Safeguarding and Child Protection Policy

Applies to:

Bloomsbury on the Beach (Ofsted ID: 2739436)

Bloomsbury Street Day Nursery (Ofsted ID: 2677115)

Hove Village Day Nursery Ltd (Ofsted ID EY492059)

Hove Village Preschool Nursery at Hove Library (Ofsted ID:2524856)

Primary person responsible for the implementation and monitoring of this policy:	Head of Nursery, Georgina Stanley & Nazish Usman,
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1. Scope and Application

1.1 This policy applies to: **Hove Village Day Nursery Ltd RP905848**

Bloomsbury on the Beach (Ofsted ID: 2739436)

Bloomsbury Street Day Nursery (Ofsted ID: 2677115)

Hove Village Day Nursery Ltd (Ofsted ID EY492059)

Hove Village Preschool Nursery at Hove Library (Ofsted ID:2524856)

1.2 This policy covers all employees, including directors, apprentices, casual workers, whether on permanent or temporary contracts, agency workers, volunteers, governors, consultants and contractors (collectively '**staff**'). This policy does not form part of any contract of employment or consultancy agreement and Hove Village Day Nursery Ltd may amend it at any time.

1.3 This policy applies at all times including where children or staff are away from nursery, whether they are on nursery-arranged activities or otherwise, and whether or not the nursery is open. It will therefore apply out of nursery hours and in the holidays.

1.4 This policy has regard to the following guidance and advice:

1.4.1 Keeping Children Safe in Education (September 2026) ('**KCSIE**')

- KCSIE incorporates the additional statutory guidance Disqualification under the Childcare Act 2006 (September 2018)
- KCSIE also provides links to various toolkits and additional advice and support

1.4.2 Working Together to Safeguard Children (March 2026) ('**WT**')

- WT refers to the non-statutory advice: Information sharing: Advice for practitioners providing safeguarding services for children, young people, parents and carers (May 2024)

1.4.3 What to do if you're worried a child is being abused (March 2015)

1.4.4 Prevent duty guidance: Guidance for specified authorities in England and Wales December 2023. Prevent is supplemented by a briefing note:

- How social media is used to encourage travel to Syria and Iraq (July 2015)

1.4.5 Working together to improve school attendance: statutory guidance for maintained schools, academies, independent schools and local authorities (August 2024)

1.4.6 Digital and technology standards in schools and colleges (March 2025)

1.4.7 After school clubs, community activities, and tuition (safeguarding guidance for providers) (September 2023)

1.4.8 Early Years Foundation Stage Statutory Framework for group and school-based providers (September 2026)

1.5 This policy also takes into account the procedures and practice of the Local Authority as part of the multi-agency safeguarding arrangements set up by each nursery's Local Safeguarding Children Board, which can be found below at paragraphs 3 and 13.

2. Policy Aims

2.1 Hove Village Day Nursery Ltd is committed to safeguarding and promoting the welfare of children. This policy aims to:

2.1.1 actively promote children's safety, welfare, emotional wellbeing, learning and development through effective safeguarding arrangements and early intervention where concerns arise.

2.1.2 safeguard and promote the welfare of children, staff and others who come into contact with Hove Village Day Nursery Ltd and to protect them from harm;

2.1.3 have clear procedures in place for dealing with and referring concerns about the welfare of any individual and / or allegations of abuse, neglect and / or exploitation;

2.1.4 raise awareness about how to report concerns and how they will be investigated whether they are current or historic in nature;

2.1.5 recognise and respond appropriately to emerging safeguarding risks associated with technology, online activity, artificial intelligence (AI) and digital communication.

2.1.6 raise staff awareness about Hove Village Day Nursery Ltd safeguarding expectations;

2.1.7 ensure staff are competent to carry out their safeguarding responsibilities and feel supported in this role;

2.1.8 ensure consistent good safeguarding practice throughout Hove Village Day Nursery Ltd, to include the promotion of a zero-tolerance approach to Child-on-Child sexual violence and harassment in which children are confident to report it and staff are confident to identify and respond to it;

2.1.9 promote a whole-nursery culture of safety, equality, and protection; and maintain a culture of vigilance, professional curiosity and shared safeguarding responsibility to ensure concerns are identified and addressed promptly.

2.1.10 ensure that Hove Village Day Nursery Ltd works together effectively with parents, local authorities, partner organisations and agencies.

2.2 At Hove Village Day Nursery Ltd, we are committed to safeguarding all children both at nursery and in the community by adopting various policies and procedures. However, safeguarding is a much wider subject than the elements covered within this single policy, therefore this policy should be read in conjunction with Hove Village Day Nursery Ltd other policies and procedures, including:

- Personal Devices and Social Media
- Safer Recruitment
- Whistleblowing
- Attendance
- Ill or Infectious Children
- Administering Medicine to Children
- Fire and Evacuation
- Visitors
- Missing Children and Late Collection
- Parent and Carer Complaints
- Prevent
- Health and Safety
- SEND
- Accident and Incident
- Behaviour Management
- Code of Conduct
- Data Protection
- IT Acceptable Use
- Intimate Care
- Trips and Outings
- Supervision
- CCTV

- Babysitting
- Mealtimes

3. Key Safeguarding Contacts

3.1 The Designated Safeguarding Lead ("**DSL**") for each nursery should be informed of any safeguarding concern raised. It is the DSL's role to:

3.1.1 Ensure safeguarding arrangements remain compliant with the EYFS safeguarding and welfare requirements and are reviewed regularly in response to statutory updates.

3.1.2 Ensure safeguarding records are detailed, factual, timely and support effective decision-making and partnership working with external agencies.

3.1.3 Attend training to keep knowledge up to date: know when and how to consult / refer;

3.1.4 Work with the nursery to devise preventative measures (British values / safer recruitment);

3.1.5 Ensure that its nursery has suitable ICT filters and that children, their families and staff know how to keep themselves safe online; and

3.1.6 Oversee the effectiveness of online safety arrangements and ensure staff understand their responsibilities in relation to safeguarding children online.

3.1.7 Assist / advise anyone who raises concerns: effective signposting (peers/families/partner agencies).

3.2 The contact details of the DSL and other key nursery contacts are as follows:

Nominated Individual for Hove Village Day Nursery Ltd	Name: Georgina Stanley Email: Georgina.Stanley@Hovevillage.com Mobile number: 07389730118
Designated Safeguarding Leads, On Site (DSL)	Name: Head of Nursery Email: Nursery DSL email address Telephone: Nursery phone number
Deputy Designated Safeguarding Lead[s], On Site (DDSL)	Name: Deputy Head of Nursery / Third in Charge / Room Leader Email: Nursery DSL email address Telephone: Nursery phone number

Head of Nursery	Name: Head of Nursery Email: Nursery DSL email address Telephone: Nursery phone number
Deputy Heads of Nursery	Name: Deputy Head of Nursery / Third in Charge Email: Nursery DSL email address Telephone: Nursery phone number
Principal of Nursery Group	Name: Georgina Stanley Email: Georgina.Stanley@Hovevillage.com Telephone number: 07389730118
Dukes – Head of Safeguarding and Compliance, EYFS	Nazish Usman Email: Nazish.Usman@dukeseducation.com Telephone number 020 3696 5300 Mobile number: 07356 063431 Holiday contact number: 07803935385
Dukes – Director of Education	Name: Joanne Allen Email: joanne.allen@dukeseducation.com Telephone number: 07956684125
Dukes – Group Compliance Director	Name: Geoff Marston Email: Geoff.marston@dukeseducation.com Telephone number: 07831324287

3.3 The DSL works with professional bodies, including the police (mandatory in suspicion of radicalisation or FGM); Social Services and the Local Authority Designated Officer ("**LADO**") or Local Authority equivalent with regard to child protection. The LADO will provide advice, guidance and help to determine what procedures to follow. They also help co-ordinate information-sharing with the right people and will also monitor and track any investigation.

3.4 Hove Village Day Nursery Ltd will also follow the procedures set out in the EYFS welfare requirements and will seek advice from the Children's Services or the Local Authority as listed below. Hove Village Day Nursery Ltd has a duty to report suspicion of abuse to the Local Authority, who will advise how to proceed.

3.5 As a registered provider, Hove Village Day Nursery Ltd must also inform Ofsted of any allegations of serious harm or abuse by anyone living, working, or looking after children at the premises. This must happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example, on a visit. This includes the action taken in response to the

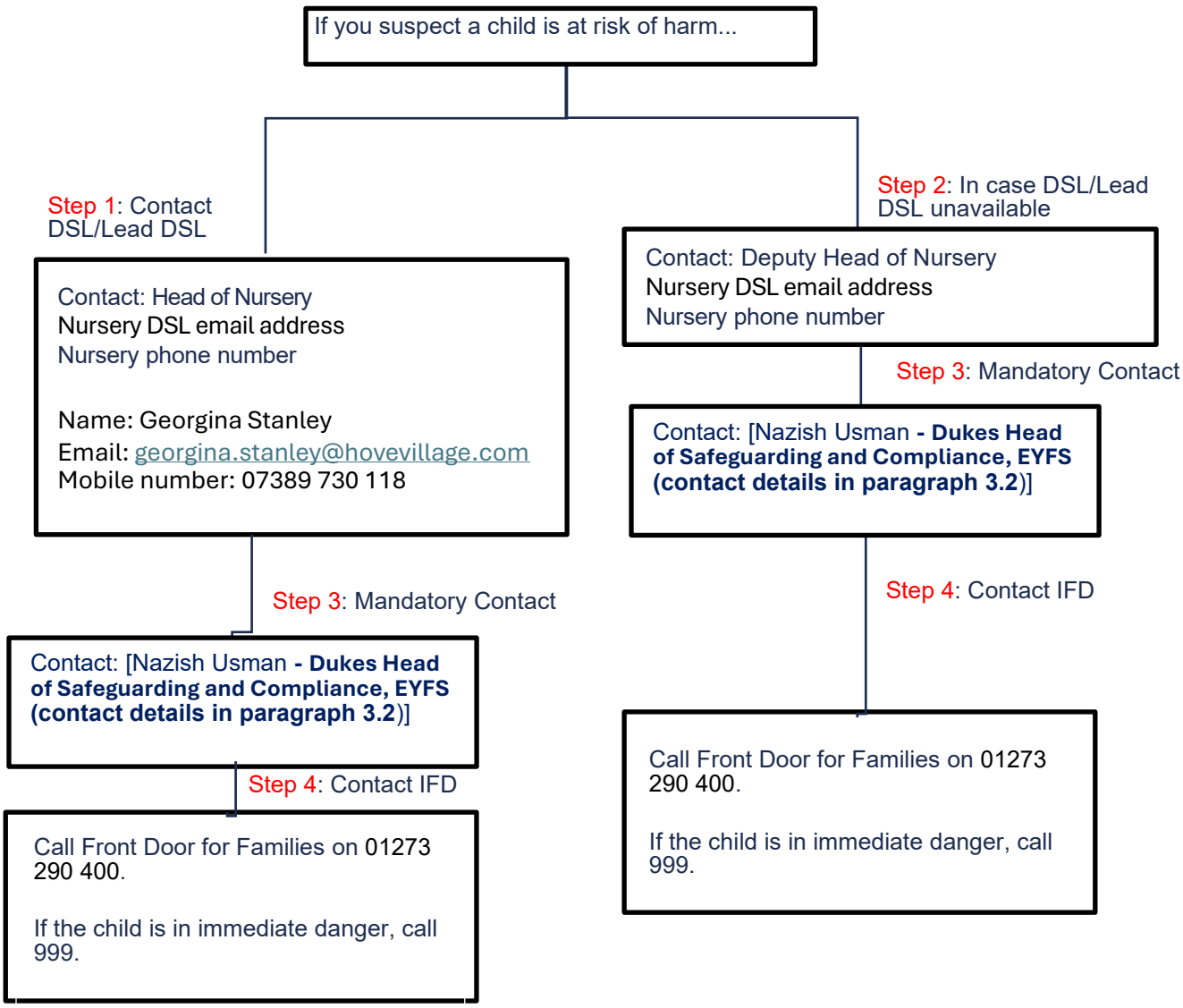
allegations. Ofsted must be notified as soon as is reasonably practicable, but in any event within 14 days of the allegations being made.

