

Blue Windmill Nursery

Safeguarding Children and Child Protection Policy

Policy statement

Blue Windmill Nursery is committed to safeguarding children and promoting their welfare. We aim to provide a safe organisational culture in which children are protected from harm and all concerns are recognised, reported and acted upon promptly.

Safeguarding is everyone's responsibility. All employees, agency staff, students, apprentices, volunteers and others working on behalf of the nursery must remain vigilant and report any concern about a child's welfare or the conduct of an adult.

The nursery will ensure that staff have the knowledge, skills, training and support necessary to fulfil their safeguarding responsibilities.

This policy applies to all children and young people under the age of 18.

Definition of safeguarding

Safeguarding and promoting the welfare of children means:

- providing help and support as soon as problems emerge;
- protecting children from maltreatment, whether inside or outside the home, including online;
- preventing impairment of children's physical or mental health or development;
- ensuring children grow up in circumstances consistent with safe and effective care;
- promoting children's upbringing within their birth family or wider family network wherever this is safe, appropriate and in their best interests; and
- taking action to enable all children to achieve the best possible outcomes.

Child protection is part of safeguarding and refers to action taken to protect a child who is suspected to be suffering, or likely to suffer, significant harm.

Harm may occur within or outside the home and may take place in person or online.

Our safeguarding aims

The nursery will:

- keep the child at the centre of all decisions;
- listen to children and take their communication seriously;
- provide safe, secure and nurturing environments;

- help children develop confidence, resilience and an age-appropriate understanding of how to keep themselves safe;
- identify concerns and provide help at the earliest opportunity;
- recognise that babies and non-verbal children may communicate distress through their behaviour, presentation, development or interactions;
- remain professionally curious and not rely solely on explanations given by others;
- recognise the additional vulnerability of children with special educational needs or disabilities;
- recognise the impact of domestic abuse, parental mental ill health, substance misuse, poverty, housing difficulties and other family circumstances;
- work openly and respectfully with parents and carers wherever it is safe and appropriate to do so;
- share information lawfully and promptly when this is necessary to protect a child;
- contribute to multi-agency safeguarding arrangements;
- challenge decisions respectfully where we believe a child has not been adequately protected;
- promote equality and anti-discriminatory practice;
- follow local safeguarding arrangements and statutory guidance; and
- act immediately when a child may be at risk of significant harm.

If there is any doubt about whether something constitutes a safeguarding concern, staff must speak to the Designated Safeguarding Lead.

Staff must never do nothing because they are uncertain.

Designated safeguarding arrangements

Designated Safeguarding Lead

Belinda Branston

Deputy Designated Safeguarding Leads

Kelly Bowley

Nicola Truman

At least one designated safeguarding person will be available during the nursery's opening hours.

If the Designated Safeguarding Lead and deputies are unavailable, staff must contact Warwickshire Family Connect, the police or another appropriate safeguarding agency directly. The absence of a designated person must never delay action to protect a child.

Responsibilities of the Designated Safeguarding Lead

The Designated Safeguarding Lead will:

- oversee safeguarding and child protection arrangements;
- ensure safeguarding procedures are implemented consistently;
- provide advice and support to staff;
- assess concerns promptly and decide what action is required;
- make referrals to statutory services where appropriate;
- maintain accurate, secure and confidential safeguarding records;
- review safeguarding records and identify patterns or escalating concerns;
- liaise with children's social care, the police, the Local Authority Designated Officer, Ofsted and other agencies;
- ensure staff understand local referral and escalation procedures;
- arrange safeguarding training and regular updates;
- ensure safeguarding procedures reflect current legislation and guidance;
- monitor safeguarding practice through supervision, audits, observations and reviews;
- support early help and Family Help arrangements;
- ensure safeguarding information is transferred securely when a child moves setting;
- ensure concerns about adults working with children are reported appropriately;
- keep their own safeguarding knowledge up to date; and
- review this policy following significant incidents, changes in legislation or identified weaknesses.

The Designated Safeguarding Lead does not investigate whether abuse has taken place. Investigations are the responsibility of children's social care, the police or other authorised agencies.

