accurate, proportionate, timely and secure. Information will only be shared with individuals who have a legitimate professional need to receive it.

Parental consent will be sought where appropriate. However, the absence of consent will not prevent the nursery from sharing information where there is a lawful safeguarding basis and sharing is necessary to protect a child or another person from harm. The reason for sharing or withholding information, including any decision not to seek consent, will be clearly recorded.

The nursery will participate fully in relevant multi-agency safeguarding arrangements. This may include:

- providing information to support assessments and enquiries;
- attending early-help, Child in Need, child-protection and other multi-agency meetings;
- contributing to agreed plans and actions;
- completing reports within required timescales;
- sharing new or escalating concerns promptly;
- maintaining communication with allocated professionals; and
- monitoring the child's welfare and progress within the setting.

The Designated Safeguarding Lead will ensure that actions allocated to the nursery are recorded, completed and reviewed. Relevant information and agreed actions will be shared with staff on a need-to-know basis so that the child can be appropriately supported and safeguarded.

Following a referral, the Designated Safeguarding Lead will obtain and record confirmation that the referral has been received and will seek information about the action being taken. The nursery will not assume that responsibility for the child has transferred solely because a referral has been made.

Where the nursery does not receive a response, considers that the response is insufficient or believes that the child remains at risk, the Designated Safeguarding Lead will follow up the concern and use the locally agreed professional challenge or escalation procedure. Further referrals or contact with more senior safeguarding professionals will be made where necessary.

Where a child attends more than one early years setting, relevant information will be shared appropriately to support consistent care and safeguarding. Each setting must remain responsible for acting upon concerns arising within its own provision.

When a child leaves the nursery or moves to another setting or school, relevant safeguarding information will be transferred securely and without unnecessary delay to the receiving organisation's Designated Safeguarding Lead or other authorised person. Receipt of the information will be obtained and recorded. Safeguarding records will not ordinarily be handed to parents or carers to deliver.

The nursery will cooperate with statutory enquiries, safeguarding investigations, assessments, inspections and child safeguarding practice reviews. Staff will provide accurate information and must not withhold relevant safeguarding information from authorised professionals.

The nursery will communicate with families respectfully, clearly and without discrimination. Interpreters, accessible information or other communication support will be arranged where reasonably required to enable parents, carers and children to understand and participate in safeguarding processes.
All decisions, discussions, referrals, information shared, professional advice received, actions allocated and attempts to escalate concerns will be recorded clearly within the child's safeguarding records.

4.1 Supervision, Staff Deployment, and Staff to Child Ratios
Shooting Stars Nursery will ensure that staffing arrangements meet the needs of all children and protect their safety, welfare and wellbeing throughout the nursery day.

The Nursery Manager or person in charge will ensure that sufficient suitable staff are deployed according to:

- the number and ages of children present;
- children's individual needs, including medical needs, SEND and additional safeguarding needs;
- the experience, competence and qualifications of staff;
- the layout of the premises and use of indoor and outdoor areas;
- planned activities, outings and transitions;
- mealtimes, sleep, toileting and intimate care arrangements; and
- any identified risks or changes in circumstances.

The statutory staff-to-child ratios are minimum requirements and will not be treated as an automatic indication that staffing is sufficient. Additional staff will be deployed where necessary to meet children's needs, manage identified risks or maintain effective supervision.
For registered early years provision, the nursery will ordinarily maintain at least:

- one member of staff for every three children aged under two;
- one member of staff for every five children aged two; and
- one member of staff for every eight children aged three and over.

A ratio of one member of staff for every 13 children aged three and over may only be used where a person with Qualified Teacher Status, Early Years Professional Status or Early Years Teacher Status is working directly with the children and all associated EYFS qualification and deployment requirements are met.

The nursery will ensure that all relevant qualification requirements are met. This includes the required number of staff holding approved level 2 and level 3 qualifications and the specific experience and training requirements applying to staff working with children under two.

Only staff who are available to work directly with children will be counted within ratios. Staff who are on a break, attending a meeting, completing duties away from the children or otherwise unavailable to provide direct care and supervision will not be counted during that period.

Students, apprentices and long-term volunteers will only be included within ratios where this is permitted by the EYFS, and the Nursery Manager is satisfied that the individual is suitable, competent and responsible and meets all applicable age, qualification and paediatric first-aid requirements. Visitors, contractors and occasional volunteers will not be included within ratios.
Staff deployment will be organised so that children are usually within both sight and hearing of a member of staff. Children must not be left unsupervised.

Children must always be within both sight and hearing of a member of staff while eating. Children who are sleeping will be supervised in accordance with the nursery's safer-sleep procedures and the specific requirements applying to babies and young children.

