

Petworth Primary Nursery

Child Protection Policy



Reviewed:	July 2026
Next Review:	July 2027
Person Responsible:	Amy Eddy

Inspire, nurture and challenge with JOY at the heart in all we do.

It is our duty as professional childcare practitioners to work together as a team to safeguard and promote the welfare of the children within our care to prevent them from any abuse or neglect they may come in contact with. Safeguarding also relates to the broader aspects of ensuring all children's needs are met including those with special educational needs and/or disabilities. This policy applies to staff under the age of 18 who work for us and any other vulnerable adults at the setting.

This policy sets out the specific guidelines by which this will be achieved.

This policy will be made available to:

- All Petworth Primary Nursery staff
- Petworth Primary Nursery Parents and Carers
- West Sussex County Council
- OFSTED
- Any adults involved with the children of Petworth Primary Nursery (eg agency, volunteers, bank staff with a current and up to date DBS)

Contents

Definition of abuse and neglect.....	2
Recognising signs of abuse and neglect.....	3
Responding to suspected abuse and neglect.....	3
Responding to a child wanting to talk	4
Bullying/Peer on Peer Abuse	4
Making a Referral to Social and Caring Services	4
Procedure for reporting a safeguarding concern:	5
Parental consent	5
Record Keeping	6
Minimising the risk.....	6
Allegations against staff.....	7
Designated Safeguarding Leads	7
Who are the Designated Safeguarding Leads?.....	7
The Child Protection (Liaison) Officer.....	8
Staff	8

Definition of abuse and neglect

Abuse and neglect are forms of maltreatment of a child, under the age of 18 years old. It is the responsibility of all staff within the setting to ensure children are protected from:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Racist, disability and homophobic or transphobic abuse
- Radicalisation and/or extremist behaviour

- Substance misuse
- Domestic violence
- Fabricated or induced illness
- Poor parenting
- Female Genital Mutilation
- Forced marriage or honour killing
- Any other issue that could lead to children being at risk of harm physically or mentally; or their needs not being met

Recognising signs of abuse and neglect

As staff work closely with the children, they know them and therefore they are in a position to notice changes. It is important that staff share with the designated person:

- Any significant changes in behaviour;
- Any unexplained bruises or marks;
- Any comments children or parents make which gives cause for concern;
- Any deterioration in a child's well-being.

There can be additional barriers to recognising abuse in children who have special educational needs or disabilities. In these instances, staff are supported by the SENCO, Petworth CofE Primary School Senior Leadership team (SLT) and work closely with any other agencies involved with the child. Accurate records are kept of any conversations or concerns.

Responding to suspected abuse and neglect

The welfare of the child is paramount. Statements about, or allegations of abuse, or neglect made by children, must always be taken seriously. Any case of female genital mutilation must be reported to the police.

If a member of staff has any concerns about a child in the setting; receive information/allegations; witness an event which may suggest a child is being abused or is at risk of significant harm, they must report it to the Designated Safeguarding Lead (DSL), or in their absence the most senior member of staff - details of which will be recorded in the child's file. It is the responsibility of the DSL to decide whether there is any cause for further action.

If a staff member sees or hears anything about a child outside of work, the above procedure will be followed and after advice taken from the DSL the staff member may be required to contact social services directly.

The role of the DSL is to collect and clarify the precise details of the situation before forwarding information on to the Integrated Front Door (IFD) whose responsibility it is to investigate. The help desk advisors are responsible for making initial assessment as to the nature of the referral and with a social services manager; decide whether a child protection investigation should take place.

Responding to a child wanting to talk

If a child approaches a member of staff within the nursery, it is important for the staff member to listen to the child carefully, not to interrupt the child or be tempted to ask leading questions. The member of staff should try to enlist the support of a work colleague to listen in on the conversation and witness the disclosure of all the important information, making sure it is kept factual.

The member of staff must then write a report of the conversation with the child noting the date, time and who was present at the time. This report should be filed in the confidential file and made known to the DSL who will then make the referral, if necessary.

