

SOUTHLANDS NURSERIES LIMITED

SAFEGUARDING POLICY

Our prime responsibility at Southlands is the welfare and well being of all children in our care. Every child should be valued, safe and happy. Children must be protected from harm at all times and be empowered to tell us if they are suffering harm. As such, we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. The nursery has a duty to report any suspicions concerning abuse to the Local Authority, Staffordshire Safeguarding Children Board. In the event of any incidents the First Response Service will be informed.

This document has regard to the statutory guidance [Working Together to Safeguard Children 2023 A guide to multi-agency working to help, protect and promote the welfare of children](#). This policy is in keeping with [Staffordshire Safeguarding Children Board](#) and [Stoke-on-Trent Safeguarding Children Board](#) policies and procedures and their respective workforce development and training strategy's. It also reflects what the Staffordshire and the Stoke-on-Trent SCB consider to be safe and appropriate professional practice in this context. Child Protection has to be considered within professionals' wider "safeguarding" responsibilities that include a duty to co-operate under the [Children Act 2004](#) and takes account of the need for children to 'be healthy' and to 'stay safe'. [The Early Years Foundation Stage \(EYFS\) framework, effective from 1 September 2025](#) underpins the above legislation and ensures early years compliance in our setting.

Objective

It is the policy of Southlands to provide a secure and safe environment for all children.

We aim to:

- Ensure that the business has robust safer recruitment policies and procedures.
- Ensure that children are never placed at risk while in the charge of nursery staff with additional reference to meal-times and nappy changing.
- Ensure that information is relayed on a need-to-know basis.
- Revise staff awareness to child protection issues and procedures.
- Ensure all staff are familiar with Staffordshire Safeguarding Children Board procedure sec 6A.
- Regularly review and update this policy.
- Staff are to have a good knowledge of developmental norms and age-appropriate behaviour.
- Ensure that all mandatory and relevant training is up to date for every member of staff and a strategy and recording matrix is in place to capture how the training is put into place.
- Staff ensure that they safeguard the health and safety and general well-being of all children in their care.

Injury or symptoms on Arrival

- At Southlands our standard procedure is that any child who arrives at nursery with any obvious mark, bruise, cut etc. parents / carers will be required to complete an 'injury on arrival' form.
- All injuries will be assessed at the time and reviewed termly.
- If deemed necessary staff will respond appropriately and follow the correct procedures.
- For additional information please refer to [Section 6J Joint Staffordshire and Stoke-on-Trent Safeguarding Children Board Guidance on recording incidents for organisations working with children in the private and voluntary sector](#)
- Particular regard must be given to non-mobile babies and the vulnerability of the child as a result of their age (this includes any bruising or injury on non-mobile children or babies under the age of 6 months old). [See Sec 3D Bruising in Non-mobile Babies Flow Chart, Staffordshire Safeguarding Children's Board](#)
- For children presenting with symptoms of infectious illnesses please see [Children and Young People settings: tools and resources, March 2025](#)

Procedure & Thresholds of Intervention

Early Help

- Providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. A Staffordshire / Stoke-on-Trent Early Help Assessment should be initiated when welfare concerns are raised in relation to the child and their family. This should also be done when the support of more than one additional agency is needed in order to meet the child/family's needs.
- Staff should discuss children who appear to have additional needs with the DSL, the child and parents/carers. *As an organisation, we are aware the additional barriers that exist when recognising the signs of abuse and neglect of children who have SEND.*
- Please refer to Southlands [SPECIAL EDUCATIONAL NEEDS AND DISABILITY POLICY and SEND code of practice: 0 to 25 years - GOV.UK \(www.gov.uk\)](#)
- The organisation will need to obtain parental/pupil consent for an EHA to be completed. Please refer to [Section 1E: Staffordshire's Threshold Framework: 'Accessing the Right Help at the Right Time'](#) / Stoke-on-Trent [Threshold Criteria for the Guide to Levels of Need for Children, Young People and Families](#) and the Joint SCB [Information sharing guidance for practitioners](#) for clarity over what you should do if consent is refused.
- Whenever an Early Help Assessment is initiated, the organisation must inform the Local Support Team.

