



Safeguarding Children and Child Protection Policy

This policy is in line with the guidance and procedures stated in Lancashire's Safeguarding partnership policies which can be found at <https://panlancashirescb.proceduresonline.com/> It also takes into account guidance found in the governments 'Keeping Children Safe in Education' (KCSiE) document (updated September 2025).

Definitions -

Safeguarding children - this term describes everything we do to ensure children are safe. The PREVENTION of harm.

Child protection - This describes what we do and how we react to child protection situations, where a child has come to harm or may be at risk of harm.

At Evergreen we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our settings we strive to protect children from the risk of radicalisation, and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information).

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

Safeguarding children is everybody's responsibility. At Evergreen all staff, students, supply staff and visitors are made aware of and adhere to, the policy.

We always strive to understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families' lives

Legal frameworks that underpin our policy and procedures -

- Equality Act 2010
- Children Act 1989 and 2004
- Childcare Act 2006 (amended 2018)

- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- Working Together to Safeguard Children 2023
- Information sharing (DfE) 2024
- Keeping Children Safe in Education 2025
- Data Protection Act 2018
- What to do if you're worried a child is being abused 2015
- Counterterrorism and Security Act 2015.
- Inspecting Safeguarding in Early years, Education and Skills settings 2019
- Prevent Duty 2015

The nursery aims to:

- Keep the child at the centre of all we do, providing sensitive interactions that develop children's well-being, confidence and resilience. We will support children to develop an awareness of how to keep themselves safe, healthy and develop positive relationships.
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND), isolated families and vulnerabilities in families; including the impact of toxic trio on children and Adverse Childhood Experiences (ACE's).
- Ensure that all staff feel confident and supported to act in the best interest of the child and share information and seek the help that the child may need at the earliest opportunity.
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates displayed on the safeguarding board.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out in the Lancashire safeguarding partnership procedures.
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times and maintaining safeguards around the use of technology by staff, parents and visitors in the setting.
- Ensure that children are never placed at risk while in the charge of nursery staff
- Identify changes in staff behaviour and act on these as per the staff handbook
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children, including reporting such allegations to Ofsted and other relevant authorities including the local authority.
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures from the local authority.

- Maintain all GDPR regulations including retaining all records for 22 years after the child has left the setting.

Designated safeguarding leads for Evergreen Early Years are -

Ladyewell – Susie Millward-Sampson (DSL) Amy Bate (Deputy DSL)

Fulwood – Charlotte Metters (DSL) Mehzi Umarji (Deputy DSL)

Garstang – Steph Yearsley (DSL) Becca Jones (Deputy DSL)

Central – Alison Astley (DSL) Laura Davy (DSL)

The role of the Designated Safeguarding Lead

- Ensure that the settings safeguarding policy and procedures are reviewed and developed in line with current guidance; and develop staff understanding of the settings safeguarding policies
- Take the lead on responding to information from the staff team relating to child protection concerns
- Provide advice, support and guidance on an on-going basis to staff, students and volunteers
- To identify children who may need early help or who are at risk of abuse
- To help staff to ensure the right support is provided to families
- To liaise with the local authority and other agencies with regard to child protection concerns
- Ensure the setting is meeting the requirements of the EYFS Safeguarding requirements
- To ensure policies are in line with the local safeguarding procedures and details
- Disseminate updates to legislation to ensure all staff are kept up to date with safeguarding practices
- To manage and monitor accidents, incidents and existing injuries; ensuring accurate and appropriate records are kept
- Attend case conferences and external safeguarding meetings, as requested, by external agencies

Procedures

Staff have a concern over a child

- Staff will report their concerns to the DSL
- Any signs of marks/injuries to a child or information a child has given will be recorded factually, signed, dated and stored securely in the child's personal file
- For children who arrive at nursery with an existing injury, a form will be completed along with the parent's/carer's explanation as to how the injury happened. Staff will have professional curiosity around any explanations given, any concerns around existing injuries will be reported. This form will be completed by the person who has noticed the injury and counter signed by a manager/deputy with DSL status.
- If appropriate, any concerns/or incidents will be discussed with the parent/carer and discussions will be recorded. Parents will have access to these records on request in line with