Partnership and multi-agency working

The nursery follows the safeguarding arrangements coordinated by the Warwickshire Safeguarding Partnership.

We recognise that no single professional is likely to hold a complete picture of a child's circumstances. We will therefore:

- work collaboratively with parents, carers and professionals;
- participate in meetings and multi-agency plans;
- share relevant information promptly;
- contribute to assessments and decision-making;
- provide reports when requested;
- follow agreed safeguarding plans;
- respectfully challenge decisions where necessary; and
- use local escalation procedures where concerns remain unresolved.

We take a whole-family approach and consider the child within the context of their family and wider circumstances.

Families will be involved in decisions wherever possible. However, we will not seek consent or inform a parent before making a referral where doing so could:

- place a child or another person at increased risk;
- interfere with a police or child protection investigation;
- result in evidence being destroyed;
- lead to intimidation or coercion; or
- cause an unreasonable delay in protecting a child.

Listening to children

Children will be listened to and treated with respect.

Staff must:

- take children's concerns seriously;
- consider children's age, stage of development and method of communication;
- recognise behaviour as a possible form of communication;
- give children time to express themselves;

- avoid dismissing, minimising or explaining away concerns;
- avoid making assumptions about a child's family or circumstances;
- ensure children know which adults they can speak to; and
- act on concerns even where a child has not made a direct verbal disclosure.

Particular attention will be paid to babies, non-verbal children and children whose communication may be affected by disability, language, trauma or development.

Monitoring children's attendance

The nursery monitors attendance as part of its safeguarding responsibilities.

Parents and carers are expected to inform the nursery when a child will be absent and provide a reason for the absence.

Attendance records will be reviewed for:

- unexplained absences;
- prolonged or repeated absence;
- changes in attendance patterns;
- frequent late arrival or early collection;
- absences associated with changes in behaviour or presentation;
- absences involving a child known to children's social care; and
- patterns that may indicate neglect, family difficulties or another safeguarding concern.

If a child has not arrived within one hour of their expected start time and no explanation has been received, the nursery will attempt to contact the parent or carer.

If contact cannot be made, the nursery will:

1. contact the child's emergency contacts;
2. review what is known about the child and family;
3. consider any existing vulnerabilities or safeguarding concerns;
4. continue reasonable attempts to establish the child's welfare;
5. consider whether a home visit is safe and appropriate;
6. seek advice from Warwickshire Family Connect where necessary; and

7. request a police welfare check where there is reason to believe the child may be at immediate risk.

A home visit will only be undertaken following a risk assessment. Staff will not enter a property or place themselves at risk.

Where a child is subject to a child protection plan, child in need plan or other safeguarding arrangement, unexplained absence will be reported promptly to the child's social worker or relevant professional.

The nursery will not remove a child from its register solely because of unexplained absence without considering the child's welfare and following appropriate safeguarding procedures.

Early help and Family Help

The nursery will identify children and families who may benefit from additional support before difficulties escalate.

This may include families experiencing:

- financial or housing difficulties;
- domestic abuse;
- parental mental ill health;
- substance misuse;
- bereavement;
- social isolation;
- disability or additional needs;
- difficulties accessing services;
- repeated absence;
- parenting difficulties; or
- other circumstances affecting a child's wellbeing.

Where appropriate, the nursery will discuss concerns with the family and seek consent to work with other services.

A lack of consent will not prevent information being shared where there is a safeguarding concern or where sharing is otherwise lawful and necessary.

Operation Encompass

The nursery will respond appropriately to information received through Operation Encompass or another lawful police information-sharing arrangement.

The Designated Safeguarding Lead will:

- receive and record the information securely;
- assess any immediate risk;
- consider what support the child may need;
- share information only with staff who need to know; and
- make further referrals where required.

Information sharing and confidentiality

The safety and welfare of the child is paramount.

Confidentiality must not prevent appropriate action being taken to safeguard a child.

The nursery will comply with the UK General Data Protection Regulation and the Data Protection Act 2018.

Information will be:

- shared for a clear and lawful purpose;
- relevant and limited to what is necessary;
- accurate and up to date;
- shared securely;
- shared with those who need it to protect the child; and
- recorded, including the reason for sharing or not sharing.

