All Silver Stars Day Nursery policies will be subject to any future change according to Government legislation and guidelines to maintain the safety of all children, families, staff and visitors.

2.01

Safeguarding Children and Child Protection

Policy statement

Silver Stars Day Nursery will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on latest guidance from the Department for Education.

Procedures

We carry out the following procedures to ensure we meet the requirements of the Department for Education and OFSTED.

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.

- Our designated person – Child Protection Officer (a member of staff), who co-ordinates child protection issues is:

  Mrs Ellie Wallace

- Our designated cover member of staff is:

  Mis Sarah Parsons or Mrs Laura Farrell

- Our designated officer (the Proprietor) who oversees this work is:

  Mrs Jenifer Capper

If Mrs Ellie Wallace is not on sight, then either Miss Sarah Parsons our deputy should be reported to. Mrs Ellie Wallace can be contacted via video call, phone, or email if necessary. Mrs Jenifer Capper can be contacted via email, video call or phone if required.

Staff that are also Advanced Safeguarding Trained are Miss Sarah Parsons and Mrs Laura Farrell. In event that Mrs Ellie Wallace or Miss Sarah Parsons are not available, staff should contact either Mrs Laura Farrell or Mrs Jenifer Capper.

Compass are in place to support Early Years Setting. Compass can be contacted via compass@southglos.gov.uk for additional support or advice.

- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-to-date knowledge of any safeguarding issues.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within Silver Stars Day Nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed to ensure that no disqualified person or unsuitable person works at the school or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Volunteers do not work unsupervised.
- Volunteers under 16 are not required to hold an DBS and will not be left unsupervised or allowed in the bathroom/nappy changing area.
- Information is recorded about staff qualifications and the identity checks and vetting processes that have been completed including:
  - the criminal records disclosure reference number;
  - the date the disclosure was obtained; and
  - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us). This is checked at every supervision and staff sign to confirm if nothing has changed.
- We check the DBS update service regularly to ensure that we are aware of any changes.
- With regards to 'Disqualification by Association', the Proprietor, if notified of anything that may affect the suitability of a member of staff, will inform Ofsted as soon as is practically possible. The importance and seriousness of this is explained to new staff at Induction and annually to all staff.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to Silver Stars Day Nursery.
- Security steps are taken to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused'. Copies of this document are available in the setting and all staff must read through the document annually.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf (HMG 2015).

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual, or emotional abuse, or experiencing neglect, this may be demonstrated through:
  - significant changes in their behaviour.

- deterioration in their general well-being; their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
- changes in their appearance, their behaviour, or their play;
- unexplained bruising, marks or signs of possible abuse or neglect; and
- any reason to suspect neglect or abuse outside the setting.

- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children and children with SEN; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse and grooming; and Female Genital Mutilation; that may affect, or may have affected, children and young people using our provision.
- We will not accept sleeping children into the setting and must be fully aroused before being handed over.
- We also make ourselves aware that some children and young people are affected by gang activity, may become victims of child trafficking or are vulnerable to organised networks of criminals seeking to exploit them (country lines), become involved in peer-on-peer abuse, including sexual violence and sexual harassment between children and may be affected through forced marriage or honour-based violence. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- We are also aware that due to a variety of reasons children may self-harm, in a number of ways including deliberate cutting, bruising and pulling hair out. **Refer to 2.10 Self Harm Policy**
- Where we believe that a child in our care or that is known to us may be affected by any of these factors, we follow the procedures below for reporting child protection concerns.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern (record of concern) and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored on the child's personal file, held by the Child Protection Officer.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police, or another agency identified by the South Gloucestershire Children's Partnership.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected, we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

- Staff are made aware that Adverse Childhood Experiences (ACE's) can have an impact on a child's wellbeing and their future outcomes. The Designated safeguarding lead is an ACE's ambassador in order to train and support staff. We are aware of the impact that the Covid-19 pandemic has had on families and need to be aware how these stresses may impact the families.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern: such as significant changes in behaviour, deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect, that member of staff:
  - listens to the child, offers reassurance and gives assurance that she or he will take action;
  - does not question the child if possible, but if appropriate only uses 'open' questioning. E.g. Tell me about, Describe, Explain.
  - makes a written record (record of concern), that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal safeguarding file with the Child Protection Officer, which is kept securely and confidentially.
- The files are reviewed regularly with the Safeguarding team and an ongoing monitoring sheet is placed at the front of each file. Should a child have no additional causes for concern for 1 clear academic year their file will be archived.
- The member of staff acting as the 'designated person' (DSL), is informed of the issue at the earliest opportunity.
- Where the South Gloucestershire Children's Partnership stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the South Gloucestershire Children's Partnership.
- In line with GDPR records will be archived until the child reaches 25 years of age.

Responding to suspicions of abuse outside of the setting

Staff are now able to respond and record concerns regarding a child whilst they are outside the setting. Staff are to carry out the same procedure in reporting and recording the concern to their Designated Safeguarding lead. If staff witness incidents with their colleagues outside the setting and they believe a child or children are at risk, they should ring 999 immediately.

Making a referral to the local authority children's social care team

- Support from our allocated Compass worker can be given before making a referral or if the referral does not meet the threshold. Compass can be contacted on compass@southglos.gov.uk. Compass can support Silver Stars with advice on a variety of concerns, safeguarding, behaviour, mental health, and development.
- All referrals to the Local Authority children's social care team are made via South Gloucestershire's ART service.
- South Gloucestershire Access and Response Team (**ART**) **01454 866000** or email accessandresponse@southglos.gov.uk
- We would also use the Channel Referral Programme where radicalisation was suspected.

Informing parents

- Parents sign a 'sharing information' form when starting at the setting in event of needing to discuss details with other agencies. Conversations will be carried out prior to having these discussions.
- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events unless it is felt that this may put the child in greater danger.
- Parents are informed when we make a record of concerns in their child's file and we also make a note of any discussion we have with them regarding a concern.
- You do not need consent to share personal information about a child and/or members of their family if a child is at risk or there is a perceived risk of harm. You need a lawful basis to share information under data protection law, but when you intend to share information as part of action to safeguard a child at possible risk of harm, consent may not be an appropriate basis for sharing. It is good practice to ensure transparency about your decisions and seek to work cooperatively with a child and their carer(s) wherever possible.
- If a suspicion of abuse warrants a referral to social care, parents are informed prior to the referral will be made, except where the guidance of the South Gloucestershire Children's Partnership does not allow this, for example, where it is believed that the child may be placed in greater danger. This will usually be the case where the parent is the likely abuser. In these cases, the social workers will inform parents.

Liaison with other agencies

- We work within the South Gloucestershire Children's Partnership guidelines.
- We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names and telephone numbers of social workers assigned to any children in our care, to ensure that it is easy, in any emergency, for the school and children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable but at the latest within 14 days of the allegations being made.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting or anyone living or working on the premises occupied by the setting which may include an allegation of abuse.
- Allegations can be made against staff whilst they are outside the setting and it affects their suitability to work with children.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises which includes:
  - inappropriate sexual comments;
  - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.

- We follow the guidance of the South Gloucestershire Children's Partnership when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate.
- Our **LADO** is **Jon Goddard**. To contact him call **01454 868 508**
- We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient, and listened to.

Training

- Training and update opportunities are provided regularly via quizzes, staff meetings, case studies, online training and face-to-face training carried out by Silver Stars Designated safeguarding leads. All adults involved in the setting will carry out training and updates to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse, and neglect including other areas of abuse such as FGM, Prevent, CSE, County Lines, Up skirting, Breast Ironing etc. It is also put in place to ensure that they are aware of the local authority guidelines for making referrals and guidance changes e.g. KCSIE.
- Staff have access to Flick Training and Virtual College which provides a wide variety of Safeguarding training courses to regularly update our knowledge and understanding of all areas of abuse. Management will send around any courses which are more relevant.
- All Staff receive training in accordance with that recommended by the South Gloucestershire Children's Partnership.
- Staff are given regular safeguarding updates during staff meetings.
- Staff are quizzed during management observations around safeguarding or first aid scenarios. The answers are documented, and targets are put in place if the staff member requires additional guidance or training.
- Staff are asked during supervisions if they are aware of safeguarding signs, symptoms and what to do if we have any concerns. Staff are asked regularly if they have any concerns or want to discuss any child/member of staff.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

- All volunteers including students complete an induction, which includes having a sound knowledge of the setting's safeguarding procedures. A staff induction covers the following:
  - Safeguarding and Child Protection policy and procedures
  - Emergency evacuation procedures
  - Health and safety issues and procedures
  - Role and identities of the DSL and DDSL
  - Procedure to follow in case of an allegation being raised against an adult
  - Whistleblowing procedure
  - Staff Behaviour Code of Conduct
  - Read through 'What to do if you're worried a child is being abused' document.

  Please see induction policy for more information.

Planning

- The layout and staffing of the Early Years department allows for constant supervision. Throughout the setting children are always under the supervision of a member of staff.

Curriculum

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

Confidentiality

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

Support to families

- We believe in building trusting and supportive relationships with families, staff, and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and always liaising with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the school's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with our Parent & Carer Access to Confidential Records policy, and only if appropriate under the guidance of the South Gloucestershire Children's Partnership.
- Information is displayed on the windows of the entrance and baby room regarding areas of Child protection to give them more knowledge and understanding and relevant information that will ensure that children are kept safe from harm e.g. safer sleeping.
- We signpost parents and carers to offers of Early Help including examples such as guidance on parenting, language development, dietary advice, money management, toileting, accident prevention, referral processes.

Use of mobile phones and cameras at the setting – please refer to the setting's Policy

Legal Framework

Primary legislation

- Children Act (1989 s47) updated 2004 – replaced by the Children and Social Work Act 2017
- Protection of Children Act (1999) updated 2004 – replaced by The Children and Social Work Act 2017
- GDPR & Data Protection Act (2018)
- The Children Act (Every Child Matters) (2004) – replaced by The Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act (2006) – Replaced by the Protection of Freedoms Act 2012
- Counter Terrorism and Security Act (2015) – Replaced by Prevent Duty Guidance 2024
- Independent Prevent Commissioner – 2025
- Counter Terrorism and Sentencing Act 2021

Secondary legislation

- Sexual Offences Act (2003) updated 2013 including the Online Safety Act 2024
- New Digital Offences Act 2024
- Sexual communications with a Child Act 2017
- Criminal Justice and Court Services Act (2000) updated 2021
- Equalities Act (2010) updated 2021 updated January 2024
- GDPR & Data Protection Act (2018) Non-Statutory Guidance / GDPR (May 2018) - Now Data (use and access) Act 2025.

Further guidance

- Keeping Children Safe in Education (Sept 2023) update September 2025
- Working Together to Safeguard Children (December 2023)
- Information Sharing: Guidance for Practitioners and Managers (May 2024)
- Sexual Violence and Sexual Harassment between Children in Schools & Colleges (DofE May 2018) updated July 2022
- What to do if you're Worried a Child is Being Abused (HMG 2015)
- Early help Assessment 2023
- Child and Family Assessments 2023
- Working together to safeguard children 2023
- Prevent Duty Guidance for England and Wales (July 2015) updated 2023
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Child Abuse and Neglect – NICE Guidance 2023
- The right help in the right way at the right time 2025
- Multi-Agency Statutory Guidance on Female Genital Mutilation (July 2020)
- Promoting the education of looked after and previously looked after children 2021
- Data (Use and Access) Act 2025

This policy was adopted by	Silver Stars Day Nursery
Date	February 2026
Review Date	Continuous Review
Name of signatory	Jenifer Capper
Role of signatory	Proprietor

Signed: Date:	 February 2026