3.6 The contact details of the LADO and other key external contacts are as follows:

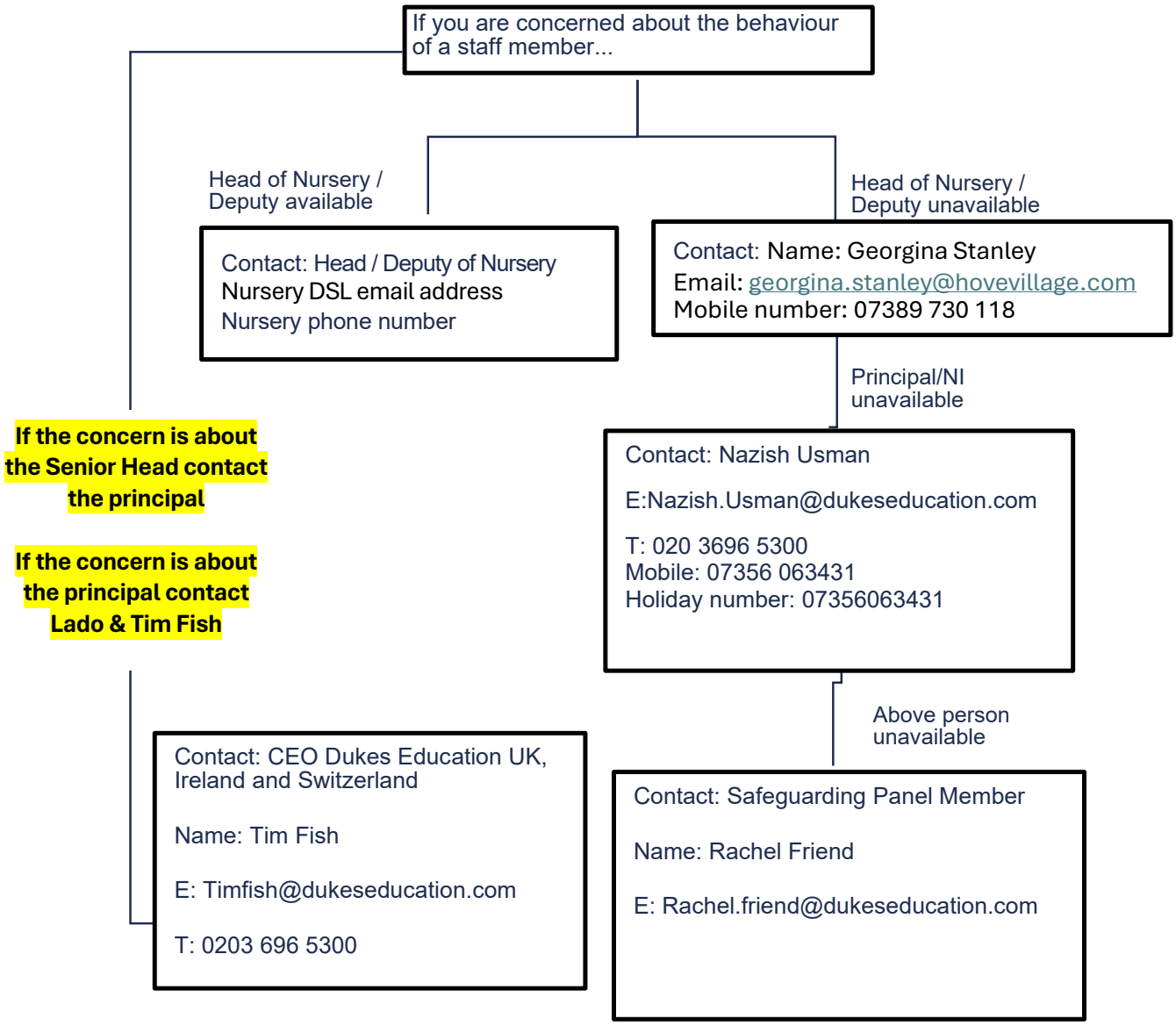
LADO	Name: Kay Whitcroft Email: ladoenquiries@brighton-hove.gov.uk Telephone number: 07584217271
Front Door for Families **Children's Social Care department**	Telephone number: 01273 290 400 Email: FrontDoorForFamilies@brighton-hove.gov.uk Out of hours emergency: 01273 335 905
West Sussex Safeguarding Children Partnership	Portslade Hub, Mile Oak Road, Portslade, BN41 2PG Telephone number: 01273 292 379
Police	Emergency telephone number: 999 Non-emergency telephone number: 101 (use this number to report suspected FGM)
Ofsted	Report a serious childcare incident: Report a serious childcare incident - GOV.UK enquiries@ofsted.gov.uk 0300 123 1231
NSPCC FGM helpline	0800 028 3550 fgm.help@nspcc.org.uk
FGM reporting –police contact number	Emergency telephone number : 999 Non-emergency telephone number: 101 (use this number to report suspected FGM)
Prevent partners and advice about extremism	**Prevent Lead Officer** Telephone number: 01273 291 115 Email: SussexPrevent@thamesvalley.police.uk **Non-emergency DfE advice** 020 7340 7264 counter-extremism@education.gsi.gov.uk **NSPCC advice**

	0808 800 5000 help@nspcc.org.uk
UK Safer Internet Centre Online Safety Helpline	0344 381 4772 (10am – 4pm) helpline@saferinternet.org.uk
NSPCC whistleblowing advice helpline	Telephone: 0800 028 0285 Email: help@nspcc.org.uk https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/
SafeCall Whistleblowing Platform	Contact Us - Safecall Ltd 01915167720
Report Abuse in Education helpline	A dedicated helpline for children and young people who have experienced abuse at in education, and for worried adults and professionals that need support and guidance, including for non-recent abuse. 0800 136 663 or email help@nspcc.org.uk
Disclosure and Barring Service (DBS)	**Helpline**: 0300 020 0190 **Barring referrals**: Online referral service

Reporting Summary: Risk of Harm to a Child



3.7 **Reporting Summary: Safeguarding Concern about Staff Member**



4. Duty to notify to Ofsted

4.1 Hove Village Day Nursery Ltd, as a registered provider, must inform Ofsted of any allegations of harm (changed from serious or significant Harm to harm) or abuse by anyone living, working, or looking after children at the premises. This must happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example, on a visit. Hove Village Day Nursery Ltd must also notify Ofsted of the action they have taken in response to the allegations. Ofsted must be notified as soon as is reasonably practicable, but in any event within 14 days of the allegations being made. A registered provider who, without a reasonable excuse, fails to do this, commits an offence.

4.2 Hove Village Day Nursery Ltd will inform Ofsted of any "significant event" which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. A significant event is defined as something that happens which is "*likely to affect an individual's continued suitability to care for or be in regular contact with children*". For example, where Hove Village Day Nursery Ltd is satisfied that a person working in a relevant setting falls within one of the disqualification criteria (for full details, please refer to Ofsted's examples here). Any significant event must be notified to Ofsted as soon as reasonably possible, but at the latest within 14 days of the date Hove Village Day Nursery Ltd became aware (or ought reasonably to have become aware) of it.

4.3 Hove Village Day Nursery Ltd will also notify Ofsted of any significant changes to its registration, including its trading name, address, space, key personnel, managers, operating hours, company's name or registration, charity name or registration, or 'nominated individual' of a unincorporated association. This must be done as soon as possible by emailing Ofsted from the email address connected to the Ofsted registration.

5. Concerns about a child

5.1 Hove Village Day Nursery Ltd has a duty to consider at all times the best interests of children and take action to enable all children to achieve the best outcomes. Safeguarding and promoting the welfare of children is everyone's responsibility. Hove Village Day Nursery Ltd adopts a 'whole nursery' approach to safeguarding. This means involving everyone in the nurseries, and ensuring that, safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development.

5.2 Parents are encouraged to raise any concerns directly with Hove Village Day Nursery Ltd, if necessary, using this safeguarding policy for concerns about the safety and/or welfare of children. Parents may contact Ofsted directly if they wish.

6. Definitions and Types of Abuse

6.1 **Safeguarding** and promoting the welfare of children is defined as providing help and support to meet the needs of children as soon as problems emerge; protecting children from maltreatment, whether that is within or outside the home, including online; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances

consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

6.2 **Child protection** is part of safeguarding and promoting the welfare of children and is defined as activity that is undertaken to protect children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

6.3 **Abuse** is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children.

6.4 There are four main areas of abuse: **Physical, Emotional, Neglect** and **Sexual.** For further information on various categories of the above abuse, please refer to paragraphs 6 to 11 of Keeping Children Safe in Education and Appendix 1 below.

7. Procedures for dealing with concerns about a child

7.1 If staff suspect or hear any allegation or complaint of abuse, exploitation, or neglect from a child or any third party, they must act immediately and follow the relevant procedure below at paragraph 13. Staff should not assume that somebody else will take action and share information that might be critical in keeping children safe.

7.2 Hove Village Day Nursery Ltd recognises the importance of information sharing between practitioners and local agencies, including ensuring arrangements for sharing information within Hove Village Day Nursery Ltd and with the Local Authority, Children's Social Care, the safeguarding partners and other organisations, agencies, and practitioners as required. Fears regarding sharing information under the Data Protection Act 2018 and the UK General Data Protection Regulation ("UK GDPR") must not be allowed to stand in the way of safeguarding and promoting the welfare of children, and neither the DPA 2018 or the UK GDPR prevent the sharing of information for the purposes of keeping children safe. If in doubt about what information can and should be shared, staff should speak to the DSL.

Link: What to do if your child is being abused

7.3 Hove Village Day Nursery Ltd will ensure that staff understand the relevant data protection principles which allow them to share (and withhold) personal information, including:

7.3.1 being confident of the processing conditions which allow them to store and share information for safeguarding purposes, including information, which is sensitive and personal and should be treated as 'special category personal data';

7.3.2 understanding that 'safeguarding of children and individuals at risk' is a processing condition that allows the sharing of special category personal data, including without consent where there is good reason to do so. For example, information may be shared without consent where: it is not possible to gain consent; it cannot be reasonably expected to gain consent; and, gaining consent would place a child at risk; and

7.3.3 not providing children's personal data where the serious harm test is met. The serious harm test is a safeguarding measure that determines whether a person may cause harm to a child or vulnerable adult. It includes scenarios where a person may harm, cause harm, put at risk, attempt to harm, or incite another to harm. This test is used by supervisory authorities to assess whether a person is engaged in regulated activity and may be included in a barred list

7.4 In all instances detailed below, staff should:

7.4.1 listen carefully;

7.4.2 avoid asking leading questions;

7.4.3 observe an individual's behaviour;

7.4.4 reassure the individual that the allegation/complaint will be taken seriously and that they will be supported and kept safe;

7.4.5 ensure that the individual is not made to feel ashamed for making the report or given the impression that they are creating a problem by making the report;

7.4.6 not guarantee absolute confidentiality (as this may ultimately not be in the best interests of the individual) and explain that the information needs to be passed to the appropriate person who will ensure that the correct action is taken;

7.4.7 be aware that the individual may not feel ready or know how to tell someone that they are being abused, exploited or neglected, and/or may not recognise their experiences as harmful. Staff should exercise professional curiosity and speak to the DSL if they have concerns; and

7.4.8 determine how best to build trusted relationships with children and young people which facilitate communication.