Staff will position themselves appropriately and remain vigilant during:

- children's arrival and collection;
- movement between rooms and areas;
- indoor and outdoor play;
- toileting and nappy changing;
- sleep and rest periods;
- meals and snacks;
- outings and use of vehicles; and
- periods when doors, gates or access points are being used.

Children's privacy will be respected during toileting and intimate care, while ensuring that safeguarding and supervision arrangements remain appropriate.

Room Leaders and practitioners must communicate clearly when leaving or entering an area, taking a child to another part of the premises or becoming unavailable for direct supervision. Staff must not assume that another practitioner has taken responsibility for a child without a clear handover.

The Nursery Manager or person in charge will monitor attendance, staffing levels and deployment throughout the day. Staff deployment will be reviewed whenever:

- children arrive or leave;
- staff begin or end shifts;
- staff take breaks;
- a staff member becomes unwell or must leave unexpectedly;
- children move between rooms or outdoor areas; or
- an activity creates increased supervision needs.

The nursery will plan sufficient cover for staff breaks, sickness, training, meetings and other foreseeable absences. Staff will not be moved solely to achieve numerical compliance where doing so would leave another child, room or area inadequately supervised.

If staffing levels unexpectedly fall below the level required to provide safe care, the Nursery Manager will take immediate action. This may include calling additional staff, redeploying staff safely, temporarily restricting activities, postponing an outing, ceasing further admissions or asking parents to collect children. A room or the setting will close where safe staffing cannot otherwise be maintained.

All staff members will hold a Paediatric First Aid Qualification.
Any occasion on which statutory ratios or safe supervision arrangements are not maintained must be reported immediately to the Nursery Manager. The circumstances, action taken and any impact upon children will be recorded, reviewed and notified to Ofsted or another authority where required.

4.2 Modern Slavery, Human Trafficking, and Exploitation
Shooting Stars Nursery recognises that modern slavery, human trafficking and labour exploitation can affect children, families, employees, agency workers and other people connected with the setting.

Modern slavery includes slavery, servitude, forced or compulsory labour and human trafficking. Exploitation may include forced labour, domestic servitude, sexual exploitation, criminal exploitation, forced begging, debt bondage or any situation in which a person is controlled or used for another person's benefit and is not genuinely free to refuse or leave.

The nursery is committed to ensuring that no person working within the organisation is subjected to forced labour, coercion, trafficking or exploitative employment practices.

Recognising the exploitation of staff

All employees will be provided with information to help them recognise modern slavery and labour exploitation affecting themselves or a colleague.

Possible indicators may include a person:

- having their passport, identity documents, bank card or immigration documents retained by an employer, recruiter or another person;
- being told that they cannot leave their employment or accommodation;
- being threatened with violence, dismissal, homelessness, deportation or reporting to immigration authorities;
- being required to work excessive hours without genuine choice or appropriate rest;
- having all or a significant proportion of their wages withheld;
- having unexplained or excessive deductions taken from their wages;
- being required to repay excessive recruitment, travel, sponsorship, accommodation or training debts;
- receiving substantially different pay, hours or duties from those originally promised;
- being forced to live in accommodation controlled by an employer, recruiter or other person;
- having their movement, communication, finances or relationships monitored or controlled;
- being transported to and from work under the control of another person;
- appearing frightened, withdrawn, exhausted, injured or unable to speak freely;
- having another person insist on speaking for them or controlling their employment arrangements;
- being prevented from joining a trade union, seeking advice or reporting concerns;
- being required to perform work or activities through threats, intimidation, deception or coercion; or
- believing that they or their family will be harmed if they attempt to leave.

The presence of one indicator does not necessarily confirm modern slavery. However, staff do not need proof before seeking help or reporting a genuine concern.

The nursery will not:

- retain an employee's original passport, identity documents or bank card;
- require an employee to surrender control of their wages;
- use threats, coercion or immigration status to prevent an employee from leaving;

- knowingly use recruitment agencies or labour providers involved in worker exploitation;
- tolerate recruitment fees, debt bondage or other arrangements intended to trap a person in employment; or
- subject an employee to detrimental treatment because they have raised a genuine concern about exploitation.

Original documents may be inspected for lawful recruitment and right-to-work checks but will be returned promptly to the individual. Copies will only be retained where permitted and required.

Reporting concerns affecting an employee

An employee who believes that they or a colleague may be experiencing modern slavery, trafficking or labour exploitation should seek help as soon as they feel able.

Concerns may normally be raised with the Nursery Manager or a Director. Where the concern involves the Nursery Manager, a Director, the registered provider or another senior employee, the individual is not required to report the matter to that person and may use the nursery's Whistleblowing Policy or contact an external organisation directly.

Employees may raise concerns confidentially and will be treated sensitively and respectfully. No employee will be disciplined, dismissed, threatened or otherwise disadvantaged for making a genuine report or seeking help.