GDPR and data protection guidelines. If we believe that informing the parents will cause more harm, then we reserve the right to not share our concerns with them but to share them with the relevant agencies/professional

- If there are queries/concerns regarding the injury/information given, then the designated safeguarding lead will contact the Local Authority children's social care team to report concerns and seek advice immediately, or as soon as it is practical to do so. If it is believed a child is in immediate danger, we will contact the police. (All numbers to be found on the safeguarding board)

Responding to a disclosure from a child

If a child starts to talk openly to a member of staff about abuse, they may be experiencing then staff will:

- Give full attention to the child
- Keep body language open and encouraging
- Be compassionate, be understanding and reassure them their feelings are important
- Take time, slow down and will not interrupt the child – let them go at their own pace
- Recognise and respond to their body language
- Make it clear you are listening to what the child is telling you
- Reflect back what they have said to check your understanding – and use their language
- Do not ask leading questions or put words or ideas in their mouth.
- Reassure the child that they have done the right thing in telling you. Make sure they know that abuse is never their fault
- Never make a promise that you the information will not be shared with anyone else

Allegations made against a member of staff (These may be received directly from a child, from a parent, visitor or by another member of staff)

- Report the information directly to the DSL (or if this concern regards them, refer to the Whistle Blowing Policy and the LADO procedure.
- The DSL will then refer to the Allegations Against a Staff Member Procedure (please see annex at end of this policy)

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority. All staff, students and volunteers are bound by confidentiality and any information will not be discussed out of work, or this will become a disciplinary matter.

The Nursery has due regard to the data protection principles as in the Data Protection Act 2018 and General Data Protection Regulations (GDPR). These do not prohibit the collection and sharing of personal information, even without consent if this would put the child at

further risk. We will follow the principles around data collection and information sharing, and ensure any information is recorded and shared in an appropriate way.

Support to families

The nursery is proactive and takes every step to build up trusting and supportive relations among families, staff, students and volunteers within the nursery. The nursery will continue to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Separated families and court orders

We will treat all parents with parental responsibility equally and ensure that we share information with both sets of parents if families are separated.

If court orders are in place forbidding a parent contact with their child we will follow this procedure-

- Ask for evidence of the documentation from the court
- Call the court directly with the parent permission if we are unsure of any details
- Discuss the situation with the parent with whom the child resides and explain what procedures we will put in place
- Obtain a photograph of the parent so all the team know who to be aware of
- Complete a risk assessment specific to each family's situation, but that details what the risk of the parent the court order is against turning up or contacting the setting
- Complete a procedure specific to the setting to ensure the team know what to do if the parent turns up (this will be displayed alongside the court order reference number and photograph).

Looked after children

As part of our safeguarding practice, we will ensure our staff are aware of how to keep looked after children safe. In order to do this, we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

Please refer to the Looked After Children policy for further details.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We follow safer recruitment practices, including obtaining and verifying references and all staff employed to work with children will have enhanced criminal record checks from the Disclosure and Barring Service (DBS) before being able to carry out intimate care routines or be left unsupervised with children. Volunteers and visitors will never have unsupervised access to children.

Training

All our training will be sourced from providers who include annex C content from the revised EYFS 2025. (See end of policy for annex C reference).

All staff will complete level 1 and 2 child protection training on induction and refresh this every year. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery.

7-minute briefings and all updates are shared with the team via team meetings and displayed on the safeguarding board.

DSL's will renew their training every 2 years.

Ongoing suitability of staff is monitored through:

- Regular supervisions
- Peer observations
- Regular review of DBS using the online update service

A disclaimer is displayed stating that, by signing in, all staff are declaring they are fit, capable and not disbarred from working with children.