7.5 All concerns, discussions, and decisions (including the rationale for those decisions) made under these procedures should be recorded in writing. This is done via the Famly App. This includes instances where referrals were or were not made to another agency, such as Children's Social Care or the Prevent programme. This will help if/when responding to any complaint about the way a case has been handled. The record should include a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved and a note of any action taken, the decision reached and the outcome.

7.6 Children who are unable to disclose safeguarding concerns are at greater risk of harm as concerns can be more difficult to determine by the adults safeguarding the child. Inability to disclose may be due to age, development or SEND. The relationships that our staff have with children and their families are key to detecting and understanding concerns. Some key signs to look for include:

7.6.1 significant changes in a child's behaviour;

7.6.2 a decline in a child's general wellbeing;

7.6.3 unexplained bruising, marks or signs of possible abuse or neglect; and/or

7.6.4 concerning non-verbal communication e.g. drawings or role play.

7.7 In instances where children are non-verbal, or where staff identify any marks on a child's body, the record should also include a completed "body map" detailing the concern and any marks identified. The "body map" can be found on the Famly App

7.8 The information should be kept confidential and stored securely, ensuring that the file is only accessible to those who need to see it, and is shared in accordance with the guidance set out in Parts one and two of *KCSIE*.

7.9 Where the allegation relates to harmful sexual behaviours, if possible, the disclosure should be managed with two members of staff present (preferably one of them being the DSL or their deputy).

8. Contextual Safeguarding

8.1 Safeguarding incidents and/or behaviours can be associated with factors outside Hove Village Day Nursery Ltd and can occur between children outside of nursery. All staff, but especially the DSL and any deputies, should consider the context within which such incidents and/or behaviours occur. Hove Village Day Nursery Ltd will as part of the wider assessment of children, consider whether environmental factors are present in a child's life that are a threat to their safety and/or welfare. Hove Village Day Nursery Ltd will share as much information with Children's Social Care as possible as part of the referral process to enable consideration of all the available evidence and the full context of any abuse.

9. Early Help

9.1 Any child may benefit from early help, but all staff should be particularly alert to the potential need for early help for a child who:

9.1.1 is disabled or has certain health conditions and has specific additional needs;

9.1.2 has special educational needs (whether or not they have a statutory education, health, and care plan);

9.1.3 has a mental health need;

9.1.4 is frequently missing/goes missing from nursery, home or care;

9.1.5 is at risk of modern slavery, trafficking, and/or sexual or criminal exploitation;

9.1.6 is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;

9.1.7 is at risk of being radicalised or exploited;

9.1.8 has a parent or carer in custody, or is affected by parental offending;

9.1.9 is a privately fostered child; or

9.1.10 is at risk of so-called 'honour'-based abuse such as female genital mutilation or forced marriage.

9.2 Early help is support for children of all ages that improves resilience and outcomes or reduces the chance of a problem getting worse. Early help may be appropriate for children who have several needs, or whose circumstances might make them more vulnerable.

9.3 Hove Village Day Nursery Ltd has effective measures in place to identify emerging problems and potential unmet needs of individual children. All staff undertake appropriate training to ensure that they know when to share information with other agencies and what action to take to support early identification and assessments.

9.4 In the first instance, when staff identify a child who may benefit from early help, they should discuss this with the DSL. If appropriate, the DSL will work with the local safeguarding partners to undertake an assessment of the need for early help. The DSL will support staff in liaising with external agencies and professionals in an inter-agency assessment, as appropriate.

9.5 If early help is appropriate, the matter will be kept under review and consideration given to a referral to Children's Social Care if the child's situation does not appear to be improving

10. Looked After Children

10.1 Hove Village Day Nursery Ltd ensures that staff have the skills, knowledge and understanding necessary to keep safe any children on roll who are looked after by a Local Authority.

10.2 The Nursery Head is the designated member of staff who has responsibility for their welfare and progress. Hove Village Day Nursery Ltd ensures that the designated member of staff receives appropriate training in order to carry out their role.

11. Disqualification From Working in Childcare

11.1 Where staff work in, or are involved in the management of, Hove Village Day Nursery Ltd early years provision, Hove Village Day Nursery Ltd will take steps to check whether those staff are disqualified under the Childcare Act 2006. These checks will be undertaken pre-appointment, and from time to time during employment. This forms part of Hove Village Day Nursery Ltd safer

recruitment practices, further details of which can be found in Hove Village Day Nursery Ltd Safer Recruitment Policy.

11.2 Hove Village Day Nursery Ltd records all checks of staff employed to work in or manage relevant childcare on the Single Central Record.

11.3 Where a member of staff is found to be disqualified or if there is doubt over that issue then, pending resolution, Hove Village Day Nursery Ltd will remove them from the work from which they are or may be disqualified. Suspension or dismissal will not be an automatic response; Hove Village Day Nursery Ltd will consider if there is scope in principle to redeploy them with other age groups or in other work from which they are not disqualified, subject to assessing the risks and taking advice from the LADO when appropriate.

12. Use of Mobile Phones and Cameras

12.1 Hove Village Day Nursery Ltd policy on the use of mobile phones and cameras can be found in Hove Village Day Nursery Ltd Personal Devices and Social Media Policy. For the avoidance of doubt, staff are only permitted to use their personal mobile devices or cameras in the nursery or on its premises during their break in the allocated areas identified by the Head of nursery. Staff who wish to use their personal mobile devices or cameras in nursery for any other reason (such as a family emergency) must first speak with the Head / Deputy of Nursery. Staff who act in breach of this may be subject to disciplinary action.

12.2 Parents and visitors are not permitted to use their personal devices or cameras in or around the nursery without prior approval from the Head of Nursery.

12.A Online Safety, Digital Technology and Artificial Intelligence

12.3 Hove Village Day Nursery Ltd recognises that safeguarding concerns can occur both online and offline.

12.4 Children are increasingly exposed to online content and digital technology through devices used within the home and wider community. As part of safeguarding arrangements staff will remain vigilant to risks associated with:

- online abuse and exploitation;
- cyberbullying;
- online grooming;
- radicalisation;
- harmful content;

- inappropriate use of social media;
- artificial intelligence (AI);
- manipulated and deepfake images;
- technology-facilitated abuse.

12.5 The nursery will maintain appropriate online safety arrangements where applicable and ensure staff understand their role in promoting online safety.

12.6 Children's personal information, assessments, safeguarding records, photographs or videos must not be uploaded to unauthorised artificial intelligence platforms or external systems. Any concern relating to online safety must be reported immediately to the Designated Safeguarding Lead and managed in accordance with safeguarding procedures

13. What staff should do if they have concerns about a child

13.1 For a summary, please refer to the flowchart at paragraph 0.

13.2 If staff have any concerns about a child (as opposed to a child being in immediate danger), they should, where possible, speak with the DSL to agree a course of action, although staff can make a direct referral to Children's Social Care.

13.3 Staff should not assume that somebody else will take action and share information that might be critical to keep a child safe; they should maintain an attitude of "it could happen here". If anyone other than the DSL makes a referral, they should inform the DSL as soon as possible that a referral has been made. If a child's situation does not appear to be improving, the DSL should press Children's Social Care for reconsideration. Staff should challenge any inaction and follow this up with the DSL and Children's Social Care as appropriate. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

13.4 Written records of any safeguarding concern which is highlighted or observed by staff, a parent, child or other practitioners, should be made in an appropriate and timely way and within one day of seeing, hearing or reporting the concern, or as soon as reasonably practicable. This should be shared with the DSL in writing who will then decide on next steps.

13.5 Written records are held securely on the Famly App and are shared appropriately with other agencies and professionals where this is necessary to safeguard the child, while complying with data protection legislation. Written records will also help if/when responding to any complaints about the way a case has been handled by the nursery. Information should be kept confidential to those who need to know and stored securely. Concerns and referrals will be kept in a separate child protection file for each child on the Famly App.

13.6 All staff have a duty to:

13.6.1 report any concerns they may have about the safety and/or wellbeing of children;

13.6.2 report any concerns they may have about the safety and/or well-being of other persons associated with the nursery;

13.6.3 report any safeguarding concerns about staff or anyone else associated with the nursery; and

13.6.4 follow up on any such reports to ensure that appropriate action is or has been taken.

Failure to report the concerns as outlined above may be considered as gross misconduct.

14. What staff should do if a child is in danger or at risk of harm

14.1 If staff believe that a child is in immediate danger or at risk of harm, they should make an immediate referral to Children's Social Care and/or call the police on 999. Anyone can make a referral. Any such referral must be made immediately and in any event within 24 hours (one working day) of staff being aware of the risk.

14.2 Parental consent is not needed for referrals to statutory agencies such as the police and Children's Social Care. If anyone other than the DSL makes a referral, they should inform the DSL as soon as possible that a referral has been made. The Local Authority social worker should acknowledge receipt to the referrer within 24 hours and make a decision about the next steps and type of response required. Staff should challenge any inaction and follow this up with the DSL and Children's Social Care as appropriate. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

15. Automatic Referrals to Children's Services

15.1 If any staff are ever in doubt about a child's welfare, or in the case of inconsistencies between parent accounts, they should make the referral. In the following circumstances a referral to social services must always be made and without delay:

15.1.1 Bruising to the torso, ears or neck on a child under 4 years;

15.1.2 Bruising (even small bruises) on children who are not yet mobile;

15.1.3 Admission of physical punishment by a parent/carer;

15.1.4 Family factors such as domestic abuse and substance abuse;

15.1.5 Unexplained signs of abuse such as neglect, watchfulness, difficulty feeding, excessive crying; and

15.1.6 Recurrent injuries, multiple injuries at one time and delay by parents in getting medical attention for injuries.

15.2 Referrals must be made and advice sought from Children's Services, before the child is allowed to go home. Parents/carers can be involved in the referral and informed of all steps, unless

involving parent/carer involves further risk to the child or would in some way obstruct information gathering by the police or social services.

16. What staff should do if a child is seen as at risk of radicalisation

16.1 Staff should follow the nursery's normal referral processes when there are concerns about children who may be susceptible to radicalisation into terrorism. This may include a Prevent referral or referral to Children's Social Care depending on the level of risk. However, if staff have concerns that there is an immediate/significant risk of a child being drawn into terrorism they must call 999 and submit a referral form to MASH or call them directly. Advice and support can also be sought from Children's Social Care.

16.2 Hove Village Day Nursery Ltd, in recognition that children may be susceptible to being drawn into terrorism or other forms of extremism, carries out appropriate risk assessments (following consultation with local partners, such as the police) which assess how their learners or staff may be at risk of being radicalised into terrorism, including online. Such risk assessments are discussed with the [Head of Nursery, Principal and DSL] to ensure the Hove Village Day Nursery Ltd safeguarding arrangements are sufficiently robust to help prevent and protect children from being drawn into terrorism and are regularly revised as needed.

16.3 Further information can be found in the Prevent Policy.

17. What staff should do if they discover an act of Female Genital Mutilation ("FGM")

17.1 Staff must report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the member of staff has a good reason not to, they should still consider and discuss any such Case with DSL And Involve Children's Social Care as appropriate. Staff are referred to Appendix 1 of this policy for the procedure to be followed where they suspect that a child may be at risk of FGM. Call 101 if it has already happened and 999 if you suspect a child is in immediate harm.