Bullying/Peer on Peer Abuse

At Petworth Primary Nursery we endorse positive behaviour as an effective way to set limits and manage behaviour in our nursery. Staff support the children in using conflict resolution to enable them to learn appropriate strategies for managing their own relationships. We encourage the children to learn about their similarities and differences and be tolerant towards others. Staff are aware of the need to support children in developing healthy relationships with each other to ensure there are no instances of bullying. Strategies for how to manage behaviour are outlined in the Behaviour Management policy and the Social and Emotional Development policy.

Making a Referral to Social and Caring Services

In order to ensure that we are safeguarding the children in our care we promote multi- agency working.

The following information should be provided when making a referral:

- Cause for concern including details of allegations, their sources, timing and location.
- What the child said, keeping it factual.
- Child's current location, emotional and physical condition.
- Whether the child needs immediate protection.
- Full names, dates of birth and gender of child/ren
- Current and previous address.
- Identity of who has parental responsibility
- Details of the setting and manager contact details

They will take full details of the child and your concerns and will either:

1. provide advice and information;
2. direct you to an appropriate team or organisation; or
3. make a formal referral to the social care team.

If a staff member is supporting a parent where there are concerns over child protection and attends any meeting in relation to this the staff member will remain neutral at the meeting and will purely support the parent and will keep all information heard confidential. If this is not adhered to the staff member will be disciplined and may be dismissed from Petworth Primary Nursery.

Procedure for reporting a safeguarding concern:

Local Authority

- If you suspect a child has suffered or suffering, or is at risk or harm you should:
- Immediately report your suspicions to the Integrated Front Door (IFD) on 01403 229900 Inform the Emergency Duty Team out of hours service on: 0330 222 6664 (between 5.00pm and 8.00am weekdays and 24 hour weekends and bank holidays.) If the Emergency Duty Team line is unavailable and you need to report an emergency safeguarding concern, please call [07711 769657](tel:07711769657). This number does not accept texts.
- If you suspect the child is in immediate danger the referral will be made the same day
- Record any bruises on the skin body map outline noting the sight, size and colour please ensure you record the date and sign.
- Make a note of any comments made by the child being careful not to question or prompt the child.

Use the online form at <https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/>

Written accounts should not include abbreviations, jargon or speculation about the family. A copy of the referral form must be kept in the child's folder.

OFSTED should be informed within 14 days.

NSPCC

The NSPCC Helpline (0808 800 5000 or help@nspcc.org.uk open 10am-4pm Monday-Friday) can help with safeguarding situations you face at work. Whether you need advice and support, or reassurance on a current safeguarding incident our child protection specialists can help. The NSPCC can suggest local services that can help, offer some simple guidance, or make referrals to children's services and the police. For more information you can visit <https://learning.nspcc.org.uk/services/nspcc-helpline?modularPage=when-to-use-the-nspcc-helpline>

Parental consent

Where practical, concerns should be discussed with the family and agreement sought for a referral to IFD unless this may:

- Place the child at risk of significant or further harm e.g. by the behavioural response it prompts or by leading to an unreasonable delay.
- Lead to the risk of losing evidential material.
- In cases where fabricated or induced illness is suspected.

If a parent/carer has agreed to give their consent for a referral this should be recorded and confirmed in the referral to IFD. A decision not to seek parental consent before making a referral must also be recorded and reasons given when making the referral.

Information about child protection concerns or cases will be passed to the child's new setting or school with permission from the parents.

In best practice, both parents will be spoken to before a referral is made if the child has contact with both parents.

Whereby a child is already on an early help or child protection plan, practitioners and managers will liaise with other professionals involved in the case without seeking prior consent if it serves in the best interests of the child.

As stated in Working Together to Safeguard Children "Practitioners should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to local authority children's social care (e.g. they are being supported as a child in need or have a child protection plan). Practitioners should be alert to sharing important information about any adults with whom that child has contact, which may impact the child's safety or welfare."

For further information on referrals please refer to the 'Local Safeguarding Children's Board' website.