Useful links -

www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice

<https://www.lancshiresafeguarding.org.uk/>

Internet Watch Foundation weblink: <https://www.iwf.org.uk/en/uk-report/>

Annex C: Criteria for effective safeguarding training – Taken from Revised EYFS September 2025

1. Training is designed for staff caring for 0-5 year olds and is appropriate to the age of the children being cared for.

2. The safeguarding training for all practitioners must cover the following areas: • What is meant by the term safeguarding.

- The main categories of abuse, harm and neglect.
- The factors, situation and actions that could lead or contribute to abuse, harm or neglect.
- How to work in ways that safeguard children from abuse, harm and neglect.
- How to identify signs of possible abuse, harm and neglect at the earliest opportunity. These may include:
 - Significant changes in children's behaviour.
 - A decline in children's general well-being.
 - Unexplained bruising, marks or signs of possible abuse or neglect.
 - Concerning comments or behaviour from children.
 - Inappropriate behaviour from practitioners, or any other person working with the children. This could include inappropriate sexual comments; excessive one-to-one attention beyond what is required through their role; or inappropriate sharing of images.
 - Any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a child may experience emotional abuse or physical abuse because of witnessing domestic abuse or coercive control or that a girl may have been subjected to (or is at risk of) female genital mutilation.
- How to respond, record and effectively refer concerns or allegations related to safeguarding in a timely and appropriate way.
- The setting's safeguarding policy and procedures.
- Legislation, national policies, codes of conduct and professional practice in relation to safeguarding.
- Roles and responsibilities of practitioners and other relevant professionals involved in safeguarding.

3. Training for the designated safeguarding lead (DSL) should take account of any advice from the local safeguarding partners or local authority on appropriate training courses. In addition to the areas set out in paragraph 2, training for the DSL must cover the elements listed below:

- How to build a safe organisational culture.
- How to ensure safe recruitment.
- How to develop and implement safeguarding policies and procedures.
- If applicable, how to support and work with other practitioners to safeguard children.
- Local child protection procedures and how to liaise with local statutory children's services agencies and with the local safeguarding partners to safeguard children.
- How to refer and escalate concerns (including as described at paragraph 3.9 of the EYFS).
- How to manage and monitor allegations of abuse against other staff.
- How to ensure internet safety.

This policy was adopted on	Signed on behalf of the nursery	Date for review
November 2022	L Davy	October 2023
October 2023	L Davy	October 2024
April 2024	L Davy	April 2025
July 2024	L Davy	July 2025

November 2024	L Davy	November 2025
July 2025	L Davy	July 2026
August 2025	L Davy	August 2026

Annex

Please find below procedures we have devised to follow for specific safeguarding incidents. These are as follows -

- **Allegations procedure (1)**
- **Handling sensitive information (2)**

Allegations procedure (1)

1. Record the conversation, stating the facts. Repeat this to the reporter for confirmation of details. Do NOT lead, only repeat back what has been said.
2. Call upon a second DSL to support dealing with the incident
3. If parents were not the reporter of the incident, they will be called, and the situation and procedure carefully explained to them. They will then be called regularly throughout the stages of the investigation to be updated.
4. The DSL will then call the nursery director who will come into the setting.
5. The director and 2 DSL's will allocate themselves specific roles to be named contacts for parents, the team member and agencies (SPOC).
6. The 2nd DSL will begin a log of what is happening, and continue to do throughout the day and onwards with times, people responsible, actions etc. This log will form the basis of any reports to be made to agencies.
7. The DSL will ask the person who the allegation is made against, to leave the nursery. They will explain only that an allegation has been made and needs investigating further. That they will be kept informed and their welfare will be checked on regularly. No other members of the team will be made aware of the allegation.