Education Safeguarding Advice Service (ESAS)

- This service provides professionals working within the education sector with information to help keep children and young people safe.
- It is for education safeguarding advice which does not require immediate enquiry or communication with the First Response Team or is a safeguarding concern or issue which cannot be supported by the [Local Support Team](#).
- For example, if you would like advice on an unresolved professional disagreement regarding a safeguarding issue, managing risk, policy and procedure issues
- Contact us Phone: [01785 895836](tel:01785 895836) Email: esas@staffordshire.gov.uk

When concerns reach the threshold of Child in Need (S17 of the Children Act 1989)

- Staff to be alert to all signs of abuse e.g. physical, sexual emotional neglect.
- Staff must inform one of the staff members responsible of any suspicious abuse, or causes for concern.
- Designated Safeguarding Leads
Both settings: Julie Tretheway
Kindergarten: Diane Harding, Julie Hankey or Georgina Brough
Creche: Joanne Gallimore, Claire Hollins and Tracy Anderson
- Staff will observe the child closely and any change in behaviour will be recorded. The recording will be in the following format:
 - Child's name, address, DOB and age.
 - Date, time, location of the event or disclosure.
 - EXACT words spoken (no opinion to be included)

- Name of who the concern was reported to with date and time with the names of any other person present.
 - Any discussion held with parents/carer
 - Name and signature of person completing the record.
 - To be shared with DSL.
- Staff to recognise that what they have seen, observed or heard, may not necessarily indicate abuse but they should always discuss and share with the DSL. Follow your instincts and do NOT ignore warning signs.
 - In the event of any concerns the Integrated Front Door will be contacted by the DSL:
 - Staffordshire Children's Advice & Support Service (SCAS) 03001118007
Monday to Thursday 8.30am-5.00pm
Friday 8.30am-4.30pm
0345 604 2886 Emergency out of hours
 - First Response Stoke 01782 235 100
 - Ofsted 0300 123 1231

Allegations Regarding People who work with Children

- The nursery will inform the Local Authority Designated Officer (LADO): [Tele 0300 111 8007](tel:03001118007) and Ofsted within 24 hours of any allegation being made.
- The nursery will follow the advice and instructions given.
- The nursery will liaise with LADO throughout the investigation.
- During this time, the member of staff would be constantly supervised. If deemed necessary suspension will occur.
- Appropriate action would then be taken with regard to the outcome of the investigation.
- Confidentiality will be maintained where possible.
- Specific details of safeguarding referrals are recorded in separate policies and also in [SECTION Staffs 6A / SOT A09 Safeguarding Policy and Procedure for the Private and Voluntary Sector, Southlands Nurseries Ltd.](#)

Whistleblowing

Staff have the right and individual responsibility to raise any concerns about practice at work. Safeguarding is everyone's responsibility and children's welfare will always take priority over loyalty to any employees. At Southlands we pride ourselves in being open and honest and we will always listen and act on any concerns. Confidentiality cannot always be guaranteed, and written contributions will be requested. However, the procedure is undertaken with sensitivity, discretion, and professionalism. We hold no judgement, and any disclosure will be handled without fear of reprisal for those raising concerns. For details of how to raise a concern and full procedures for whistleblowing see your employee handbook.

Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, they should use the other channels open to them:

- [NSPCC](tel:08000280285) whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. The email address is: help@nspcc.org.uk.
- Alternatively, staff can write to: [National Society for the Prevention of Cruelty to Children \(NSPCC\)](#), Weston House, 42 Curtain Road, London EC2A 3NH.
- Ofsted provides guidance on how to make complaints about a provider: Complaints procedure - [Ofsted - GOV.UK \(www.gov.uk\)](https://www.gov.uk).
- General guidance on whistleblowing can be found via: [Whistleblowing for employees](#).

Prevent Duty

The Prevent duty: an introduction for those with safeguarding responsibilities (2023). places a duty on early year's providers 'to help prevent the risk of people becoming terrorists or supporting terrorism'. This includes safeguarding learners from extremist ideologies and radicalisation. For further information please see: <https://www.gov.uk/government/collections/prevent-duty-guidance> Please refer to 'British Values Policy' and 'Preventing Extremism and radicalisation safeguarding policy'.

Report any concerns to: Telephone: 01785 232054 Email: prevent@staffordshire.pnn.police.uk

FGM

FGM is an illegal, extremely harmful practice and a form of child abuse. It is essential for agencies to work together to identify and act on any indicators of possible abuse in this form. The safeguarding procedures above will be initiated if any risks are identified. Risks can be identified by some of the signs and symptoms. These include: a father comes from a community known to practice FGM, the mother may be isolated in her community and not engage with professionals. The mother may be known to have FGM. There have been mentions of the child having a holiday or prolonged period of time abroad, possibly in a known country where the procedure is practiced.

Other signs may include attendance to the GP for UTI's, increased emotional needs, child showing signs of pain particularly between the legs. There may also be a disclosure from the child or family member. ANY or ALL of the above should be reported to the DSL in line with safeguarding concerns.

Other

This safeguarding policy is not exhaustive, and our Southlands Policy and Procedure manual covers a number of safeguarding issues to be read in conjunction with this policy. No policy should replace discussions with the DSL. Other safeguarding policies and procedures include:

- Safer Recruitment,
- Complaints Policy
- Whistleblowing (see Employee handbook)
- Attendance Policy
- Lockdown Policy
- Safeguarding e-policy (including use of cameras and recording devices)
- Camera and recording devices policy (parents)
- Preventing Extremism and Radicalisation Policy
- Promotion of British Values