18. What staff should do if they have concerns that children are at risk from or involved with serious violent crime

18.1 All staff should be aware of the indicators which may signal that children are at risk from or are involved with serious violent crime. These may include increased absence from nursery, change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm, a significant change in wellbeing, signs of assault or unexplained injuries. Links to county lines and Cuckooing.

18.2 If staff have any concerns about a child (as opposed to a child being in immediate danger), they should, where possible, speak with the DSL to agree a course of action, although staff can make a direct referral to Children's Social Care.

19. What staff should do if a child is persistently absent from nursery

19.1 Children who are absent from nursery, particularly on repeat occasions and/or for prolonged periods (10 consecutive days), can act as a vital warning sign to a range of safeguarding issues, including neglect and child sexual and/or criminal exploitation. It is important that Hove Village Day Nursery Ltd response to persistently absent children supports identifying such abuse.

19.2 Where attendance concerns form part of a wider safeguarding picture, the DSL will consider whether Early Help support, referral to Children's Social Care or partnership working with external agencies is required.

19.3 Hove Village Day Nursery Ltd will follow attendance procedures and promptly follow up unexplained absences. Appropriate records of actions taken, communications with families and safeguarding considerations will be maintained.

19.4 Hove Village Day Nursery Ltd procedures for dealing with children who are absent, repeatedly and/or for prolonged periods are contained within the Attendance Policy.

20. What staff should do if a child needs a social worker (Children in Need and Child Protection Plans)

20.1 Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect, exploitation and complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour, and mental health.

20.2 Local authorities should share the fact a child has a social worker, and the DSL should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare, and educational outcomes. This should be considered as a matter of routine.

20.3 Where children need a social worker, this should inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

21. What staff should do if they have safeguarding concerns about another staff member

21.1 If staff have safeguarding concerns about another staff member (including supply staff, agency staff, volunteers and contractors), then this should be referred to the DSL / DDSL on duty.

21.2 In the event of concerns about the Head of Nursery or allegations of abuse against them, staff are referred to the procedures below at paragraph 24 and the diagram at paragraph 3.7 regarding managing allegations of abuse against staff (including supply staff, agency staff, volunteers, and contractors) and refer the matter directly to the Principal/NI in first instance and then report to Head of safeguarding and Compliance Nazish Usman.

22. What staff should do if they have concerns about safeguarding practices in Hove Village Day Nursery Ltd

22.1 Hove Village Day Nursery Ltd aims to ensure there is a culture of safety and raising concerns and an attitude of 'it could happen here'. Where staff have concerns about poor or unsafe practices and potential failures in Hove Village Day Nursery Ltd safeguarding systems, these should be raised in accordance with Hove Village Day Nursery Ltd whistleblowing procedures which can be found in the Whistleblowing Policy. There will be no disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

22.2 If staff and volunteers feel unable to raise an issue with Hove Village Day Nursery Ltd or feel that their genuine concerns are not being addressed, they may use other whistleblowing channels, such as the NSPCC whistleblowing advice line. Contact details for the NSPCC helpline can be found in paragraph 3 above.

23. Arrangements for dealing with Child-on-Child allegations (Including Child-on-Child harmful sexual behaviour)

23.1 All staff should recognise that children are capable of abusing other children. Abuse can occur between two or more children of any age and sex. It can occur also through a group of children assaulting or harassing a single child or group of children. Inappropriate behaviours between children can be physical, sexual or emotional. This includes hitting, biting, pushing, name calling and touching.

23.2 Parents and staff may downplay certain behaviours and consider actions to be "part of growing up", "just having a laugh", "banter", "boys being boys" or "play". Doing so can lead to a culture that normalises unacceptable behaviours and create an unsafe environment for children. For this reason, Hove Village Day Nursery Ltd has a zero tolerance approach to Child-on-Child abuse, which means that appropriate and proportionate action will be taken to address the matter.

23.3 Peer influence, such as an older sibling, is a key factor in the decisions made by children. Older siblings and relatives have more power over younger children, so staff should also be alert as to whether children are being "hazed" or influenced to harm a younger child.

23.4 Signs that might indicate a child is at risk of Child-on-Child abuse may include:

23.4.1 unexplained marks and bruising;

23.4.2 a change in behaviour such as losing confidence, being nervous, withdrawn or distressed;

23.4.3 bullying other children;

23.4.4 not being accepted by peers;

23.4.5 toys and/or money being lost or stolen.

23.5 Anyone who has concerns that a child may be a victim of Child-on-Child abuse should refer to the reporting procedures at paragraph 13, and the flowchart at 0.

24. Dealing with safeguarding concerns or allegations made about staff (including supply teachers), volunteers and contractors

24.1 Hove Village Day Nursery Ltd procedures for managing concerns or allegations against staff (including supply staff, volunteers and contractors) who are currently working in Hove Village Day Nursery Ltd whether in a paid or unpaid capacity follows DfE statutory guidance applies when staff (including volunteers) have (or are alleged to have):

24.1.1 behaved in a way that has harmed a child, or may have harmed a child; and/or

24.1.2 possibly committed a criminal offence against or related to a child; and/or

24.1.3 behaved towards a child or children in a way that indicated that they may pose a risk of harm if they were to work regularly or closely with children; and/or

24.1.4 behaved or may have behaved in a way that indicates they may not be suitable to work with children, including behaviour that may have happened outside of nursery.

24.2 In this section reference to 'allegations' also covers concerns. Allegations that do not meet the above harm test should be dealt with using Hove Village Day Nursery Ltd procedure for handling Low Level Concerns set out below at paragraph 27.

24.3 Allegations against a member of staff who is no longer working at a nursery should be referred to the LADO and/or police. Historical (non-recent) allegations of abuse should be referred to the police and also the LADO. Non-recent allegations made by a child will be reported to the LADO in line with the Local Authority's procedures for dealing with non-recent allegations. The LADO will coordinate with Children's Social Care and the police. All cases must also be notified to Ofsted.

24.4 If an allegation is made against anyone working with children in Hove Village Day Nursery Ltd, before contacting the LADO, Hove Village Day Nursery Ltd will conduct a basic enquiry in line with local procedures to establish the facts in order to determine whether there appears to be any foundation to the allegation. Hove Village Day Nursery Ltd should not undertake their own investigation of the allegation(s) without prior consultation with the LADO or, in the most serious cases, the police, so as not to jeopardise statutory investigations.

24.5 When dealing with an allegation about a staff member Hove Village Day Nursery Ltd will apply professional curiosity judgment, deal with allegations quickly, fairly and consistently and will support the person subject to the allegation.

24.6 Allegations which appear to meet the above reporting criteria are to be reported straight away to the 'Case Manager' (an individual responsible for receiving, investigating and responding to concerns) who may be the Lead DSL and/or Head / Deputy of Nursery. Where the Head / Deputy Head of Nursery is absent or is the subject of the allegation, reports should be made to the Principal/NI. Where the Head of Nursery is the subject of the allegation, the Lead DSL/Head of Nursery must not be informed of the allegation prior to contact with the Principal/NI and LADO.

However, staff may consider discussing any concerns/allegations with the DSL (if the Head of the nursery is not a DSL then yes, if they are the DSL then to Principal/NI) and make may any referral via them. Please refer to paragraph 3.7 for a summary of the procedure.

24.7 The Case Manager should immediately discuss the allegation with the LADO and consider the nature, content and context of the allegation and agree a course of action including any involvement of the police. (Where the Case Manager deems there to be an immediate risk to children or there is evidence of a possible criminal offence, or it is an emergency situation, the Case Manager should contact Children's Social Care and as appropriate the police immediately.) All discussions should be recorded in writing, and any communication with both the individual and the parents of the child(ren) agreed. The LADO should be informed within one working day of all allegations that come to Hove Village Day Nursery Ltd attention and appear to meet the criteria or that are made directly to the police and/or Children's Social Care. The DSL is responsible for ensuring the child is not at risk.

24.8 Where the Case Manager is concerned about the welfare of other children in the community, or the member of staff's family, they will discuss these concerns with the LADO and make a risk assessment of the situation. It may be necessary for the LADO to make a referral to Children's Social Care.

24.9 When to inform the individual who is the subject of the allegation will be considered on a case -by -case basis and with guidance from the LADO, and if appropriate, the police and/or Children's Social Care. Subject to any objection, the Case Manager will ensure that the individual who is subject of the allegation is informed as soon as possible and given an explanation of the likely course or action. The Case Manager will appoint a named representative to keep the individual informed of the progress of the case and will consider what other support is appropriate for the individual.

24.10 The Case Manager should give careful consideration as to whether the circumstances of the case warrant suspension from contact with children at Hove Village Day Nursery Ltd or whether alternative arrangements should be put in place until the allegation is resolved. The following alternative arrangements should be considered by the Case Manager before suspending a member of staff:

24.10.1 redeployment within Hove Village Day Nursery Ltd so that the individual does not have direct contact with the child or children concerned;

24.10.2 providing an assistant to be present when the individual has contact with children;

24.10.3 redeploying to alternative work in Hove Village Day Nursery Ltd so the individual does not have unsupervised access to children;

24.10.4 moving the child or children to classes where they will not come into contact with the member of staff, but this decision should only be made if it is in the best interest of the child or children concerned and takes accounts of their views. It should be made making it clear that this is not a punishment and parents have been consulted; or

24.10.5 temporarily redeploying the member of staff to another role in a different location, for example to an alternative nursery where available.

These alternatives allow time for an informed decision regarding the suspension, this will, however, depend upon the nature of the allegation.

24.11 Suspension should not be an automatic response when an allegation is reported.[4] It should be considered only in cases where there is cause to suspect a child or other children at Hove Village Day Nursery Ltd is/are at risk of harm, or the case is so serious that it might be grounds for dismissal. The Case Manager will give due weight to the views of the LADO and statutory guidance including *WT* and *KCSIE* when making a decision about suspension (including with respect to considering alternatives). Where the individual is suspended, the Case Manager will confirm the decision within one working day and will ensure they know who their point of contact is in Hove Village Day Nursery Ltd and shall provide them with their contact details. The Case Manager will also record the rationale and justification for the suspension, including what alternatives were considered and why they were rejected.

24.12 Where further enquiries are required to enable a decision about how to proceed, the LADO and Case Manager should discuss how and by whom the investigation will be undertaken. The LADO will provide advice and guidance to Hove Village Day Nursery Ltd to ensure that an appropriate investigation is carried out. In straightforward cases, the investigation should usually be undertaken by a senior member of staff at Hove Village Day Nursery Ltd. Where there is lack of resource, or the nature or complexity of the allegation requires it, an independent investigator may be appointed to undertake the investigation.

24.13 The Case Manager will ensure that parents are informed as soon as possible and kept informed about progress of the case, subject to any advice from Children's Social Care or the police. Parents and others will be made aware that there are restrictions on publishing information which may lead to the identification of the staff member subject to the allegation.

24.14 The Case Manager will monitor the progress of cases to ensure they are dealt with as quickly as possible in a thorough and fair process. The outcome of the investigation of an allegation will record whether it is substantiated (sufficient evidence to prove it), unsubstantiated (insufficient evidence either to prove or disprove it), false (sufficient evidence to disprove it), malicious (sufficient evidence to disprove it and that there has been a deliberate act to deceive or cause harm to the person subject of the allegation) or unfounded (to reflect cases where there is no evidence or proper basis which supports the allegation being made).