Consent will normally be sought where appropriate. However, safeguarding information may be shared without consent where this is necessary to:

- protect a child or adult at risk;
- comply with a legal obligation;
- prevent or detect crime;
- support statutory safeguarding functions; or
- protect someone's vital interests.

Concerns about data protection must not delay action where a child may be at risk.

Staff must not discuss safeguarding matters with people who do not need to know or make public or private comments about an allegation, child, parent or staff member.

Record keeping

All safeguarding concerns, disclosures, decisions, referrals and actions must be recorded promptly.

Records must be:

- factual and objective;
- written clearly;
- dated and timed;
- signed or attributable to the person making the record;
- recorded in the child's own words wherever possible;
- clear about what was observed, heard or reported;
- clear about decisions and the reasons for them;
- stored securely; and
- kept separately from general developmental records where appropriate.

Safeguarding records may include:

- the child's name, address and date of birth;
- the date, time and location of the concern;
- the names of those present;
- the exact words used by the child;
- non-verbal communication;
- injuries, including their size and location;
- explanations offered;
- action taken;
- discussions with parents;
- advice received;
- referrals made;
- decisions not to refer and the reasons;
- follow-up action; and

- outcomes where known.

Records will be reviewed to identify patterns, repeated incidents or escalating concerns.

Safeguarding records will be transferred securely when a child moves to another setting or school. A record will be made of what was transferred, when, how and to whom.

Responding to a disclosure

When a child discloses abuse or harm, staff must:

- remain calm;
- listen carefully;
- take the child seriously;
- avoid appearing shocked or disbelieving;
- reassure the child that they have done the right thing by speaking;
- explain that the information may need to be shared to keep them safe;
- never promise secrecy;
- allow the child to speak at their own pace;
- avoid leading questions;
- ask only questions necessary to clarify what has been said;
- avoid investigating;
- tell the child what will happen next;
- report the disclosure to the Designated Safeguarding Lead immediately; and
- make a written record as soon as possible after the conversation.

Staff should not write notes while a child is speaking where this could interrupt or inhibit the disclosure, unless necessary to support the child's communication.

The written record must include the child's exact words as far as possible.

Reporting a safeguarding concern

All safeguarding concerns must be reported verbally to the Designated Safeguarding Lead as soon as possible.

An electronic or written record alone is not sufficient where immediate action may be required.

Immediate danger

If a child is in immediate danger or requires urgent medical attention:

- call 999;
- take reasonable steps to protect the child;
- inform the Designated Safeguarding Lead as soon as possible; and
- make a full written record.

Where the Designated Safeguarding Lead is unavailable

Staff must contact:

- a Deputy Designated Safeguarding Lead;
- Warwickshire Family Connect;
- the police;
- the NSPCC; or
- another appropriate safeguarding service.

Staff have the right and responsibility to make a direct referral if they believe a child may be at risk and appropriate action is not being taken.

Following a report

The Designated Safeguarding Lead will:

- review the information promptly;
- consider the child's immediate safety;
- check existing records;
- seek advice where necessary;
- speak to the child only where appropriate and without investigating;
- decide whether parents should be informed;
- make a referral where required;
- record decisions and reasons;
- follow up referrals;
- cooperate with statutory agencies; and
- ensure the child continues to receive appropriate support.

The nursery will never assume that another professional or agency has taken action.

If an expected response is not received, the Designated Safeguarding Lead will follow up and escalate the concern.

Informing parents and carers

Parents and carers will normally be informed about concerns involving their child.

However, parents will not be informed before advice is sought or a referral made where this could:

- increase the risk to the child;
- place another person at risk;
- compromise an investigation;
- lead to evidence being destroyed;
- result in coercion or intimidation; or
- cause an unreasonable delay.

The nursery will follow advice given by children's social care, the police or the Local Authority Designated Officer.

Families will be treated respectfully and without judgement while enquiries or investigations take place.

Supporting children and families

The nursery will continue to provide appropriate care and support to a child while safeguarding enquiries are taking place, unless instructed otherwise by a statutory agency.