The person receiving the concern will:

- consider whether anyone is in immediate danger;
- speak with the potential victim privately and without the suspected exploiter present;
- avoid confronting or alerting the suspected exploiter;
- make an accurate and secure record;
- discuss appropriate external support and reporting options;
- consider whether the police, local authority or another specialist agency should be contacted; and
- take appropriate action to protect the individual from further harm or retaliation.

The nursery will not attempt to investigate suspected modern slavery independently where doing so could place the potential victim at greater risk or compromise a criminal investigation.

Where an adult appears to be a potential victim, their wishes and consent will normally be considered before information is shared or an adult National Referral Mechanism referral is pursued. Information may be shared without consent where there is an immediate risk of serious harm, a risk to another person, a legal requirement or another lawful and necessary reason.

Where there is immediate danger, violence, a threat to life or a crime in progress, the police must be contacted by calling 999. Non-emergency concerns may be reported to the police, the Modern Slavery Helpline or another appropriate labour-enforcement or safeguarding organisation.

Concerns that do not meet the threshold for modern slavery may still involve unlawful deductions, underpayment, discrimination, harassment, unsafe working conditions or other unacceptable employment practices. These concerns will be addressed through the nursery's Grievance Policy, Whistleblowing Policy or other appropriate employment procedure and will not be dismissed merely because modern slavery has not been established.

Concerns affecting children and families

Staff must also remain alert to indicators that a child, parent, carer or household member may be experiencing trafficking, forced labour, domestic servitude, sexual exploitation, criminal exploitation or another form of modern slavery.

Any such concern must be reported immediately to the Designated Safeguarding Lead or trained deputy and recorded through the nursery's safeguarding-recording procedure.

Staff must not:

- confront a person suspected of controlling or exploiting the child or family;
- alert a suspected exploiter that a concern has been reported;
- question the child or adult repeatedly;
- attempt to investigate or arrange a rescue independently; or
- promise complete confidentiality.

The Designated Safeguarding Lead will assess the immediate risk and contact Children's Social Care, the police or another appropriate safeguarding service without delay.

Parents or carers will not be contacted before professional advice is obtained where doing so could increase the risk, alert a suspected exploiter, lead to the child being removed or compromise an investigation.

Where a child may be a potential victim of modern slavery or trafficking, the Designated Safeguarding Lead will ask Children's Social Care or the police, as an authorised First Responder Organisation, to consider a referral through the National Referral Mechanism. A safeguarding referral must not be delayed while an NRM referral is being considered.

All concerns, advice received, decisions, referrals, protective action and follow-up will be recorded securely. The nursery will continue to monitor the welfare of any affected child or employee and will escalate concerns where the response received does not adequately address the identified risk.

4.3 Early Help, Referrals, and Escalation

Shooting Stars Nursery is committed to identifying children's needs and providing or seeking appropriate help at the earliest opportunity. The nursery will not wait for a concern to become a crisis before taking action.

Safeguarding decisions will be child-centred and based upon:

- the nature, seriousness and frequency of the concern;
- the child's age, development, communication and vulnerability;
- the child's wishes, feelings and presentation;
- the capacity of the parents, carers and wider family network to meet the child's needs;
- any previous concerns, incidents, referrals or professional involvement;
- the cumulative impact of apparently minor concerns;
- risks affecting siblings or other children within the household;
- risks arising inside or outside the family home, including online; and
- the current local safeguarding-partnership threshold guidance.

A single serious concern may require immediate referral. A series of lower-level concerns may also meet the threshold for further support or statutory intervention when considered together.

Staff must not delay reporting a concern because they believe:

- another person may already have reported it;
- they do not have complete information;
- the concern may be explained by the child's culture, disability, SEND or family circumstances;
- the child has not made a verbal disclosure;
- the parents or carers may become upset;
- the Designated Safeguarding Lead is unavailable; or
- the concern appears minor when considered in isolation.

Internal and universal support

Where a child or family has an identified need that can be safely addressed through the nursery or universal community services, the Designated Safeguarding Lead may agree appropriate support with the family.

This may include:

- increased communication with parents or carers;
- additional observations or monitoring;
- support from the child's key person, SENDCo or Room Leader;
- signposting or referral to health, housing, financial, parenting or community services;
- support through a Best Start Family Hub or equivalent local service; or
- an agreed nursery support plan.

Any internal support or monitoring arrangement must have:

- a clearly identified concern or need;
- agreed actions;
- a named person responsible for each action;
- a timescale and review date;
- an explanation of what improvement is expected; and
- a clear point at which the concern will be escalated if sufficient progress is not made.

Internal monitoring must not be used as a substitute for an Early Help, Family Help or statutory safeguarding referral where the relevant threshold has been met.