24.15 Reviews are conducted at fortnightly or monthly intervals, depending on the complexity of the case. The first review will take place no later than four weeks after the initial assessment and subsequent review dates will be set at the review meeting.

24.16 The Case Manager will discuss with the LADO whether a referral to the Disclosure and Barring Service or Teaching Regulation Agency (where applicable) should be made where an allegation is substantiated and the person is dismissed or Hove Village Day Nursery Ltd ceases to use their services, or the person resigns or otherwise ceases to provide their services. Hove Village Day Nursery Ltd has a legal obligation to report promptly to the Disclosure and Barring Service any

person (whether employed, contracted, a volunteer or a student) who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

24.17 Further (where applicable), if an investigation leads to the dismissal or resignation prior to dismissal of a member teaching staff specifically, Hove Village Day Nursery Ltd must consider making a referral to the Teaching Regulation Agency (only for EYTS and QTS) and a prohibition order (a legal restriction preventing a specific action used to ban teachers from teaching) may be appropriate (because that staff member has displayed unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction at any time for a relevant offence).

24.18 On conclusion of the case, the Case Manager should review the circumstances of the case with the LADO to determine whether there are any improvements to be made to Hove Village Day Nursery Ltd safeguarding procedures or practices to help prevent similar events in the future. Learning lessons where the allegation is concluded to be either, unfounded, false, malicious or unsubstantiated, the Case Manager (and if they have been involved, the LADO) should consider the facts and determine whether any lessons can be learned and if improvements can be made.

24.19 A referral to the DBS will be made where:

- an individual is removed from regulated activity, or would have been removed had the individual not left, including when they are suspended, redeployed to work that is not regulated activity, are dismissed, or have resigned; and
- the individual has:
    - engaged in relevant conduct in relation to children and/or adults;
    - satisfied the harm test in relation to children and/or vulnerable adults; and/or
    - been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

24.20 Hove Village Day Nursery Ltd has a duty of care to its staff, and whilst the welfare of a child is paramount, Hove Village Day Nursery Ltd must offer appropriate welfare support to the adult subject to the investigation and potentially their family (this is considered on a case-by-case basis). Hove Village Day Nursery Ltd will also make every reasonable effort to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated or considered. Information will also not ordinarily be shared with other staff or with children or parents who are not directly involved in the investigation. However, the safeguarding partners must be informed of any outcome, particularly if it's affecting the wellbeing of the staff.

24.21 Where initial discussions lead to no further action, the Case Manager and the LADO should record the decision and justification for it and agree on what information should be put in writing to the individual concerned, and by whom.

24.22 Allegations found to be malicious or false will be removed from the individual's personnel records unless the individual gives consent for retention of the information.

24.23 In all other circumstances a written record will be made of the decision and retained on the individual's personnel file in accordance with KCSIE and a copy will only be provided to the individual concerned. The information to be kept on file includes a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, a note of any action taken, decisions reached and the outcomes, and a declaration on whether the information will be referred to in any future reference. All records should be retained until the accused has reached pension age, or for a period of 10 years from the date of the allegation, whichever is longer. Records should be reviewed at the end of the retention period in case it is necessary to keep it for longer.

24.24 Allegations proven to be false, unsubstantiated, unfounded or malicious will not be included in employer references. If an allegation is shown to be deliberately invented or malicious, the DSL should consider whether the child and/or the person who has made the allegation (such as a staff member) is in need of help or may have been abused by someone else and this is a cry for help. In such circumstances, a referral to Children's Social Care may be appropriate. If a report is shown to be deliberately invented or malicious, the Head of Nursery will consider whether any disciplinary action is appropriate against a child who made it in accordance with Hove Village Day Nursery Ltd Behaviour Management Policy (or Code of Conduct for staff members); or whether the police should be asked to consider if action might be appropriate against the person responsible even if they are not a child attending the nursery.

25. Procedure for managing and allegations about supply teachers and/or contractors

25.1 Hove Village Day Nursery Ltd procedures for managing allegations against staff above also apply to staff not directly employed by Hove Village Day Nursery Ltd, for example, supply teachers provided by an employment agency or business ('the agency'). Hove Village Day Nursery Ltd will usually take the lead but agencies should be fully involved (because they have their own policies and procedures) and co-operate with any enquiries from the LADO, police and/or Children's Social Care.

25.2 In no circumstances will Hove Village Day Nursery Ltd decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the LADO to determine a suitable outcome. Hove Village Day Nursery Ltd will discuss with the agency (or agencies where the supply teacher is working across a number of nurseries) whether it is appropriate to suspend the supply teacher or redeploy them to another part of Hove Village Day Nursery Ltd, whilst they carry out their investigation.

25.3 Hove Village Day Nursery Ltd will advise supply teachers being investigated to contact their trade union representative if they have one, or a colleague for support. The allegations management meeting, ASV (allegations against the staff and volunteers), which is often arranged by the LADO should address issues such as information sharing, to ensure that any previous concerns or allegations known to the agency are taken into account by Hove Village Day Nursery Ltd during the investigation.

25.4 When using an agency, Hove Village Day Nursery Ltd should inform the agency of its process for managing allegations but also take account of the agency's policies and their duty to refer to the DBS as personnel suppliers. This should include inviting the agency's human resource manager or equivalent to meetings and keeping them up to date with information about its policies.

25.5 Where the agency dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left Hove Village Day Nursery Ltd first, Hove Village Day Nursery Ltd must consider whether to refer the case to the Secretary of State (via the Teaching Regulation Agency).

26. Dealing with safeguarding concerns and allegations about organisations or individuals using school premises

26.1 Hove Village Day Nursery Ltd may receive an allegation or concern relating to an incident that happened when an individual or organisation was using Hove Village Day Nursery Ltd premises for the purposes of running activities for children and/or vulnerable adults (for example community groups, sports associations, or service providers that run extra-curricular activities). As with any safeguarding allegation, Hove Village Day Nursery Ltd will follow their safeguarding policy and procedures, including informing the LADO.

26.2 When services or activities at Hove Village Day Nursery Ltd are provided under the direct supervision or management of school staff, this Policy will apply in relation to any safeguarding concerns or allegations. Where services or activities are not under the direct supervision or management of Hove Village Day Nursery Ltd, Hove Village Day Nursery Ltd will seek assurance that any individual or organisation has appropriate safeguarding and child protection policies and procedures in place (and Hove Village Day Nursery Ltd will inspect these as needed); and ensure that there are arrangements in place for the provider to liaise with Hove Village Day Nursery Ltd on these matters where appropriate. Hove Village Day Nursery Ltd will expect ,where appropriate, providers to fully comply with the DfE guidance *After school clubs, community activities, and tuition (safeguarding guidance for providers) (September 2023)* and will seek assurance in this regard.

26.3 Hove Village Day Nursery Ltd has arrangements in place for the use of school premises for non-school activities including the availability of the DSL or DDSL and how they can be contacted.

27. Dealing with Low Level Concerns (concerns or allegations that do not meet the harm threshold)

27.1 A Low-Level Concern is any concern that an adult working in or on behalf of Hove Village Day Nursery Ltd may have acted in a way that:

27.1.1 is inconsistent with the staff Code of Conduct, including inappropriate conduct outside of work; and

27.1.2 does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

27.2 A 'low-level' concern does not mean that it is insignificant. A concern may be a Low-Level Concern, no matter how small, even if it does no more than give a sense of unease or a "nagging doubt". Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse (for example, grooming-type behaviours).

27.3 Hove Village Day Nursery Ltd takes all concerns about safeguarding seriously and recognises that addressing even Low-Level Concerns is important to create and embed a culture of openness, trust and transparency in which Hove Village Day Nursery Ltd values and expected behaviour of its staff are constantly lived, monitored and reinforced by all staff.

27.4 Hove Village Day Nursery Ltd Code of Conduct provides clear guidance about the standards of appropriate behaviour and actions of its staff so as to not place children or staff at risk of harm or of allegation of harm to a child. All staff are expected to comply with the standards contained within this Code of Conduct at all times. Please refer to the staff duties in paragraph 13.

27.5 Staff must share all concerns with the DSL without delay, using the procedure at paragraph 13, so that it can be recorded and dealt with appropriately, sensitively, and proportionately and in a timely manner. Where a Low-Level Concern is raised about the Head of Nursery, it should be referred to the Principal.

27.6 Staff are also encouraged to self-refer in the event that they have found themselves in a situation which may be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in a way that may be considered to fall below the expected professional standard. All concerns will be handled sensitively and will be dealt with appropriately and proportionately.

27.7 If a concern is raised by a third party, the DSL will collect as much evidence as possible by speaking to the person who has raised the concern (if known), to the individual involved and any witnesses. The concern will be recorded in accordance with this policy, in the usual way.

27.8 Hove Village Day Nursery Ltd will address unprofessional behaviour at an early stage and will support the individual to correct it.

27.9 All Low-Level Concerns will be recorded in writing. The record will include details of the concern, the context within which the concern arose, and details of the action taken. The name of the reporting individual should also be included, unless they have asked to remain anonymous, which will be respected as far as reasonably possible. The records will be kept confidential, will be held securely and in compliance with the Data Protection Act 2018 and the UK GDPR at all times. The information will be retained for maximum for 6 years. or until the individual has left employment, whichever is longer.

27.10 Low-Level Concerns will not be included in references unless they relate to issues which would normally be disclosed, for example, misconduct or poor performance.

27.11 Hove Village Day Nursery Ltd will also reflect on reported concerns in order to identify any patterns of concerning, problematic of inappropriate behaviour which may indicate a unacceptable

culture, or any weaknesses in Hove Village Day Nursery Ltd safeguarding system which may require additional training or modified policies. Where a pattern is identified, Hove Village Day Nursery Ltd will decide on a course of action, either through its disciplinary procedures, or, where the pattern moved from a concern to meeting the harms threshold, it will the follow the above procedure and refer the matter to the LADO.

27.12 Where a Low-Level Concern relates to a person employed by a supply agency or a contractor, the individuals employer will be notified about the concern, so that any potential patterns of inappropriate behaviour can be identified.

27.13 If Hove Village Day Nursery Ltd is in any doubt as to whether a Low-Level Concern in fact meets the harm threshold, the Head will consult with the LADO and take a more collaborate decision-making approach.

28. Collection of Children

28.1 Under no circumstances will any adult be able to collect any child that staff do not recognise, or that has not been authorised to do so.

28.2 On initial admission to the roll at Hove Village Day Nursery Ltd, [we ask for photographs of parents/carers who will be responsible for collection of the child. In addition to this, we request for the authorisation of two additional adults (Emergency contacts), along with a photograph and password.

28.3 If a parent or carer arrives to collect a child and they are deemed to be under the influence of alcohol or drugs, the Head of Nursery will assess whether the child's safety or welfare would be impacted if released into their care and the decision will be discussed with the adult in private away from the child.

28.4 If the Head / Deputy Head of Nursery/DSL is not happy to release the child into the adults care an additional named adult will be contacted to collect the child. If this is not possible, the Head / Deputy Head of Nursery/DSL will contact the LADO/Local Safeguarding Team and follow their advice.

28.5 If at any point staff feel the adult's behaviour is inappropriate, they will be asked to leave the premises. Failure to comply with this request may involve contacting the police.

28.6 During this time the child is cared for by another staff member who will ensure the child is engaged in an activity.

28.7 If an adult is deemed unsuitable to drive, an attempt will be made to establish whether they were intending to drive home. The Head / Deputy Head of Nursery will speak with the parent and may assist the parent in finding another mode of transport. If the parent refuses to co-operate, the Head / Deputy Head of Nursery reserves the right to contact the Police. If a child will be their passenger, the safeguarding process applies.