Support may include:

- maintaining consistent routines;
- providing a trusted adult;
- monitoring the child's presentation and behaviour;
- providing emotional reassurance;
- supporting communication;
- working with the family;
- implementing agreed professional plans; and
- recording significant changes or further concerns.

Concerns about adults working with children

Any concern about an employee, agency worker, volunteer, student, apprentice, contractor or other adult associated with the nursery must be reported immediately.

An allegation may indicate that the person has:

- behaved in a way that has harmed a child or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child in a way that indicates they may pose a risk of harm;
- behaved or may have behaved in a way that indicates they may not be suitable to work with children; or
- behaved in a way inconsistent with the nursery's expected professional standards.

Concerns must be reported to the Designated Safeguarding Lead or nursery owner.

If the allegation concerns the Designated Safeguarding Lead, it must be reported to the nursery owner.

If the allegation concerns the nursery owner, or the person reporting does not feel able to use the nursery's internal arrangements, the concern should be reported directly to the Local Authority Designated Officer, Ofsted or the police as appropriate.

The person receiving the allegation must not investigate or question witnesses in detail before seeking advice.

Local Authority Designated Officer

The Local Authority Designated Officer will be contacted promptly where a concern may meet the harm threshold.

The nursery will follow the Local Authority Designated Officer's advice regarding:

- information gathering;
- contact with the staff member;
- contact with parents;
- suspension or alternative duties;
- referrals to other agencies;
- disciplinary action; and
- communication with Ofsted.

Ofsted notification

The nursery will notify Ofsted of any allegation of harm or abuse made against anyone living, working or looking after children on the premises.

This applies whether the alleged incident occurred:

- on the nursery premises;
- away from the premises;
- during an outing;
- online;
- in the person's private life; or
- in another employment or voluntary role.

The nursery will also notify Ofsted of the action taken in response.

Notification will be made as soon as reasonably practicable and no later than 14 days after the allegation was made.

Failure to notify Ofsted within the required period may constitute an offence.

Protective action

The nursery may:

- increase supervision;
- alter duties;
- prevent unsupervised contact with children;
- temporarily redeploy the individual;
- suspend the individual; or
- take other proportionate action.

Suspension is a neutral act and will not be automatic. It will be considered where necessary to protect children, support an investigation or protect the integrity of evidence.

The nursery will take advice before making decisions wherever possible.

Outcome of allegations

Where an allegation is substantiated, appropriate safeguarding and employment action will be taken.

Where the legal referral conditions are met, the nursery will make a referral to the Disclosure and Barring Service.

This includes where a person is dismissed or removed from regulated activity, or would have been dismissed or removed had they not resigned, because they:

- harmed a child;
- placed a child at risk of harm;
- engaged in relevant conduct; or
- satisfied the harm test.

Resignation or the end of a placement will not prevent safeguarding enquiries, referrals or disciplinary processes from continuing where these remain appropriate.

Where an allegation is unsubstantiated, unfounded, false or malicious, the nursery will follow professional advice and provide appropriate support to those involved.

A return-to-work plan may be introduced following suspension or extended absence.

Low-level concerns

A low-level concern is any concern that an adult working with children may have acted in a way that:

- is inconsistent with the nursery's expected standards of professional conduct;
- is inappropriate, concerning or problematic;
- creates a sense of unease or a "nagging doubt"; but
- does not appear, on its own, to meet the harm threshold.

The term "low-level" does not mean that the concern is insignificant.

Examples may include:

- being over-friendly with children;
- having favourites;
- taking photographs contrary to nursery arrangements;
- using inappropriate language;
- humiliating or intimidating a child;
- unnecessary physical contact;
- sharing inappropriate personal information;

- using personal devices inappropriately;
- communicating with families outside agreed professional arrangements; or
- behaving in a way that could be misinterpreted.

All low-level concerns must be reported to the Designated Safeguarding Lead or nursery owner as soon as reasonably practicable.

Staff are encouraged to report situations involving their own conduct where they believe their actions could be misinterpreted or may have fallen below expected standards.

The Designated Safeguarding Lead will decide whether the concern:

- meets or may meet the harm threshold;
- should be referred to the Local Authority Designated Officer;
- is a low-level concern;
- indicates misconduct or a training need;
- forms part of a pattern; or
- requires no further action.

A confidential record will be made containing:

- the details of the concern;
- the person reporting it;
- the person concerned;
- relevant witnesses;
- discussions held;
- the decision reached;
- the reasons for the decision; and
- action taken.

Low-level concerns relating to the same individual will be reviewed together to identify patterns.

Where a low-level concern indicates possible misconduct, the nursery will address it through its established employment arrangements.

Whistleblowing

Staff, students, volunteers and others working at the nursery must raise concerns about:

- unsafe practice;
- failures to safeguard children;
- wrongdoing;
- misconduct;
- breaches of legal requirements;
- attempts to conceal concerns; or
- failures to act on reported concerns.

Concerns should normally be raised with the Designated Safeguarding Lead, manager or nursery owner.

Where the concern relates to one of these individuals, has not been addressed appropriately or the person does not feel able to report internally, they may contact:

- Warwickshire safeguarding services;
- the Local Authority Designated Officer;
- Ofsted;
- the NSPCC; or
- the police.

No person will be treated unfairly for raising a genuine concern in good faith, even where it is not subsequently substantiated.

A concern must not be ignored because it is made anonymously. Anonymous concerns will be assessed and acted upon according to the information available.

Mobile phones, cameras and electronic devices

The nursery controls the use of mobile phones, cameras, smart watches, tablets and other devices capable of recording, storing or sharing images or information.

Staff, students, volunteers and visitors must follow the nursery's arrangements concerning:

- where personal devices may be stored and used;
- taking photographs or recordings;
- the use of nursery-owned devices;

- storage and deletion of images;
- communication with parents;
- social media;
- wearable technology; and
- access to confidential information.

Personal devices must not be used to photograph, film or record children.

Any inappropriate recording, storage, access or sharing of images or information will be treated as a safeguarding concern.

Online safety

Technology may be used to facilitate abuse both online and offline.

The nursery recognises four main areas of online risk:

- **Content:** exposure to illegal, inappropriate or harmful material.
- **Contact:** harmful interaction with other users.
- **Conduct:** online behaviour that causes or increases the risk of harm.
- **Commerce:** risks including scams, inappropriate advertising and gambling.

Online safeguarding concerns must be reported to the Designated Safeguarding Lead.

Where appropriate, concerns may also be reported to the police, the Child Exploitation and Online Protection Centre or the Internet Watch Foundation.

Definitions and indicators of abuse

Abuse and neglect are forms of maltreatment. A person may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.

A child may be abused:

- by an adult or another child;
- within their family;
- within an institution or community;
- by someone known to them;
- by a stranger;
- online; or
- through a combination of online and offline activity.

Indicators do not prove that abuse has taken place. Staff must consider the child's circumstances and report concerns rather than attempting to diagnose abuse.

Possible general indicators include:

- unexplained or repeated injuries;
- conflicting explanations;
- significant changes in behaviour;
- fearfulness or withdrawal;
- aggression;
- unusual sexualised behaviour;
- persistent hunger;
- poor hygiene;
- untreated medical needs;
- developmental delay;
- regression;
- excessive clinginess;
- indiscriminate affection;
- extreme compliance;
- difficulty seeking or accepting comfort;
- poor attendance;
- sudden changes in appearance;
- disturbed sleep; or
- failure to thrive.

Physical abuse

Physical abuse may involve:

- hitting;
- shaking;
- throwing;
- poisoning;

- burning or scalding;
- drowning;
- suffocating; or
- otherwise causing physical harm.

Physical harm may also be caused when a parent or carer fabricates or induces illness in a child.

Any concern about physical abuse must be reported immediately.

Emotional abuse

Emotional abuse is persistent emotional maltreatment that causes severe and adverse effects on a child's emotional development.

It may include:

- making a child feel worthless or unloved;
- imposing inappropriate expectations;
- silencing or humiliating a child;
- preventing normal social interaction;
- serious bullying;
- exposing a child to frightening or distressing experiences;
- exploiting or corrupting a child;
- witnessing domestic abuse; or
- failing to meet a child's emotional needs.

Some level of emotional abuse is present in most other forms of abuse.

Sexual abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child understands what is happening.

It may include:

- physical contact;
- assault by penetration;
- touching;
- kissing;

- encouraging sexualised behaviour;
- exposing a child to sexual activity;
- involving a child in sexual images;
- grooming;
- online abuse; or
- using technology to facilitate offline abuse.

Sexual abuse may be committed by adults or other children.

Possible indicators include:

- sexual knowledge or language beyond the child's developmental stage;
- sexualised play or behaviour;
- fear of a particular person;
- distress about removing clothing;
- unexplained genital pain, bleeding or discharge;
- sexually transmitted infection;
- sudden regression;
- changes in eating;
- nightmares;
- withdrawal; or
- unexplained changes in personality.

Neglect

Neglect is the persistent failure to meet a child's basic physical or psychological needs, likely to result in serious impairment of health or development.

It may include failure to:

- provide adequate food, clothing or shelter;
- protect a child from harm;
- provide appropriate supervision;
- provide suitable medical care;
- respond to emotional needs; or

- meet a child's developmental needs.

Possible indicators include:

- persistent hunger;
- poor hygiene;
- unsuitable or inadequate clothing;
- unchanged nappies;
- untreated medical conditions;
- repeated absence;
- developmental needs not being addressed;
- tiredness;
- lack of supervision; or
- seeking excessive attention or affection.

Domestic abuse

Domestic abuse may include:

- physical or sexual abuse;
- threatening behaviour;
- controlling or coercive behaviour;
- economic abuse;
- emotional or psychological abuse; or
- technology-facilitated abuse.

Children are victims of domestic abuse where they see, hear or experience its effects.

Concerns involving domestic abuse must be considered in relation to the safety of both the child and the non-abusive parent or carer.

Child-on-child abuse

Children may abuse other children.

Child-on-child abuse may include:

- physical abuse;
- bullying;

- emotional abuse;
- sexual abuse;
- harmful sexual behaviour;
- coercion;
- intimidation;
- online abuse; or
- exploitation.

Behaviour must not be dismissed as joking, experimentation or part of growing up.

The nursery will consider the needs and safety of all children involved. A child displaying harmful behaviour may also have experienced abuse, neglect or trauma.

Female genital mutilation

Female genital mutilation is a procedure in which female genital organs are injured or altered for non-medical reasons.

It is a form of child abuse and is illegal.

Any concern that a child may be at risk must be reported under safeguarding procedures.

Where a regulated professional discovers that female genital mutilation appears to have been carried out on a girl under 18, the statutory reporting duty to the police must be followed.

Breast flattening

Breast flattening or breast ironing involves pressing, massaging, pounding or using heated objects on a girl's developing breasts.

It is physical abuse and may cause serious injury and long-term harm.

Concerns must be reported immediately.

Fabricated or induced illness

Fabricated or induced illness occurs where a parent or carer exaggerates, invents or deliberately causes symptoms of illness in a child.

It may involve:

- unnecessary medical appointments;
- interference with treatment;

- poisoning;
- falsifying symptoms;
- presenting false medical information; or
- encouraging a child to present as ill or disabled.

Concerns must be reported promptly and must not be investigated by nursery staff.

Child sexual exploitation

Child sexual exploitation occurs where a person or group uses an imbalance of power to coerce, manipulate or deceive a child into sexual activity.

It may occur:

- in exchange for something the child needs or wants;
- for the financial advantage or status of the perpetrator;
- through threats or violence;
- online;
- without physical contact; or
- without the child recognising that they are being exploited.

Apparent consent does not mean that exploitation has not taken place.

Child criminal exploitation

Child criminal exploitation occurs where a person or group uses an imbalance of power to coerce, control, manipulate or deceive a child into criminal activity.

This may include:

- carrying drugs or money;
- theft;
- violence;
- working in cannabis factories;
- holding weapons;
- financial crime; or
- recruiting other children.

Apparent consent does not remove the possibility of exploitation.

County lines and cuckooing

County lines involves criminal networks using children or vulnerable people to transport drugs, money or weapons between areas.

Cuckooing involves criminals taking over the home of a vulnerable person to facilitate criminal activity.

Possible indicators include:

- unexplained money or possessions;
- repeated absence;
- unexplained travel;
- unknown adults or vehicles;
- increased phone activity;
- injuries;
- changes in friendships;
- fearfulness;
- secrecy;
- substance misuse; or
- significant changes in behaviour.

Child trafficking and modern slavery

Child trafficking and modern slavery may involve recruiting, moving, harbouring or receiving a child for exploitation.

Exploitation may include:

- sexual exploitation;
- forced labour;
- domestic servitude;
- criminal exploitation;
- forced begging;
- financial exploitation;
- illegal adoption; or
- organ removal.

Children do not need to have crossed an international border to have been trafficked.

Forced marriage

A forced marriage is one in which one or both people do not freely consent and pressure or abuse is used.

Pressure may be:

- physical;
- emotional;
- psychological;
- sexual;
- financial; or
- social.

Concerns that a forced marriage is being planned must be reported. Staff must not approach family members or attempt mediation where this could increase risk.

Honour-based abuse

Honour-based abuse includes incidents or crimes committed to protect or defend the perceived honour of a family or community.

It may include:

- forced marriage;
- female genital mutilation;
- breast flattening;
- threats;
- coercive control;
- assault;
- imprisonment; or
- murder.

It may involve multiple family or community members.

Abuse linked to faith or belief

Abuse linked to faith or belief may occur where a child is accused of:

- witchcraft;
- spirit possession;

- bringing bad luck;
- being controlled by evil forces; or
- requiring harmful ritual treatment.

Cultural or religious beliefs never justify abuse.

Radicalisation and extremism

Radicalisation is the process through which a person comes to support terrorism or extremist ideology.

Children may be exposed through:

- online grooming;
- personal relationships;
- propaganda;
- manipulation;
- exploitation;
- social isolation; or
- exposure to violent material.

Concerns must be reported to the Designated Safeguarding Lead and referred through appropriate safeguarding or Prevent arrangements.

Upskirting and downblousing

Upskirting and downblousing involve taking intimate images under or inside another person's clothing without consent.

These are criminal offences and safeguarding concerns.

Safer recruitment and suitability

The nursery follows robust safer-recruitment procedures to prevent unsuitable people from working or volunteering with children.

Procedures include:

- verifying identity;
- checking employment history;
- exploring gaps or inconsistencies;
- obtaining and verifying references;

- confirming qualifications;
- assessing suitability to work with children;
- completing legally required Disclosure and Barring Service and barred-list checks;
- considering information disclosed during recruitment;
- checking the person's right to work; and
- recording recruitment decisions.

The nursery will obtain the required enhanced Disclosure and Barring Service and barred-list checks for employees and relevant volunteers aged 16 or over.

No new employee or volunteer will begin working until the required suitability checks have been received and considered.

No person whose suitability has not been fully checked will have unsupervised contact with children.

Staff, prospective staff and volunteers must disclose any information that may affect their suitability to work with children, including:

- arrests;
- charges;
- convictions;
- cautions;
- court orders;
- reprimands;
- warnings;
- disqualification information where applicable;
- restrictions imposed by a professional body; or
- any other relevant conduct or investigation.

This duty applies both before and throughout employment or placement.

Staff must notify the nursery promptly if circumstances arise that may affect their suitability.

The nursery will assess new information, seek appropriate advice and take proportionate action to protect children.

Induction and safeguarding training

Safeguarding arrangements will be covered during induction.

Before being permitted to work unsupervised with children, staff must understand:

- how to recognise possible abuse and neglect;
- how to report concerns;
- who the designated safeguarding persons are;
- how to respond to disclosures;
- confidentiality and information sharing;
- concerns about adults;
- whistleblowing;
- attendance monitoring;
- online safety;
- use of mobile phones and electronic devices; and
- the nursery's expected standards of conduct.

All practitioners will complete safeguarding training that meets the criteria set out in Annex C of the Early Years Foundation Stage.

Required safeguarding training will be completed at the earliest opportunity within the nursery's induction arrangements.

Safeguarding training will be renewed at least every two years.

Staff will also receive regular updates and at least an annual formal safeguarding update.

The Designated Safeguarding Lead and deputies will receive training consistent with Annex C at least every two years and will update their knowledge at least annually.

The nursery will maintain records of:

- training completed;
- dates;
- providers;
- content;
- refresher requirements; and

- safeguarding updates.

Students, apprentices and volunteers

Students, apprentices and volunteers must:

- receive safeguarding information before beginning;
- understand how to report concerns;
- follow confidentiality requirements;
- comply with expected standards of conduct;
- remain appropriately supervised;
- complete any required suitability checks; and
- sign to confirm that they understand their responsibilities.

Anyone under the age of 18 working or training at the nursery will also be treated as a child for safeguarding purposes.

A risk assessment will be completed where necessary to protect their safety and wellbeing.

Supporting staff

Safeguarding work can be distressing.

The nursery will provide appropriate support to staff involved in:

- receiving disclosures;
- managing allegations;
- supporting children and families;
- attending safeguarding meetings; or
- responding to significant incidents.

Support may include:

- supervision;
- debriefing;
- temporary adjustments;
- occupational health advice;
- counselling;
- mentoring; or

- external professional support.

Confidentiality will be respected, but information may be shared where necessary to safeguard a child or adult at risk.

Policy monitoring and review

This policy will be:

- reviewed at least annually;
- reviewed following a significant safeguarding incident;
- updated when legislation or statutory guidance changes;
- monitored through safeguarding audits;
- discussed through staff supervision and training;
- made available to parents and carers; and
- implemented alongside the nursery's wider operational arrangements.

The effectiveness of safeguarding practice will be assessed through:

- staff knowledge;
- record keeping;
- attendance monitoring;
- referral outcomes;
- incident reviews;
- feedback;
- training records;
- safer-recruitment checks; and
- observations of practice.

Legal and statutory framework

The nursery has regard to relevant legislation and guidance, including:

- Children Act 1989;
- Children Act 2004;
- Childcare Act 2006;
- Children and Social Work Act 2017;

- Safeguarding Vulnerable Groups Act 2006;
- Protection of Freedoms Act 2012;
- Data Protection Act 2018;
- UK General Data Protection Regulation;
- Equality Act 2010;
- Human Rights Act 1998;
- Domestic Abuse Act 2021;
- Counter-Terrorism and Security Act 2015;
- Female Genital Mutilation Act 2003;
- Serious Crime Act 2015;
- Sexual Offences Act 2003;
- Police Act 1997;
- Modern Slavery Act 2015;
- Freedom of Information Act 2000, where applicable;
- Early Years Foundation Stage statutory framework effective from September 2026;
- Working Together to Safeguard Children;
- Information Sharing: Advice for Practitioners Providing Safeguarding Services;
- What to Do if You're Worried a Child Is Being Abused; and
- Warwickshire Safeguarding Partnership procedures.

Guidance written primarily for schools and colleges may also be considered where it provides relevant examples of good safeguarding practice, but the nursery will follow the statutory requirements that apply specifically to early years providers.

Useful contacts

Blue Windmill Nursery

Main office

office@bluewindmill.net

01788 571393

Designated Safeguarding Lead

Belinda Branston

office@bluewindmill.net

Deputy Designated Safeguarding Leads

Kelly Bowley

Nicola Truman

Warwickshire services**Warwickshire Family Connect**

01926 414144

Out-of-hours children's services

01926 886922

Local Authority Designated Officer

lado@warwickshire.gov.uk

01926 745376

Regulatory and emergency services**Emergency police, fire or ambulance**

999

Non-emergency police

101

Ofsted

0300 123 1231

National safeguarding contacts**NSPCC Child Protection Helpline**

0808 800 5000

Childline

0800 1111

National Domestic Abuse Helpline

0808 2000 247

Modern Slavery and Exploitation Helpline

08000 121 700

Crimestoppers

0800 555 111

Anti-Terrorist Hotline

0800 789 321

Information Commissioner's Office

0303 123 1113

Child Exploitation and Online Protection Centre

Online reporting service

Internet Watch Foundation

Online reporting service