8. The director or lead DSL will report the allegation to the local authorities designated officer (LADO contact details can be found on the safeguarding board).
9. The director or lead DSL will call Children's Social Care and the police to report the incident.
10. Investigations will be implemented under instruction from the three agencies.
11. If it is appropriate to do so, the nursery director (as the ICO) will watch the CCTV for the alleged times of the incident. The second DSL will add details from the CCTV into the note taking.
12. The director will commission our HR company to put together a letter of suspension for the member of staff whilst the investigation is ongoing. Whilst suspended, regular check-ins will be made to ensure they are updated (as appropriate) and their welfare checked.
13. All enquiries/external investigations/interviews will be documented and kept in a password protected electronic file.
14. Meetings will be conducted as appropriate with all agencies involved, as part of the investigation
15. A report will be completed by the director or lead DSL to notify Ofsted of the allegation, investigation and outcome.
16. Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and may result in the termination of employment. Ofsted will be notified immediately of this decision along with notifying the Disclosure and Barring Service (DBS) to ensure their records are updated
17. A return to work plan will be put in place for any member of staff returning to work after an allegation has been deemed unfounded. Individual support will be offered to meet the needs of the individual staff member and the nature of the incident; this may include more frequent supervisions, coaching and mentoring and external support. External support from outside agencies will be offered. <https://false-allegations.org.uk/>
18. All staff involved in dealing with the incident will complete a debrief to ensure they have chance to talk through how they are feeling, if they need any further support, lessons learnt and discuss any changes or actions to be taken for the future
19. All safeguarding records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation

This procedure was adopted on	Signed on behalf of the nursery	Date for review
October 2023	L Davy	October 2024
April 2024	L Davy	April 2025
November 2024	L Davy	November 2025
September 2025	L Davy	September 2026

Handling Sensitive Information Procedure(2)

If we receive photographs of a child from a parent that shows any private part of their body, we will -

1. Promptly remove the images from general view of the team
2. Inform the nursery director of the incident
3. If the images have been sent via email, we will delete the email and then permanently delete it from all storage areas.
4. If the images have been sent via FAMILY, in the first instance we will archive them into a file that only the managers can access.
5. As we are unable to delete images that parents have sent, we will contact them at the earliest opportunity and ask them to follow the steps to delete the images. The manager will then delete them from any storage on the nursery platform.
6. We will sensitively explain to the parent why they must not share images of that nature with us in accordance with the Protection of Children Act 1978 that states that -

Indecent photographs of children

It is an offence for a person—

- A. to take, or permit to be taken [or to make], any indecent photograph [or pseudo-photograph] of a child or*
- B. to distribute or show such indecent photographs [or pseudo-photographs]; or*
- C. to have in his possession such indecent photographs [or pseudo-photographs], with a view to their being distributed or shown by himself or others; or*
- D. to publish or cause to be published any advertisement likely to be understood as conveying that the advertiser distributes or shows such indecent photographs [or pseudo-photographs], or intends to do so.*

7. The manager will check in with the FAMLY system again that the images are fully deleted and not stored in any archive area or memory
8. The manager will speak to each team member who may have viewed the images, they will have a de-brief and check how they are
9. The director and manager will work together to complete a notification to Ofsted, which will be sent within 14 days. They will also inform any other agencies that are appropriate to do so based on each individual situation
10. The parent will be given an update and records will be made and stored confidentially on the child's FAMLY profile and in the welfare requirements file
11. Policies and procedures will be reviewed afterwards, and any alterations needed will be made accordingly
12. Evergreen follows our mobile phone and electronic device use policy to ensure no images of children can be taken inappropriately or can be shared in any way that is not acceptable. We gain permission from all parents to share any images on our FAMLY and media sites.

This procedure was adopted on	Signed on behalf of the nursery	Date for review
January 2024	L Davy	January 2025
April 2024	L Davy	April 2025
November 2024	L Davy	November 2025
September 2025	L Davy	September 2026