28.8 For further information, please refer to the Missing Child and Late Collection Policy.

29. Safer Recruitment

29.1 Hove Village Day Nursery Ltd is committed to safer recruitment processes to create a culture that safeguards and promotes the welfare of children in Hove Village Day Nursery Ltd whilst deterring and preventing people who are unsuitable to work with children from applying or securing employment, or volunteering opportunities, within Hove Village Day Nursery Ltd. Full details of Hove Village Day Nursery Ltd safer recruitment procedures for checking the suitability of staff and volunteers to work with children and young people is set out in Hove Village Day Nursery Ltd Safer Recruitment Policy.

30. Management of Safeguarding

30.1 Hove Village Day Nursery Ltd promotes a culture where safeguarding is everyone's responsibility.

30.2 All staff are expected to be professionally curious, to remain vigilant and to take action where they have concerns regarding a child's welfare, safety or wellbeing.

30.3 Staff should not assume that concerns have already been identified or addressed by others and should follow safeguarding procedures whenever concerns arise

30.4 Hove Village Day Nursery Ltd DSL's is Head of Nursery, in the Head of Nursery's Deputy Head / Third in Charge / Room Leaders are the DDSL's and the person to whom reports should be made in the absence of the DSL. This ensures there is the required cover for the role at all times. The DSL and DDSL's contact details can be found at paragraph 3 above.

30.5 The DSL's role is to take lead responsibility for safeguarding and child protection matters in Hove Village Day Nursery Ltd. The DSL's responsibility is to maintain an overview of safeguarding within Hove Village Day Nursery Ltd, to open channels of communication with local statutory agencies, refer incidents to third parties (including the Local Authority children's services, the DBS, Channel and the police) where appropriate, to support staff in carrying out their safeguarding duties and to monitor the effectiveness of Hove Village Day Nursery Ltd policies and procedures in practice. The DSL will also take lead responsibility for online safety and understanding the filtering and monitoring systems and processes Hove Village Day Nursery Ltd have in place. The DSL works with the Head of the Safeguarding and Compliance to review and update Hove Village Day Nursery Ltd safeguarding policy.

30.6 Where a child leaves Hove Village Day Nursery Ltd including for in-year transfers, the DSL will also ensure their child protection file is transferred to the new nursery or school (separately from the main file) as soon as possible and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. Any digital files should be password protected. The DSL will ensure secure transit and obtain confirmation of receipt. In addition to the child protection file, the DSL should also consider if it would be appropriate to share any additional information with the new nursery or school in advance of a child leaving to help them put in place the right support to safeguard this child and to help the child thrive in Hove Village Day Nursery Ltd.

30.7 The DSL regularly reviews Hove Village Day Nursery Ltd and their own practices and concerns about welfare and safeguarding matters. This includes the personal and professional duty of all

staff to report welfare and safeguarding concerns to the DSL, or in the absence of action, directly to local children's services.

30.8 A DSL and/or a DDSL will always be available for staff in Hove Village Day Nursery Ltd to discuss any safeguarding concerns. If a DSL or DDSL is not available in person, they can be contacted using the details at paragraph 3 above.

30.9 The DSL or DDSL should liaise with the three safeguarding partners and work with other agencies in line with *WT*. "*NPCC When to call the police: guidance for schools and colleges*" (npcc.police.uk) can assist the DSL or DDSL understand when they should consider calling the police and what to expect when they do. If Hove Village Day Nursery Ltd has questions about any police investigation, it will ask the police.

30.10 The DSL and DDSL should be confident as to what local specialist support is available to support all children involved in sexual violence and sexual harassment and be confident as to how to access this support when required.

30.11 Whilst they should ensure that the policies and procedures adopted, particularly those concerning referrals of cases of suspected abuse, exploitation and neglect, are understood and followed by all staff. Hove Village Day Nursery Ltd is ultimately responsible for ensuring staff are competent, supported and regularly reviewed in relation to safeguarding, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility should not be delegated.

30.12 Full details of the DSL's role can be found at Annex C of *KCSIE and EYFS 26*.

31. Training

31.1 All new staff will be provided with induction training that includes:

31.1.1 this policy;

31.1.2 the role and identity of the DSL(s) and any DDSL;

31.1.3 the Behaviour Policy (including measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying);

31.1.4 the staff Code of Conduct including Hove Village Day Nursery Ltd Whistleblowing Policy and Personal Devices and Social Medial Policy;

31.1.5 the safeguarding response to children who are absent from education, particularly on repeat occasions and/or prolonged periods or children missing education;

31.1.6 emergency evacuation and health and safety procedures;

31.1.7 a copy of Part one of KCSIE at least; and

31.1.8 Nursery School leaders and staff who work directly with children will also be required to read Annex B of KCSIE (and Part five of KCSIE).

Copies of the above documents are provided to all staff during induction.

31.2 Temporary staff and volunteers are provided with the mandatory documents on their first day of induction.

31.3 All staff are also required to:

31.3.1 Attend Local Authority training where feasible

31.3.2 Read at least Part one of KCSIE and confirm that they have done so. Each time Part one of KCSIE is updated by the Department for Education, staff will be updated on the changes.

31.3.3 Understand key information contained in Part one of KCSIE. Hove Village Day Nursery Ltd will ensure staff understanding by the end of first two weeks as it relates to understanding the safeguarding culture, record keeping, reporting structure and statutory assessments with and by safeguarding partners.

31.3.4 Receive training in safeguarding and child protection regularly (which must be renewed annually). Training will include online safety (including the expectations, applicable roles and responsibilities in relation to filtering and monitoring) and harmful sexual behaviours (including child on child sexual violence and harassment). It will also include Prevent awareness training to equip staff to understand the factors that lead people to support terrorist ideologies or engage in terrorist related activity, be able to recognise susceptibility to terrorism and be aware of what action to take in response, including Hove Village Day Nursery Ltd internal Prevent arrangements. Staff will also be expected to receive ad hoc training on a termly basis by way of safeguarding updates and quizzes.

31.3.5 Undertake regular informal updates, at least annually, to provide them with relevant skills and knowledge to safeguard children effectively, including online. Hove Village Day Nursery Ltd provides these via, for example [emails, e-bulletins, and staff meetings].

31.4 All staff are also required to attend safeguarding training in person specifically designed for caring for 0-5 year olds which must cover all the areas set out in Annex C to the EYFS Statutory Framework: "*Criteria for effective safeguarding training*." Safeguarding training.

31.5 Training must be renewed every two years by [DSL/external provider/LA] and all staff are required to attend. Staff are supported to put their training into practice via regular updates and reminders from the DSL and inset training sessions, as well as staff meetings which will always include safeguarding as an agenda item.

31.6 The Head of safeguarding and CEO will ensure that all senior leaders receive appropriate safeguarding and child protection (including online safety which, amongst other things, includes

an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring) training at induction. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in Hove Village Day Nursery Ltd are effective and support the delivery of a robust approach to safeguarding. Their training should be regularly updated.

31.7 The Principal/NI and the senior leaders are aware of their obligations under the Human Rights Act 1998 (HRA), the Equality Act 2010, the Data Protection Act 2018, the UK GDPR, and their local multi-agency safeguarding arrangements.[172] Under the Human Rights Act 1998, it is unlawful for Hove Village Day Nursery Ltd to act in a way that is incompatible with the European Convention on Human Rights (ECHR) Convention. Being subjected to harassment, violence and or abuse, including that of a sexual nature, may breach conventions set out in the European Convention on Human Rights (ECHR) Convention. The Data Protection Act 2018 and the UK GDPR place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure.

31.8 In addition, Principals/NI and the Head of safeguarding and compliance complies with the DfE's Data Protection guidance for schools, ensuring staff know how to comply with data protection law, develop their data policies and processes, what staff and child data to keep and the importance of good practices for preventing personal data breaches.

31.9 The DSL receives updated child protection training level 3 at least every two years to provide them with the knowledge and skills required to carry out the role including that received from the local authority. This includes local inter-agency working protocols, participation in child protection case conferences, supporting children in need, identifying children susceptible to radicalisation, record keeping and promoting a culture of listening to children, training in the approach to *Prevent* duties and harmful sexual behaviours. The DSL also receives more in-depth training, including on extremist and terrorist ideologies, how to make referrals and how to work with Channel panels. This training is updated at least every two years, enabling the DSL to support other staff on Prevent matters and update them on relevant issues. Further details of the required training content for the DSL are set out in Annex C of *EYFS 25 and KCSIE*.

31.10 In addition to their formal training, the DSL's knowledge and skills are updated at least annually to keep up with any developments relevant to their role. In particular, Hove Village Day Nursery Ltd will support the DSL in developing their knowledge and skills to understand the views of children including to encourage a culture of listening to children and taking account of their wishes, as well as having an awareness of the difficulties children may face in approaching staff with a disclosure.[177]

31.11 The DDSL is trained to the same level as the DSL.

32. Supervision of Staff

32.1 All staff will have a line manager and must receive regular, structured supervision sessions that provide guidance, support, and coaching. These sessions should focus on professional development and safeguarding responsibilities to ensure high standards of care.

32.2 Hove Village Day Nursery Ltd will foster a culture of mutual support and teamwork, encouraging staff to share best practices and work collaboratively. Continuous improvement will be promoted through reflective discussions and constructive feedback during supervision.

32.3 Supervision meetings with line managers must provide staff with a safe and confidential space to discuss any issues, particularly those relating to children's wellbeing and safeguarding concerns. Staff should be supported to identify practical solutions and strategies to address challenges effectively.

32.4 Line managers will support staff to enhance their skills, confidence, and personal effectiveness. This includes setting clear goals, reviewing progress, and providing tailored training opportunities to meet individual and organisational needs.

32.5 All staff will receive regular supervision in accordance with EYFS requirements and nursery procedures.

32.6 Supervision provides opportunities for:

- support and coaching;
- discussion of safeguarding concerns;
- discussion of vulnerable children;
- reflection on practice;
- professional development;
- promotion of staff wellbeing;
- discussion of emerging safeguarding risks.

32.7 Supervision arrangements support staff in safeguarding children effectively and help identify any support, training or intervention required.

32.8 A written record of supervision will be maintained and retained securely.

32.9 **Arrangements for use of nursery premises for non-nursery activities (for those settings where applicable)**

32.9.1 When services or activities at Hove Village Day Nursery Ltd are provided under the direct supervision or management of nursery staff, this Policy will apply in relation to any safeguarding concerns or allegations.

32.9.2 Where services or activities are not under the direct supervision or management of Hove Village Day Nursery Ltd, Hove Village Day Nursery Ltd will seek assurance that any individual or organisation has appropriate safeguarding and child protection policies and procedures in place (and Hove Village Day Nursery Ltd will inspect these

as needed); and ensure that there are arrangements in place for the provider to liaise with Hove Village Day Nursery Ltd on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on Hove Village Day Nursery Ltd roll.

32.9.3 Hove Village Day Nursery Ltd will ensure that the DSL or DDSL can be contacted and/or is available at all times Hove Village Day Nursery Ltd premises is in use, whether that activity is a nursery or non-nursery activity and regardless as to whether the children attending are on Hove Village Day Nursery Ltd roll.

32.9.4 Hove Village Day Nursery Ltd will ensure that safeguarding requirements are included in any agreement for use of Hove Village Day Nursery Ltd premises (such as a lease or hire agreement) as a condition of use and occupation of the premises and that failure to do so by the provider to comply with this will lead to termination of the agreement.