Early Help and Family Help

Early Help or Family Help will be considered where a child or family would benefit from coordinated support and the child is not currently considered to be suffering, or likely to suffer, significant harm.

This may be appropriate where:

- needs are persistent, increasing or affecting more than one area of family life;
- several services are required to support the child or family;
- previous universal or nursery-based support has not achieved sufficient improvement;
- family circumstances may make the child more vulnerable;
- there are emerging concerns about neglect, domestic abuse, parental mental health, substance misuse, housing, financial hardship or family relationships;
- a parent or carer is struggling to meet the child's developmental, health or emotional needs; or
- support is needed to prevent the child's circumstances from worsening.

Early Help and Family Help are voluntary processes. The nursery will explain the concerns, proposed referral and potential benefits to the parents or carers and will seek their informed agreement.

Where consent is not provided, the Designated Safeguarding Lead will seek to understand the reasons and consider whether:

- alternative voluntary support can be offered;
- the child's needs can be safely monitored;
- the level of concern has increased;
- the child may be a child in need; or
- a referral to Children's Social Care is necessary to protect the child.

Refusal of Early Help or Family Help does not prevent a statutory safeguarding referral where the threshold for referral has been met.

Where the nursery is involved in an Early Help or Family Help assessment or plan, it will:

- contribute relevant and accurate information;
- involve the child and family in an appropriate manner;
- attend meetings and reviews;
- complete agreed actions within the required timescales;
- monitor the impact of the plan upon the child;
- share new or escalating concerns promptly; and
- request review or escalation where the support is not improving the child's circumstances.

Referral to Children's Social Care

A referral to local authority Children's Social Care will be made immediately where there is reasonable cause to suspect that a child:

- is suffering or is likely to suffer significant harm;
- may be experiencing abuse, neglect or exploitation;
- requires immediate protection;
- may be a child in need whose health or development is unlikely to be maintained without statutory services;
- is being denied necessary medical care;
- is living in circumstances presenting a serious or escalating risk;
- has been abandoned or may not have a safe adult able to care for them; or
- otherwise requires assessment or intervention by Children's Social Care.

A referral may also be made where concerns relate to an unborn child, a sibling or another child connected with the family.

An Early Help or Family Help assessment is not required before making a referral to Children's Social Care. The nursery will not delay a statutory referral while attempting to obtain additional evidence, complete an assessment, secure parental agreement or provide further internal support.

The Designated Safeguarding Lead or trained deputy will normally make the referral. However, any member of staff may contact Children's Social Care or the police directly where:

- the Designated Safeguarding Lead and deputy are unavailable;
- delay could place a child at further risk;
- the staff member believes that appropriate action has not been taken; or
- the staff member remains concerned about the child's immediate safety.

The staff member must inform the Designated Safeguarding Lead or an appropriate senior leader as soon as it is safe and practicable to do so.

The referral will include all relevant available information, including:

- the child's identity and family details;
- the nature and extent of the concerns;
- the child's presentation, wishes and feelings where known;
- relevant dates, incidents, injuries, disclosures and observations;
- the child's developmental, health, communication and additional needs;
- previous concerns and action taken;
- the capacity of the parents, carers and family network to meet the child's needs;
- relevant environmental or wider family factors;
- known risks to siblings or other children;
- whether the parents or carers have been informed; and
- the action required to protect the child.

The absence of some information must not delay an urgent referral.

Informing parents and carers

Parents and carers will ordinarily be informed and involved before a referral is made where it is safe and appropriate to do so.

Consent is not required before making a safeguarding referral where there is a lawful basis to share information and referral is necessary to protect a child or another person.

Parents or carers will not be informed before advice is obtained or a referral is made where doing so may:

- place the child or another person at increased risk;
- alert an alleged perpetrator;
- lead to intimidation, coercion or pressure being placed upon the child;
- result in evidence being destroyed or concealed;
- cause the child to be removed from the area;
- prejudice a police or Children's Social Care investigation; or
- create an unreasonable delay in protecting the child.

The reason for informing, delaying contact with or not informing parents or carers will be recorded.

Emergency action

Where a child or another person is in immediate danger, requires urgent medical attention or a serious offence may be in progress, staff must call 999 without delay.

Emergency action must not be delayed while attempting to contact:

- the Designated Safeguarding Lead;
- a manager or Director;
- the child's parents or carers;

- Children's Social Care; or
- another professional.

Where safe to do so, staff will:

- remain with and reassure the child;
- arrange necessary first aid;
- preserve relevant evidence;
- prevent contact with a suspected perpetrator;
- follow the instructions of emergency services; and
- ensure that other children are appropriately supervised and protected.

The Designated Safeguarding Lead and parents or carers will be informed as soon as it is safe and appropriate, taking account of advice from the police, Children's Social Care or medical professionals.