Record Keeping

Any concerns a member of staff has should be recorded on RecordMy. Each concern is passed to the DSL digitally. Each staff member has their own log in to RecordMy and this should be used when logging any concerns. All written records should be written clearly containing what was seen, heard and what action was taken in relation to the child – date and time.

Records should be factual events using actual words spoken by the child and should be written as soon as the event has occurred. The site of any injuries should also be recorded.

Information about children and their families will be stored securely and be dealt with in a sensitive matter and remain confidential.

The DSL has the responsibility for regularly reviewing the accident book, incident book and any recorded concerns to monitor and/or identify possible safeguarding issues.

Statutory information will be obtained from the parents when the child is registered at Petworth Primary Nursery this will include name, address(es), gender, date of birth, name(s) of person(s) with parental responsibility, legal contact and who the child normally lives with.

Minimising the risk

All procedures set in place for the protection of children will apply to all paid staff and volunteers within the nursery. All staff at Petworth Primary Nursery will undergo a Disclosure and Barring Service (DBS) check at the time of their employment. All activities which involve a single child

working with an adult, should take place in a room which can be easily observed by other staff in nearby areas, however if this is not possible all staff will have undergone an enhanced DBS check to ensure the safety and welfare of the child. Staff will not work alone unless an enhanced DBS check has been returned clear.

The management team will ensure that staff will receive the following information on appointment to their position and during their induction training:

- Understand their duty to prevent the abuse of all children within their care
- Receive the relevant guidelines produced by the nursery on safeguarding the welfare of the children
- Attend Safeguarding Children/Child Protection training which will be updated every 3 years. The management team will check staff's knowledge of safeguarding in staff meetings and in day-to-day practice.
- Staff must report any changes to their personal circumstances that would impact their suitability to work with children e.g. if you are living with a person that has been disqualified by the DBS, they must also report to us if they have any dealings with the police.
- Staff will receive regular supervisions to discuss any ongoing safeguarding issues as required
- All staff agree to adhere to the measures outlined in the **ICT policy in order to ensure the internet is used safely and responsibly**
- All staff will undertake the "Prevent duty guidance for England and Wales"
- Staff are given clear guidance on how to conduct themselves in the setting as set out in the **Staff Behaviour policy**
- We ensure that staff do not lone work with children and that any intimate care issues are undertaken so that it is visible whilst respecting the children's dignity.

Allegations against staff

All staff have a responsibility to report if they believe a member of staff is harming or is behaving in a manner which may potentially cause harm. If a complaint or allegation of abuse or harm to a child is made against a member of staff, it will immediately be brought to the attention of the Manager or Designated Safeguarding Lead. The staff member will be suspended if they are a risk to children and the LADO will be informed within 24 hours via a referral. The Manager will not complete any investigation but will discover facts such as if the staff member was present that day. Parents will be supported and informed of all progress. We will follow guidance from the LADO and will inform the committee and OFSTED. For further information please see our whistleblowing policy.

Designated Safeguarding Leads

All Designated Safeguarding Leads must have Safeguarding training at least every 3 years and refresh their skills and knowledge every year. There will be a designated person available to voice concerns to at all times. Contact numbers for all DSL's are displayed in the office.

Who are the Designated Safeguarding Leads?

- Amy Eddy
- Charlotte Richman
- John Galvin

Fortnightly meetings with DSL from Petworth CofE Primary School.

The Child Protection (Liaison) Officer

- Provides advice, support and guidance to the staff team
- Liaises with other agencies
- Ensures that the setting meets safeguarding and welfare requirements
- Collates information where there is a concern about a child

Staff

- Staff must attend Safeguarding Children/Child Protection training within their first 6 months of employment and review this every two years.
- Staff should feel empowered to raise any safeguarding issues either at Team Meetings, with the DSL or during their Supervisions

Area	Health & Safety
Policy or Procedural Guidelines Title	Safeguarding Children/Child Protection Policy
New or Existing Policy/Service?	Existing – changed from Wakoos to Petworth Primary Nursery
Name and role of Reviewer	Amy Eddy Nursery Manager
Date	1 st July 2026