32.9.5 When considering the safeguarding arrangements any providers have in place Hove Village Day Nursery Ltd will have regard to the DfE's non statutory guidance *'After school clubs, community activities, and tuition (safeguarding guidance for providers)' (September 2023)*.

Annexure 1

Signs and Types of Abuse

1. All staff should be aware that abuse, neglect, exploitation and safeguarding issues are rarely standalone events and cannot be covered by one definition or one label alone. In most cases, multiple issues will overlap. Therefore, staff should always be vigilant and always raise any concerns with the DSL (or DDSL).

2. All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside Hove Village Day Nursery Ltd and/or can occur between children outside of these environments. All staff, but especially the DSL and DDSL, should consider whether children are at risk of abuse or exploitation in situations outside the home. This is often referred to as "extra-familial harm.' Extra-familial harm can occur in a range of extra-familial contexts, including in nursery, peer groups, or within community/public spaces, and/or online. Children may experience this type of harm from other children and/or from adults. Forms of extra-familial harm include exploitation by criminal and organised crime groups and individuals (such as county lines and financial exploitation), serious violence, modern slavery and trafficking, online harm, sexual exploitation, teenage relationship abuse, and the influences of extremism which could lead to radicalisation. Children of all ages can experience extra-familial harm.

3. All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues and should recognise that children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently online and in daily life. Staff should be aware that children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic/misandrist messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

4. **In all cases, if staff are unsure, they should always speak to the DSL (or DDSL).**

5. **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child (including through corporal punishment). Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

6. **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

7. **Sexual abuse**: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Sexual abuse also includes sexual violence and sexual harassment (see below) which can occur between two children of any sex (also known as Child-on-Child abuse). This can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence are sexual offences under the Sexual Offences Act 2003, such as rape, sexual assault, and assault by penetration. Hove Village Day Nursery Ltdstaff should be aware that sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent or touching someone's bottom/breasts/genitalia without consent, can still constitute sexual assault.

8. The Centre of Expertise on Child Sexual Abuse has introduced new resources to help education professionals identify and respond to concerns of child sexual abuse and abusive behaviours. There are also the below resources available:

- Tackling Child Sexual Abuse Strategy – Home Office policy paper
- Together we can stop child sexual abuse – HM Government campaign

9. **Sexual harassment**: is 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of nursery. Sexual harassment is likely to violate a child's dignity, and/or make them feel intimidated, degraded, or humiliated and/or create a hostile, offensive or sexualised environment. Sexual harassment can include sexual comments, such as telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names; sexual "jokes" or taunting; physical behaviour, such as deliberately brushing against someone, interfering with someone's clothes; or upskirting, and sharing of unwanted explicit content (for example displaying pictures, photos or drawings of a sexual nature); and online sexual harassment, which might include consensual or non-consensual sharing of sexual images and videos (often referred to as the sharing of nudes/semi-nudes, or sexting – see below); inappropriate sexual comments on social media; exploitation; coercion and threats. Online sexual harassment may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.

10. **Sexual violence**: refers to sexual offences under the Sexual Offences Act 2003, including rape, assault by penetration, sexual assault, and/or causing someone to engage in sexual activity without consent. Consent to sexual activity may be given to one sort of sexual activity, but not another, or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. A child under the age of 13 can never consent to any sexual activity. The age of consent is 16, and sexual intercourse without consent is rape.

11. **Child-on-child sexual violence and/or harassment**: Sexual violence and sexual harassment (as defined above) can occur between two children of any age and sex, from primary through to secondary stage and into colleges. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. It is more likely that girls will be the victims of sexual violence and harassment, and it is more likely that it will be perpetrated by boys. It can however occur between children of any sex. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physically and verbally) and are never acceptable. Children who are victims of sexual violence and/or sexual harassment wherever it happens, will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment.

12. **Harmful sexual behaviour**: problematic, abusive and violent sexual behaviour is developmentally inappropriate and may cause developmental damage. A useful umbrella term is "harmful sexual behaviour". Harmful sexual behaviour can occur online and/or face-to-face and can also occur simultaneously between the two. Sexual behaviour between children can be considered harmful if one of the children is much older, particularly if there is more than two years' age difference, or if one of the children is pre-pubescent and the other is not. However, a younger child can abuse an older child, particularly if they have power over them, for example, if the older child is disabled or smaller in stature.

13. **Faith-based child abuse:** abuse linked to faith or belief is where concerns for a child's welfare have been identified, and could be caused by, a belief in witchcraft, spirit or demonic possession, ritual or satanic abuse features or when practices linked to faith or belief are harmful to a child. Any abuse that takes place against those who are branded (or labelled) either as a witch or as having been possessed by an evil spirit is unacceptable. Significant harm (including murder) can occur because of concerted efforts to 'excise' or 'deliver' evil from a child (or vulnerable adult).It can take the form of physical, emotional or sexual abuse or neglect.

14. The Lucy Faithfull Foundation in collaboration with the Home Office, has developed 'Shore Space', an online resource which works to prevent harmful sexual behaviour. Shore Space offers a confidential chat service supporting young people who are concerned about their own or someone else's sexual thoughts and behaviour.

15. The Lucy Faithfull Foundation has developed a harmful sexual behaviour toolkit, which amongst other things, provides support, advice and information on how to prevent it, links to organisations and helplines, resources about harmful sexual behaviour by children, internet safety, sexual development and preventing child sexual abuse.

16. The NSPCC provides free and independent advice about harmful sexual behaviour: NSPCC Learning: Protecting children from harmful sexual behaviour and NSPCC - Harmful sexual behaviour framework.

17. Beyond Referrals | The Contextual Safeguarding programme based at the University of Durham provides a school self-assessment toolkit and guidance for addressing harmful sexual behaviour in schools.

18. StopItNow – Preventing harmful sexual behaviour in children: provides a guide for parents, carers and professionals to help everyone do their part in keeping children safe, they also run a free confidential helpline.

19. **Sharing of nudes and/or semi-nudes:** the sending or posting of nude or semi-nude images, videos, or live streams online by young people under the age of 18. This could be via social media, gaming platforms, chat apps or forums. It could also involve sharing between devices via services like Apple's AirDrop which works offline. The sharing of nudes and semi-nudes can happen publicly online, in 1:1 messaging or via group chats and closed social media accounts and may include images or footage of more than one child or young person.

20. Alternative terms used by children and young people may include 'dick pics' or 'pics' or may be referred to by adults or professionals as 'youth produced/involved sexual imagery', 'indecent imagery', 'image based sexual abuse' or 'sexting'. Terms such as 'deep fakes' and 'deep nudes' may also be used by adults and young people to refer to digitally manipulated and AI-generated nudes and semi-nudes.

21. The motivations for taking and sharing nude and semi-nude images, videos and live streams are not always sexually or criminally motivated. Such images may be created and shared consensually by young people who are in relationships, as well as between those who are not in a relationship. It is also possible for a young person in a consensual relationship to be coerced into sharing an image with their partner. Incidents may also occur where:

- children and young people find nudes and semi-nudes online and share them claiming to be from a peer
- children and young people digitally manipulate an image of a young person into an existing nude online or use artificial intelligence (AI) to generate a new nude or semi-nude image of a young person
- images created or shared are used to abuse or blackmail peers. Situations could include:
    - children and young people selling nudes or semi-nudes of others online
    - children and young people coercing a peer into sharing a nude or semi-nude to blackmail them for money, further images, or force them into illegal activity
    - children and young people hacking a peer's account to share images more widely without consent to publicly shame
    - children and young people create and share a nude or semi-nude with an adult who has presented themselves as someone under the age of 18 to groom, sexually abuse or blackmail them.

For this reason, incidents can either be classified as 'aggravated' or 'experimental'. The DDCMS / UKIS guidance "*Sharing nudes and semi-nudes: advice for education settings working with*

children and young people" (March 2024) sets out the classification of incidents, and how each should be handled.

22. **Upskirting:** is a criminal offence and typically involves taking a picture under a person's clothing (not necessarily a skirt) without their permission and/or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. Anyone of any sex can be a victim.

23. **Neglect**: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

24. **Serious violence:** indicators which may signal that children are at risk from, or are involved with serious violent crime include increased absence, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation. All staff should be aware of the associated risks which increase the likelihood of involvement in serious violence (for example, being male, frequent absence or permanent exclusion, experienced child maltreatment or having been involved in offending) and understand the measures in place to manage these.

25. **Specific safeguarding issues:** behaviours linked to drug taking, alcohol abuse, unexplainable and/or persistent absences from education and sexting put children in danger. Safeguarding issues can also manifest themselves via Child-on-Child abuse, such as abuse within intimate partner relationships, bullying (including cyberbullying), gender-based violence/sexual assaults, sexting and upskirting. Safeguarding issues can also be linked to, for example, children being absent, repeatedly and/or for prolonged periods, children missing from education; child sexual exploitation; domestic violence; fabricated or induced illness; faith abuse (including ostracism of families); female genital mutilation; forced marriage; gangs and youth violence; gender-based violence / violence against women and girls; hate; mental health; preventing radicalisation; relationship abuse; sexting; consensual and non-consensual sharing of nudes and semi-nudes; and trafficking.

26. **Child sexual exploitation (CSE):** CSE is a form of child sexual abuse (see above) which occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into taking part in sexual activity. It may involve an exchange for something the victim needs or wants (for example, money, gifts or affection), and/or the financial advantage or increased status of the perpetrator or facilitator. Whilst age may be the most obvious, this power

imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

27. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any persons (male or female) under the age of 18 years (including 16 and 17 year olds who can legally consent to have sex) who has been coerced into engaging in sexual activities. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media). Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

28. CSE can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. The below CCE indicators can also be indicators of CSE, as can:

- children who have older boyfriends or girlfriends, and
- children who suffer from sexually transmitted infections, display sexual behaviours beyond expected sexual development or become pregnant.

The DfE has published guidance on this entitled "*Child sexual exploitation: guide for practitioners"*. The Children's Society and Home Office have also published guidance on Preventing Child Sexual Exploitation. CSE may occur alone, or may overlap with CCE, and/or county lines, as well as other forms of abuse.

29. **Child criminal exploitation (CCE):** CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into taking part in any criminal activity. It may involve an exchange for something the victim needs or wants (for example, money, gifts or affection), and/or (for the financial or other advantage (such as increased status) of the perpetrator or facilitator and/or through violence or the threat of violence. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

30. CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines, see below), forced to shoplift or pickpocket. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

31. Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from

others. Children can be exploited by adult males or females, as individuals or in groups. They may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, their vulnerability as victims is not always recognised by adults and professionals (especially when they are older children). It is important in these circumstances that the child perpetrator is also recognised as a victim.

32. Some of the following can be indicators of CCE:

- children who appear with unexplained gifts, money, or new possessions
- children who associate with other children involved in exploitation
- children who suffer from changes in emotional well-being
- children who misuse drugs and alcohol
- children who go missing for periods of time or regularly come home late, and
- children who regularly miss nursery or education or do not take part in education.

The experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however staff should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

CCE may occur alone, or may overlap with CSE, and/or county lines, as well as other forms of abuse.

Children who have been exploited will need additional support to help maintain them in education.

33. **County lines**: County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs, using dedicated mobile phone lines or other form of "deal line".