Action following a referral

The person making the referral will record:

- the date and time of the referral;
- the service contacted;
- the name and role of the person spoken to;
- the information provided;
- advice received;
- any reference number;
- the decision or response given;
- actions allocated to the nursery; and
- the date by which further information or feedback is expected.

The Designated Safeguarding Lead will ensure that the referral has been received and will seek confirmation of the action being taken.

Making a referral does not end the nursery's safeguarding responsibility. The nursery will continue to:

- monitor the child's safety, welfare and presentation;
- maintain accurate safeguarding records;
- share new information without delay;
- complete agreed actions;
- attend relevant meetings;
- support the child appropriately within the setting; and
- review whether the response remains sufficient.

Relevant information will be shared with staff on a strict need-to-know basis so that the child can be safely supported.

Professional challenge and escalation

Where Children's Social Care or another agency decides that no further action will be taken, the Designated Safeguarding Lead will consider whether that decision adequately addresses the nursery's concerns.

The Designated Safeguarding Lead will follow up and professionally challenge the response where:

- no acknowledgement or feedback is received;
- agreed action does not take place;
- the nursery's information appears not to have been fully considered;
- the child's circumstances continue to deteriorate;
- new concerns arise;
- the identified risk remains unmanaged; or
- the nursery believes that the child continues to suffer or be at risk of harm.

Escalation may include:

- contacting the allocated practitioner again;
- speaking with their supervisor or manager;
- seeking advice from the local safeguarding service;
- submitting further written information;
- making a new referral;
- contacting the police where appropriate; or
- using the relevant safeguarding partnership's formal professional challenge or resolution procedure.

Disagreement between professionals must not prevent immediate action from being taken to protect a child.

Every attempt to follow up, challenge or escalate a concern, together with the response and resulting decision, will be recorded.

4.4 Child-on-Child Abuse and Harmful Sexual Behaviour

Shooting Stars Nursery recognises that children can experience harm from other children. Child-on-child abuse can take different forms and may include physical, emotional or sexual harm, intimidation, coercive or controlling behaviour, persistent bullying, discriminatory behaviour or other actions that cause another child harm or distress.

In an early year's environment, children are developing their understanding of emotions, relationships, personal boundaries, consent, privacy and appropriate physical contact. Behaviours such as pushing, biting, grabbing, conflict over resources or curiosity about bodies may occur as part of a young child's development and will not automatically be regarded as child-on-child abuse.

However, staff must remain professionally curious and must not dismiss concerning or repeated behaviour simply as "children being children". The context, frequency, severity and impact of the behaviour must always be considered.

Harmful or concerning sexual behaviour

Children's sexual behaviour exists on a continuum from developmentally expected curiosity through to inappropriate, problematic, abusive or harmful behaviour.

Age-appropriate curiosity about bodies, differences between people, toileting or privacy may be a normal part of development. Staff should respond calmly and without shaming the child, while reinforcing appropriate boundaries and privacy.

Greater concern may arise where sexualised behaviour is persistent, compulsive, unusually explicit for the child's age or developmental stage, causes another child distress or fear, involves a significant difference in age, development, size or power, involves force, threats, bribery, secrecy or coercion, causes injury, involves penetration or attempted penetration, or continues despite appropriate adult intervention.

Sexualised language, actions or knowledge that appear significantly beyond what would ordinarily be expected for the child's developmental stage may also indicate that the child has been exposed to inappropriate material, witnessed sexual activity or experienced abuse themselves.

Staff must therefore consider not only what the child has done, but also what the behaviour may be communicating about that child's experiences and welfare.

A child displaying harmful or problematic behaviour will continue to be treated as a child in need of appropriate safeguarding, support and guidance. Staff must not label a child as an "abuser", "offender" or similar term. Children who display harmful sexual behaviour may themselves have experienced abuse, neglect, trauma, inappropriate sexual material or other adverse experiences.

Responding to an incident or concern

Where child-on-child behaviour causes concern, the immediate priority is to ensure the safety and wellbeing of all children involved.

Staff will calmly intervene where necessary, separate children where appropriate and provide reassurance and appropriate care. Any injury will be responded to in accordance with the nursery's first-aid procedures.

Staff must not conduct their own investigation or repeatedly question the children. Where a child says something about what has happened, staff will listen carefully, use open and non-leading communication where clarification is genuinely necessary, and record the child's words as accurately as possible.

The concern must be reported to the Designated Safeguarding Lead or trained deputy without unnecessary delay. The incident will be recorded as a safeguarding concern where the nature, context, repetition or impact of the behaviour indicates that safeguarding consideration is required.

The Designated Safeguarding Lead will consider the needs and safety of **each child separately**, including the child who may have experienced harm and the child displaying the concerning behaviour.

Consideration will be given to the children's ages and developmental stages, communication abilities, SEND or additional needs, the nature and frequency of the behaviour, whether there was coercion or a power imbalance, the emotional and

physical impact upon the child, previous incidents or patterns, information held about the children or their families and whether either child may have experienced abuse or inappropriate exposure elsewhere.

A serious incident may require immediate safeguarding action even where there has been no previous concern. Equally, a pattern of apparently lower-level incidents may become a safeguarding concern when considered cumulatively.

Protecting and supporting the children

Where necessary, the Nursery Manager and Designated Safeguarding Lead will put proportionate arrangements in place to prevent further harm while allowing children to continue to access their education, care and relationships as safely and normally as possible.

This may include changes to staff deployment or supervision, increased observation, adjustments to particular areas or routines, additional key-person support, work with parents and carers, developmentally appropriate teaching about boundaries and relationships, or an individual safeguarding or risk-management plan.

Any arrangements will be proportionate and reviewed regularly. They must not unnecessarily stigmatise, isolate or punish a child.

Behaviour-management sanctions alone will not be considered an adequate response where the behaviour may indicate a safeguarding concern.

The child who has experienced harm will be reassured that they have done the right thing by communicating what happened, where applicable, and will be supported to feel safe within the nursery. Staff will remain alert to changes in their behaviour, emotional wellbeing, attendance, eating, sleeping, toileting, play or relationships.

The child displaying the behaviour will also receive appropriate support to understand boundaries and develop safe behaviour. The nursery will consider whether their behaviour indicates unmet developmental needs or that they may themselves have experienced abuse, neglect, trauma or exposure to inappropriate material.

Parents and carers

Parents or carers will normally be informed of concerns involving their child and involved in planning appropriate support where it is safe to do so.

Conversations with the families of the children involved will normally take place separately. Staff will maintain the confidentiality of other children and families and will not disclose unnecessary personal information about another child.

Parents will not be informed before professional advice is sought where doing so could place a child or another person at increased risk, prejudice an investigation or otherwise be contrary to the child's welfare.

Referral and escalation

Where the behaviour indicates that a child may be suffering or likely to suffer significant harm, the Designated Safeguarding Lead will make a referral to Children's Social Care in accordance with section 4.3 of this policy.

Advice may also be sought from Children's Social Care or the relevant local safeguarding service where the nursery is uncertain about the significance of sexualised or other harmful behaviour.

Where appropriate, the nursery will follow the local safeguarding partnership pathway for harmful sexual behaviour and cooperate with any assessment or multi-agency intervention.

Where there is an immediate risk of serious harm or a serious criminal offence may have occurred, the police and other emergency services will be contacted without delay.

The fact that both children involved are young does not remove the need for safeguarding action where serious harm or risk is identified.

Recording and monitoring

All significant child-on-child safeguarding concerns will be recorded clearly and factually. Records will distinguish observed behaviour from professional interpretation and will include the circumstances surrounding the incident, the children's responses, any words used by the children, immediate action taken, parental discussions, professional advice, referrals and subsequent decisions.

Where appropriate, safeguarding records will be maintained for each child involved so that their individual needs, risks and support can be considered separately while ensuring that related incidents can be identified.

The Designated Safeguarding Lead will monitor for patterns or repeated incidents. Concerns occurring across different rooms, practitioners or periods of time will be considered together rather than treated as unrelated events.

Staff will share relevant information on a need-to-know basis so that agreed safeguards are understood and consistently implemented.

4.5 Attendence, Absence, Missing and Uncollected Children

Shooting Stars Nursery recognises that attendance and changes in a child's pattern of attendance can provide important information about their safety and welfare. Unexplained, prolonged or repeated absence will therefore be considered as a potential safeguarding indicator and will not be treated solely as an administrative matter.

The nursery will maintain an accurate daily register showing when each child is present and will work with parents and carers to ensure that expected absences are communicated promptly.

Parents and carers are expected to inform the nursery when their child will not be attending and, wherever possible, provide the reason for the absence and the expected date of return.

The nursery will maintain current contact information for each child. Parents and carers are responsible for informing the nursery of changes to telephone numbers,

addresses, emergency contacts, parental responsibility or collection arrangements. Where possible, the nursery will hold more than two emergency contact numbers for each child.

Unexplained and prolonged absence

Where a child does not attend an expected session and the nursery has not received an explanation, reasonable attempts will be made to establish the child's whereabouts and wellbeing.

The nursery will initially attempt to contact the child's parents or carers using the contact information held. Where they cannot be reached, alternative emergency contacts will be contacted where appropriate.

Staff will record attempts to make contact and any explanation provided.

There is no fixed period after which an absence automatically becomes a safeguarding concern. The Designated Safeguarding Lead will consider the individual circumstances of the child and family when determining the level of response required.

Particular consideration will be given to the child's age and vulnerability, previous attendance, changes in attendance patterns, existing safeguarding concerns, involvement of Children's Social Care or other professionals, SEND or medical needs, the vulnerability of parents or carers, known domestic abuse or family difficulties and any other information known to the nursery.

An absence that would not ordinarily cause concern may therefore require immediate safeguarding action for a particularly vulnerable child. Repeated short absences, frequent unexplained absences, unusually late arrivals or early collections and changes from a child's normal attendance pattern will be considered cumulatively. Staff must not treat each absence as an isolated event where a pattern may be developing.

Where an explanation is provided but raises safeguarding concerns, the matter will be reported to the Designated Safeguarding Lead in the same way as any other safeguarding concern.

Where the nursery is unable to establish that a child is safe and well, or where the circumstances of the absence create a safeguarding concern, the Designated Safeguarding Lead will consider contacting Children's Social Care and/or requesting a police welfare check.

Staff will not undertake their own home welfare visit as a substitute for contacting the appropriate safeguarding or emergency service where there is concern about a child's immediate safety.

Where a child is already supported by Children's Social Care, Early Help, Family Help or another relevant professional, the nursery will consider whether that professional should be informed of unexplained, persistent or concerning absence.

The nursery will continue to follow up the child's absence until sufficient information has been obtained to understand the child's circumstances and determine whether further safeguarding action is required.

Extended or planned absence

Parents and carers should inform the nursery in advance of planned extended absences wherever possible.

Where a child is expected to be absent for an extended period, the nursery will record the expected dates of absence and return.

Failure to return on the expected date will be followed up. Where contact cannot be established or the circumstances cause concern, the Designated Safeguarding Lead will consider whether safeguarding agencies should be contacted.

A statement that a family is travelling, moving away or remaining abroad will not automatically close a safeguarding concern where information held by the nursery gives reason to believe that the child may be at risk.

A child missing from the nursery

Children must never be permitted to leave the nursery premises unsupervised or with an unauthorised person.

If a child cannot be located, staff will respond immediately. The member of staff identifying the concern must alert the Nursery Manager or person in charge without delay.

An immediate headcount and check of the attendance register will be undertaken while staff rapidly search the areas in which the child could reasonably be located, including rooms, toilets, sleep areas, outdoor areas and other accessible spaces.

Doors, gates and access points will be checked and secured where appropriate without obstructing emergency evacuation arrangements.

The remaining children will continue to be safely supervised. Staff must not leave other children inadequately supervised in order to search.

The Nursery Manager will establish when and where the child was last seen and gather relevant information from staff while coordinating the response.

If the child is not located immediately following the initial rapid search, or there is reason to believe that the child has left the premises, the police will be contacted without delay. Parents or carers will also be informed as soon as practicable.

A police call must not be delayed in order to complete a lengthy search where a young child may have left the nursery.

Relevant information will be provided to the police, including the child's name, age, description, clothing, medical or additional needs, circumstances in which they became missing and the location in which they were last seen.

The Designated Safeguarding Lead will consider whether Children's Social Care or another professional also needs to be informed.

A child missing during an outing

Children will be counted and supervised regularly during outings in accordance with the nursery's Outings Policy and relevant risk assessment.

If a child becomes unaccounted for during an outing, staff will immediately alert the person leading the outing and confirm the attendance count.

The remaining children will be brought together and safely supervised while an immediate check is made of the surrounding area and the child's last known location. Staff at the venue or other relevant personnel will be alerted where appropriate.

If the child is not located immediately, the police will be contacted without delay and the Nursery Manager and parents or carers will be informed.

Staff must not disperse in a way that compromises the supervision or safety of the remaining children.

When a missing child is found

When the child is located, their immediate physical and emotional wellbeing will be assessed and appropriate reassurance, first aid or medical attention provided.

The child will not be blamed or punished for becoming missing.

Staff will consider, in a developmentally appropriate way, what happened and whether there is any information that may help explain the incident.

Parents or carers will be informed of the circumstances and the action taken unless safeguarding advice indicates that doing so would place the child at further risk.

The incident will be recorded in detail and reviewed by the Nursery Manager and Designated Safeguarding Lead. The review will consider how the child became unaccounted for, whether staff deployment or supervision contributed, whether procedures were followed, whether premises security or risk assessments require amendment and what action is necessary to prevent recurrence.

Where the incident raises concerns about staff conduct or supervision, this will be managed under the nursery's allegations, low-level concerns or disciplinary procedures as appropriate.

The Nursery Manager or Director will consider whether the incident meets the criteria for notification to Ofsted, the local authority, Children's Social Care or another relevant agency and will ensure that any required notification is made within the applicable timescale.

Failure to collect a child

Children will only be released to a parent, carer or other person authorised to collect them in accordance with the nursery's collection arrangements.

Where a child has not been collected at the expected time, the nursery will continue to provide safe and reassuring care for the child.

Reasonable attempts will be made to contact the parents or carers. If they cannot be reached, the nursery will contact authorised emergency contacts.

The child will not be released to an unauthorised person solely because they are known to the child or family.

Safe staffing and supervision arrangements will be maintained while the child remains at the nursery. A practitioner must never take an uncollected child to their own home or transport the child elsewhere unless this has been specifically directed by an appropriate statutory agency in an emergency.

Where nobody authorised to collect the child can be contacted and the delay becomes significant or concerns arise about the child's welfare, the Nursery Manager or Designated Safeguarding Lead will contact Children's Social Care, including the relevant out-of-hours service where necessary, and follow the advice provided.

The police will be contacted where there is an immediate safeguarding concern or where advised by Children's Social Care.

The nursery will not abandon a child, leave them unsupervised or close the premises while responsibility for the child's safe care remains with the setting.

All attempts to contact parents, carers and emergency contacts, together with professional advice received and action taken, will be recorded.

Repeated late collection or repeated inability to contact parents or carers will be reviewed by the Designated Safeguarding Lead. Where a pattern raises concerns about neglect, parental capacity or the child's welfare, the safeguarding procedures in section 4.3 will be followed.

Monitoring and review

Attendance information will be monitored rather than simply recorded. Room Leaders, key persons and the Designated Safeguarding Lead are expected to

communicate where they identify changes or patterns that may be relevant to a child's welfare.

Where absence forms part of an existing safeguarding concern, relevant attendance information will be incorporated into the child's safeguarding chronology and shared with appropriate professionals where necessary.

Parents and carers will be informed of the nursery's expectations regarding absence, emergency contacts, collection arrangements and the procedures followed when a child is missing or uncollected.

5.0 Roles and Responsibilities

Nursery Manager: has overall responsibility for ensuring that safeguarding procedures are implemented effectively within the nursery. The manager ensures that safeguarding concerns are taken seriously, that appropriate action is taken without delay, and that staff follow the nursery's safeguarding procedures. The manager also ensures safeguarding records are maintained appropriately and that concerns are reported to external agencies where required.

Designated Safeguarding Lead (DSL): takes the lead role in safeguarding and child protection within the nursery. The DSL receives and manages safeguarding concerns, maintains safeguarding records and chronologies, monitors ongoing safeguarding concerns, ensures timely follow-up of referrals and actions, and makes further referrals or seeks additional advice where concerns persist. The DSL liaises with relevant external agencies including the Local Authority Designated Officer (LADO), Children's Social Care and the police where appropriate.

Deputy Designated Safeguarding Lead: supports the Designated Safeguarding Lead and carries out safeguarding responsibilities in their absence to ensure that safeguarding concerns can always be addressed promptly.

Deputy Manager and Room Leaders: support the implementation of safeguarding procedures within their rooms and provide an additional route for staff to raise concerns. They promote a vigilant and reflective safeguarding culture and ensure that concerns are reported promptly to the Designated Safeguarding Lead.

All Staff, Volunteers and Students: share responsibility for safeguarding children and must remain alert to any concerns regarding a child's welfare. All concerns must be reported immediately to the Designated Safeguarding Lead. Staff must act in good faith, maintain confidentiality and cooperate fully with safeguarding enquiries or investigations.

Directors/Owners: ensure that the nursery has effective safeguarding policies and procedures in place and that these are implemented consistently. They ensure that appropriate resources, training and oversight are provided so that the nursery can meet its safeguarding responsibilities.

Safeguarding Contact Details
Current local safeguarding contact details are maintained separately for each nursery site within a **Site Safeguarding Contacts Sheet**. This includes contact details for Children's Social Care/MASH, the Local Authority Designated Officer (LADO), the Emergency Duty Team, Prevent services and other relevant safeguarding or whistleblowing organisations.

Each nursery will maintain a site-specific contact sheet containing the services applicable to its local authority area.

Safeguarding contact information will be displayed in private staff-only locations, including **staff bathrooms**, so that employees, students and volunteers can access external reporting information discreetly and without having to request it from another member of staff.

Staff may use these contact details where they need safeguarding advice, wish to raise a concern externally, feel unable to raise a concern through normal management channels, or believe that a concern has not been appropriately addressed.

The location of safeguarding contact information will be explained during staff induction. Access to the information must not depend upon permission from a manager, Designated Safeguarding Lead or other senior employee.

The Designated Safeguarding Lead and Nursery Manager will ensure that site-specific contact details are checked regularly and updated promptly when local arrangements change.

Where there is an immediate danger to a child or another person, staff must call **999** without delay.