34. This activity can happen locally as well as across the UK – no specified distance of travel is required. Children and vulnerable adults exploited to sell drugs and move and store drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools (mainstream and special), further and higher educational institutions, child referral units, children's homes and care homes. Children are increasingly being targeted and recruited online using social media. Children can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

35. A number of the ways of identifying indicators for CSE and CCE as detailed above may be applicable to where children are involved in county lines. Some additional specific indicators that may be present where a child is criminally exploited through involvement in county lines are children who:

- go missing (from nursery or home) and are subsequently found in areas away from their home;
- that have been the victim, perpetrator or alleged perpetrator of serious violence (e.g. knife crime);
- are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs;
- are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection;
- are found in accommodation that they have no connection with, often called a 'trap house or cuckooing' or hotel room where there is drug activity;
- owe a 'debt bond' to their exploiters;
- have their bank accounts used to facilitate drug dealing.

36. Further information on the signs of a child's involvement in county lines is available in guidance published by the Home Office and The Children's Society County Lines Toolkit For Professionals.

37. **Modern Slavery:** Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the National Referral Mechanism is available in the statutory guidance "*Modern slavery: how to identify and support victims (June 2025)*".

38. **Cybercrime**: is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer). Cyber-dependent crimes include:

- unauthorised access to computers (illegal 'hacking'), for example accessing a school's computer network to look for test paper answers or change grades awarded;
- denial of Service (Dos or DdoS) attacks or 'booting'. These are attempts to make a computer, network, or website unavailable by overwhelming it with internet traffic from multiple sources; and,

- making, supplying, or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets, and Remote Access Trojans with the intent to commit further offence, including those above.

39. Children with particular skill and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime.

40. If there are concerns about a child in this area, the DSL (or a deputy), should consider referring into the Cyber Choices programme. This is a nationwide police programme supported by the Home Office and led by the National Crime Agency, working with regional and local policing. It aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests. Cyber Choices does not currently cover 'cyber-enabled' crime such as fraud, purchasing of illegal drugs on-line and child sexual abuse and exploitation, nor other areas of concern such as on-line bullying or general on-line safety.

41. Additional advice can be found at: Cyber Choices, 'NPCC- When to call the Police' and National Cyber Security Centre – NCSC.gov.uk.

42. **Mental health**: all staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

43. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

44. Where children have suffered abuse, exploitation and neglect, or potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences can impact on their mental health, behaviour, attendance and progress at nursery.

45. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following this policy, and speaking to the DSL or DDSL.

46. **So called 'honour based' abuse:** encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing.

47. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take.

48. FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. Guidance on the warning signs that FGM may be about to take place, or may have already taken place, can also be found on pages 38-41 of the Multi-

agency statutory guidance on FGM. To give an example of indications that a girl has already been subjected to FGM:

- A child may have difficulty walking, sitting, or standing and may even look uncomfortable.
- A child may have frequent urinary, menstrual or stomach problems or spend longer than normal in the bathroom due to difficulties urinating.
- There may be prolonged or repeated absences from Hove Village Day Nursery Ltd and/or noticeable behaviour changes (e.g. withdrawal or depression) on the child's return.
- A child is reluctant to undergo medical examination.

If staff have a concern that a child may be at risk of FGM, they should speak to the DSL or DDSL who will (where appropriate) activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and Children's Social Care.

49. The statutory duty to personally report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18 may apply to certain staff members. Unless the staff member has a good reason not to, they should still consider and discuss any such case with the DSL and involve Children's Social Care as appropriate. If the staff member is unsure whether this reporting duty applies, they should discuss their concerns with the DSL in accordance with this policy. Where a staff member suspects that a child is at risk (i.e. where the staff member does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence), staff should follow local safeguarding procedures relevant to the nursery.

50. Further information can be found in the Multi-agency statutory guidance on female genital mutilation and the FGM resource pack, particularly section 13.

51. **Forced marriage:** Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their 18th birthday, even if violence, threats or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages.

52. There are a range of potential indicators that a child may be at risk of forced marriage, details of which can be found in the Multi-agency guidelines: Handling cases of forced marriage (last updated April 2023)Further information on forced marriage is available in guidance published on gov.uk and by the Forced Marriage Unit. Hove Village Day Nursery Ltd staff can also contact the

Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email fmu@fcdo.gov.uk.

53. **Radicalisation:** is the process of a person legitimising support for, or use of, terrorist violence.

54. Extremism is the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those different faiths and beliefs.

55. Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause.

56. There is no single way of identifying whether a child is likely to be susceptible to radicalisation into terrorism, there are factors that may indicate concern. However, it is possible to protect people from extremist ideology and intervene to prevent those at risk of radicalisation being drawn to terrorism. As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be susceptible and act proportionately, which may include making a Prevent referral.

57. Designated safeguarding leads and other senior leaders in colleges should familiarise themselves with the revised Prevent duty guidance: for England and Wales especially paragraphs 141-210, which are specifically concerned with education. Staff should contact the DSL or the DDSL, who should be aware of the local procedures in place, before making a Prevent referral.

58. In the event of a child leaving, the DSL should consider if it would be appropriate to share any information with the new school or nursery. For example, information that would allow the new school or nursery to continue supporting victims of abuse or those who are currently receiving support through the 'Channel' programme and have that support in place for when the child arrives at the new nursery.

59. **Special educational needs and/or disabilities (SEND), or children with certain health conditions**: Children with SEND or certain health conditions can face additional safeguarding challenges. These children may not outwardly show signs of abuse and/or may have difficulties in communication about abuse or neglect, or bullying. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration;
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children;
- the potential for children with SEND or certain health conditions being disproportionately impacted by behaviours such as peer group isolation or bullying (including prejudice-based bullying), without outwardly showing any signs;

- communication barriers and difficulties in managing or reporting these challenges;
- being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours or the consequences of doing so.

Staff will support such children in expressing any concerns they may have and will be particularly vigilant to any signs or indicators of abuse, discussing this with the DSL as appropriate.

60. **Lesbian, gay, bisexual or gender questioning:** A child or young person being lesbian, gay or bisexual is not in itself an inherent risk factor for harm, however, they can sometimes be targeted by other children. In some cases, a child who is perceived by their peers to be lesbian, gay or bisexual (whether they are or not) can be just as vulnerable as children who are.

61. When supporting a gender questioning child, Hove Village Day Nursery Ltd will take a cautious approach and consider the broad range of the children individual needs, in partnership with the parents (other than in the exceptionally rare circumstances where involving parents would constitute a significant risk of harm to the child), including any clinical advice that is available and how to address wider vulnerabilities such as the risk of bullying. Hove Village Day Nursery Ltd will adopt (to the extent that it is reflected in *KCSIE* and EYFS statutory framework*)*, the draft DfE guidance for schools and colleges in relation to Gender Questioning Children, when deciding how to proceed.

62. Risks can be compounded where children lack trusted adults with whom they can be open. Hove Village Day Nursery Ltd endeavours to reduce the additional barriers faced and create a culture where they can speak out or share their concerns with members of staff.

63. **Domestic abuse:** The Domestic Abuse Act 2021 introduces a statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear, or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including but not limited to, psychological, sexual, physical, emotional, and economic abuse and coercive and controlling behaviour. Both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the 2021 Act).

64. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse.

65. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio- economic status, sexuality or background and domestic abuse can take place inside or outside of the home. The government will issue statutory guidance to provide further information for those working with domestic abuse victims and perpetrators, including the impact on children.

66. All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some

cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

67. Young people can also experience domestic abuse within their own intimate relationships. This form of Child-on-Child abuse is sometimes referred to as 'teenage relationship abuse'. Depending on the age of the young people, this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

68. Domestic abuse may lead to other safeguarding concerns and should therefore be managed under this policy.

69. **Operation Encompass**: operates in all police forces across England. It helps police and educational providers work together to provide emotional and practical help to children. The system ensures that when the police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead (or a deputy)) in nursery before the child or children arrive at nursery the following day. This ensures that the nursery has up to date relevant information about the child's circumstances and can enable immediate support to be put in place, according to the child's needs.

70. Operation Encompass does not replace statutory safeguarding procedures. Where appropriate, the police and/or educational providers should make a referral to Local Authority Children's Social Care if they are concerned about a child's welfare.

71. More information about the scheme and how nurseries can become involved is available on the Operation Encompass website. Operation Encompass provides an advice and helpline service for all staff members from educational settings who may be concerned about children who have experienced domestic abuse. The helpline is available 8:00 to 13:00, Monday to Friday on 0204 513 9990 (charged at local rate).

72. **Homelessness:** Being homeless, or at risk of homelessness presents a real risk to a child's welfare. Hove Village Day Nursery Ltd should be aware of potential indicators of homelessness including household debt, rent arrears, domestic abuse, and anti-social behaviour, as well as a family being asked to leave a property. If staff are made aware or suspect that a child may be at risk of homelessness they should talk to the DSL in the first instance. Whilst referrals to the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not and should not replace a referral to the LADO where a child has been harmed or is at risk of harm, in accordance with this policy.

73. **Children who are absent from nursery:** A child being absent from nursery, particularly repeatedly and/or for prolonged periods, and children missing education is a potential indicator of a range of safeguarding issues such as abuse, neglect, sexual abuse, CSE and CCE. It can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of FGM, so-called 'honour'-based abuse or risk of forced marriage. Staff must follow Hove Village Day Nursery Ltd

procedures for dealing with children who are absent, particularly persistently or for prolonged periods. Hove Village Day Nursery Ltd procedure for dealing with children who are absent and/or missing can be found in Hove Village Day Nursery Ltd Missing Child and Attendance Policies. All unexplained absences will be followed up in accordance with these policies.

74. Action should be taken in accordance with this policy if any absence of a child from Hove Village Day Nursery Ltd gives rise to a concern about their welfare. Hove Village Day Nursery Ltd policy supports identification of abuse and provides preventative measures against the risk of the child being absent and/or becoming a child missing education in the future. This applies when issues are first emerging as well as where children are already known to the Local Authority children's social care and need a social worker.

75. **Child abduction and community safety incidents:** Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends, and acquaintances); and by strangers.

76. Other community safety incidents in the vicinity of a nursery can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation.

77. It is important that lessons focus on building children's confidence and abilities rather than simply warning them about all strangers. Further information is available at: www.actionagainstabduction.org and www.clevernevergoes.org.

78. **Children and the court system:** Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children 5-11 year olds and 12-17 year olds available on the gov.uk website.

79. The guides explain each step of the process and support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained.

80. Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool with clear and concise information on the dispute resolution service. Hove Village Day Nursery Ltd may refer some parents and carers to this service where appropriate.

81. **Children with family members in prison:** Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation, and poor mental health.

82. The Prison Service will undertake a child safeguarding enquiry with Children's Social Care for all sentenced prisoners to identify any who present an ongoing risk to children from within custody.

Prisons will also decide on the level of contact, if any, they will allow between a prisoner and a child based on a child contact risk assessment.

83. The National Information Centre on Children of Offenders (NICCO) provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

84. **Artificial Intelligence (AI)**

85. Artificial Intelligence (AI) and emerging technologies present new safeguarding challenges.

86. AI tools can generate or manipulate images, videos, audio recordings and written content which may be used to facilitate bullying, exploitation, grooming, fraud or abuse.

87. Staff should remain vigilant to concerns involving:

manipulated images;

deepfake content;

online impersonation;

technology-enabled abuse;

inappropriate use of AI involving children.

88. Any safeguarding concerns involving AI must be reported immediately to the DSL.

89. Hove Village Day Nursery Ltd will ensure children's information and safeguarding records are handled securely and are not uploaded to unauthorised AI platforms.

Annexure 2

Child Body Map

When a Pre-Existing Injury Form is completed, you must update this body map. With each injury/mark, you must indicate where it is and put a date next to it. This will help to analyse injuries for each child.

Child's Name: Date of Birth: Start Date:

