Emneth Nursery School
And Day Care



Safeguarding Policy

Policy Consultation & Review

This policy is available on our nursery website and is available on request from the nursery office. We also inform parents and carers about this policy when their children join our nursery and through our nursery newsletter.

We recognise the expertise our staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis and we therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

The policy is provided to all staff at induction alongside our Staff Code of Conduct, behaviour policy and the safeguarding response to those pupils who are missing from education. In addition, all staff are provided with Part One of the statutory guidance *'Keeping Children Safe in Education'*, DfE (2026).

Reviewed by Karen Reilly and Claire Hooker – Autumn 2026
Review due Autumn 2027

Summary of changes – Sept 26
The policy has been revised to reflect changes to the statutory guidance as outlined below.

<table>
<tr><th>Section</th><th>Changes</th></tr>
<tr><td>Throughout</td><td>To include how things will be dealt with during the school holidays.</td></tr>
<tr><td>Throughout</td><td>All references to 'Keeping Children Safe in Education' (2025) have been removed and replaced with reference to 'Keeping Children Safe in Education' (2026).</td></tr>
<tr><td>Throughout</td><td>All references to 'Working Together to Safeguard Children' (2025) have been removed and replaced with reference to 'Working Together to Safeguard Children' (2026).</td></tr>
<tr><td>Throughout</td><td>Removal of references to previous Annexes that have been removed or changed.
<table>
<tr><th>Annex</th><th>2025</th><th>2026</th></tr>
<tr><td>A</td><td>Condensed version of Part one.</td><td>Further Information</td></tr>
<tr><td>B</td><td>Further information</td><td>Role of the DSL</td></tr>
<tr><td>C</td><td>Role of the DSL</td><td>Summary of changes KCSiE 2026.</td></tr>
<tr><td>D</td><td>Host families: homestay during exchange visits</td><td>Removed as a separate annex and guidance in paragraphs 408-410 of KCSiE 2026.</td></tr>
<tr><td>E</td><td>Regulated activity</td><td>Removed as a separate annex and guidance in paragraphs 381-387 of KCSiE 2026.</td></tr>
</table></td></tr>
<tr><td>2.5</td><td>Addition of exploitation, serious violence and modern slavery.</td></tr>
<tr><td>2.9</td><td>Addition of reference to Data (Use and Access) Act 2025 – 'data protection laws'.</td></tr>
<tr><td>3.3</td><td>Addition of governors' responsibilities to ensure that appropriate filtering and monitoring arrangements are in place and annually reviewed by SLT member responsible for filtering and monitoring. Further addition of governors' responsibilities to ensure cyber security systems are in place.</td></tr>
<tr><td>4.1</td><td>Removed reference to Annex A from 'Keeping Children Safe in Education' (2025)</td></tr>
<tr><td>Section 6</td><td>Paragraph numbering amended throughout this section due to previous duplication of information regarding children with SEND.</td></tr>
<tr><td>6.8</td><td>Removal of link to Criminal exploitation of children and vulnerable adults: county lines guidance.</td></tr>
<tr><td>6.12</td><td>Updated link for multi-agency statutory guidance for dealing with forced marriage.</td></tr>
<tr><td>6.20</td><td>Removal of reference to Norfolk Harbour Centre help line being available 24/7. The helpline is now available Monday to Friday 9am-5pm.</td></tr>
<tr><td>7.7</td><td>Addition of seeking clarification with previous setting if there are gaps in the safeguarding record.</td></tr>
<tr><td>11.5</td><td>Removed intimate care as now in safer practice policy</td></tr>
<tr><td>11.6</td><td>Changed to staff mobiles being stored in the office.</td></tr>
<tr><td>8.4</td><td>Reference to using a Think Family approach to risk has been added.</td></tr>
</table>

12.2	Addition of trainee teachers.
12.11	Addition of trainee teachers.
15.	Updates to statutory framework section to reflect current guidance.
Appendix 1	Removal of reporting form for staff as DSL's now record it on CPOMS
Appendix 3	Addition of updated Children's Advice and Duty Service flowchart process.
Appendix 5	Added appendix 5 to support with cross-border safeguarding referral routes.

SECTION 1: SAFEGUARDING

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1. PURPOSE & AIMS

1.1 The purpose of Emneth Nursery School's safeguarding policy is to ensure every child who is a registered pupil at our nursery is safe and protected from harm. This means we will always work to:

- Provide help and support to meet the needs of children and young people as soon as problems emerge;
- Protect children and young people at our nursery from maltreatment, whether that is within or outside the home, including online
- Prevent impairment of our children's and young people's mental and physical health or development;
- Ensure that children and young people at our nursery grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role, so as to enable children and young people at our nursery to have optimum life chances and enter adulthood successfully.

1.2 This policy will give clear direction to all staff including supply staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our nursery.

1.3 Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our nursery. The elements of our policy are prevention, protection and support.

1.4 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from nursery, particularly for prolonged periods and/or on repeat occasions. The Designated Safeguarding Lead (Headteacher) to discuss all absent pupils with children's key person and take appropriate actions e.g. contacting the families, home visit and then take relevant actions according to individual circumstances.

1.5 This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

2. OUR ETHOS

2.1 The child's welfare is of paramount importance. Our nursery will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our nursery will be able to talk freely to any member of staff at our nursery if they are worried or concerned about something.

All staff will reassure children that they are being taken seriously and that they will be supported and kept safe. Children will never be given the impression that they are creating a problem.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our nursery play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

2.3 At Emneth Nursery School we ensure that safeguarding and child protection is at the forefront and underpin all relevant aspects of process and policy development. We operate with the best interests of the child at their heart.

2.4 Where there is a safeguarding concern, the child's wishes and feelings are taken into account when appropriate to determine what action to take and what services to provide.

The systems we have in place are age appropriate to support children presenting their concerns in their own communication.

2.5 All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose. All staff will be trained to recognise that children may not feel ready or know how to tell someone that they are being abused, exploited, neglected, at risk of exploitation, serious violence or modern slavery, and/or they may not recognise their experiences as harmful.

2.6 Throughout our broad and balanced curriculum, we will provide activities and opportunities for children to develop the knowledge, values and skills they need to identify risks, and stay safe at a level appropriate to their developmental stage. This happens through everything we do in encouraging children to develop an understanding of their own personal space, expressing their feelings and having self-confidence to do so. Children are also developing a sense of right and wrong. This may happen either in groups or with individuals.

2.7 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2026) and the https://norfolklscp.org.uk/about/multi-agency-safeguarding-arrangements-masa

2.8 As part of our responsibilities for safeguarding and promoting the welfare of children, we will provide a co-ordinated offer of early help when additional needs of children are identified. These may include if a child:

- is disabled or has certain health conditions and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- has a mental health need;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;

- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is at risk of 'honour'-based abuse such as Female Genital Mutilation
- is a privately fostered child
- has a family member in prison, or is affected by parental offending;
- is persistently absent from education, including persistent absences for part of the school day.

2.9 At Emneth Nursery School we understand the importance of working in a way that adheres to the following legislation:

- The Human Rights Act 1998
- Equality Act 2010
- Public Sector Equality Duty
- Data Protection Act 2018, UK GDPR and the Data (Use and Access) Act 2025 – 'data protection laws'

This means we do not unlawfully discriminate against pupils because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation (protected characteristics).

3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	**Claire Hooker**	**01945 582401**
Other DSL(s) 8am-5pm Monday to Friday	**Amy Thorpe/ Hayley Auffret**	**01945 582401**
Headteacher/Principal	**Claire Hooker**	**01945 582401**
Named Safeguarding Governor	**Karen Reilly**	**01945 582401**
Chair of Governors	**Francine Finnis**	**01945 582401**

3.1 It is the responsibility of *every* member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school. This includes the responsibility to provide a safe environment in which children can learn.

The Governing Board

3.2 The Governing Board of Emneth Nursery School is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor who champions safeguarding within the nursery.

3.3 The Governing Board will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our school website and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Partnership policies and procedures;

- The Nursery contributes to inter-agency working in line with Working Together to Safeguard Children (2026);

- A senior member of staff from leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is at least one other DSL(s) who is appropriately trained member to deal with any issues in the absence of the Designated Safeguarding Lead (Deputy DSL). There will always be cover for this role. The role will be evidenced explicitly in the role holder's job description.

- All staff receive a safeguarding induction and are provided with a copy of this policy, the staff code of conduct, the behaviour policy and the staff code of conduct.

- All staff undertake appropriate child protection training that is updated annually and on-line safety training where appropriate;

- Ensure that appropriate filtering and monitoring systems are in place and that a review of their effectiveness is carried out at least once every academic year by SLT member with responsibility for filtering and monitoring.

- Ensure that appropriate cyber security systems are in place.

- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;

- Safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'* DfE (2026);

- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.4 The governing board will receive a safeguarding report at the end of each term that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the nursery. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

The Headteacher

3.5 At Emneth Nursery School, the Headteacher is the lead Designated Safeguarding person and is also responsible for:

- Identifying alternate members of staff to act as the lead Designated Safeguarding person when the Headteacher is busy, unavailable or absent, including during school holidays, to ensure appropriate safeguarding cover is maintained at all times.
- Ensuring that the policies and procedures adopted by the governing body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;

- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff or volunteer.

During school holiday periods, the Daycare Manager or Deputy Daycare Manager will make a referral to the Local Authority Designated Officer (LADO) where an allegation or concern relating to a member of staff or volunteer arises. If, following consultation with the LADO, the concern is considered to meet the threshold for further involvement, the Headteacher will be contacted immediately and involved in the process. If the concern does not meet the LADO threshold, the Daycare Manager or Deputy Daycare Manager will take any actions advised and will provide the Headteacher with a written summary of the concern, advice received and actions taken via email, to ensure they remain informed of all safeguarding matters.

The Designated Safeguarding Lead (DSL)

3.6 The Designated Safeguarding Leads take responsibility for safeguarding and child protection within our nursery. The DSL will carry out their role in accordance with the responsibilities outlined in Annex B of *'Keeping Children Safe in Education'*.

3.7 The DSL's will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to a DSL.

3.8 A designated safeguarding lead will always be available (during nursery hours) for staff in the nursery to discuss any safeguarding concerns. If in *exceptional* circumstances, a DSL is not available on the nursery site in person, we will ensure that they are available via telephone and/or any other relevant media.

3.9 A DSL at Emneth Nursery School will represent our nursery at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

3.10 The DSL's will maintain records and child protection files ensuring that they are kept confidential and stored securely (see section 7 for more information.)

3.11 The DSL's are responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the school to the agreed school's safeguarding training package provided by Children's Services.

3.12 The DSL(s) will work with the headteacher and any other senior leaders, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement.

3.13 This will include understanding their developmental progress and achievement and maintaining a culture of high aspirations for this cohort and supporting teaching staff to provide

additional learning support or reasonable adjustments to help children who have or have had a social worker reach their potential.

3.14 We recognise that a child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health. The DSL's will use the information that they hold about children with a social worker to make decisions in the best interests of the child's safety, welfare and help promote educational outcomes. The DSL's will ensure that staff, know who these children are, understand their developmental progress and achievement and maintain a culture of high aspirations for this cohort; supporting teaching staff to identify the challenges that children in this group might face and the additional learning support and adjustments that they could make to best support these children.

3.15 The headteacher/DSL will ensure that child protection files are transferred to the child's new school as soon as possible. The headteacher/DSL should ensure secure transit of the file and obtain confirmation of receipt of the file.

3.16 The headteacher will take the lead responsibility for understanding the filtering and monitoring systems and processes in place at the school.

4. TRAINING & INDUCTION

4.1 When new staff join our nursery they will be informed of the safeguarding arrangements in place. They will be given a copy of our nursery's safeguarding policy along with the staff code of conduct, Part one of '*Keeping Children Safe in Education*' and told who our Designated Safeguarding Leads (DSL) are. They will also receive a copy of the behaviour policy. This information is included in section 6 of this policy. All staff are expected to read these key documents. They will also be provided with information about how to record and report safeguarding concerns. Safeguarding procedures are discussed and shared when they start as part of their initial induction.

4.2 Every new member of staff or volunteer will receive safeguarding training during their induction period within 6 weeks of joining the nursery. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child (including reassuring the child that they are being taken seriously and that they will be supported and kept safe), how to record, the processes for referral to Children's Services and the statutory assessments under Section 17 and Section 47 as well as the remit of the role of the Designated Safeguarding Lead (DSL). The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to work with children. Staff will also receive on-line safety training where relevant. Staff will be made aware of their responsibilities in relation to filtering and monitoring as this is part of the overarching safeguarding approach in our school.

4.3 In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of '*Keeping Children Safe in Education'*. In order to achieve this, we will ensure that:

- all members of staff will undertake appropriate safeguarding training on an annual basis and we will evaluate the impact of this training;
- any staff, volunteers or students returning after a period of absence of more than 6 months will be given safeguarding refresher training, to ensure their knowledge is up to date.

- all staff members receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively;
- all teaching staff will complete early years specific safeguarding training every two years.

4.4 All regular visitors, temporary staff and volunteers to our nursery will be given a set of our safeguarding procedures; they will be informed of whom our DSL's are and what the recording and reporting system is. (See Appendix 2).

4.5 The DSL's, and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children's Partnership at least once every three years. The DSL's will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years. In addition to formal training, DSL will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role. The headteacher regularly receives e-courier information which is then shared with staff either through email or at staff meetings. Local safeguarding briefings are also attended by DSL's

4.6 Our governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our nursery. Training for Governors to support them in their safeguarding role is available from Norfolk Governor Services.

4.7 We actively encourage all our staff to keep up to date with the most recent local and national safeguarding advice and guidance, Annex A of '*Keeping Children Safe in Education*' (2026) provides links to guidance on specific safeguarding issues such as Child Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via Norfolk Safeguarding Children Partnership and within the Safeguarding Toolkit on the Norfolk Schools and Learning Providers website.

5. PROCEDURES FOR MANAGING CONCERNS

5.1 Emneth Nursery School adheres to child protection procedures that have been agreed locally through the Norfolk Safeguarding Children Partnership. Where we identify children and families in need of support, we will carry out our responsibilities in accordance Norfolk's Family Support Process and The Norfolk Continuum of Needs Guidance

5.2 When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outline in this policy.

5.3 All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy immediately to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

5.4 It is *not* the responsibility of nursery staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

5.5 The Designated Safeguarding Lead's (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our nursery. Any member of staff or visitor to the nursery who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to a DSL In the absence of a DSL, the matter should be brought to the attention of the most senior member of staff.

5.6 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed system in the setting (see Appendix 1). Records should include:
• a clear and comprehensive summary of the concern
• details of how the concern was followed up and resolved
• a note of any action taken, decisions reached and the outcome

5.7 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from the Norfolk Children's Advice & Duty Service (CADS) as required. Where a child does not have a Norfolk home address, the DSL will follow the Cross-Border Safeguarding Routes Procedure (Appendix 5) to identify and contact the appropriate children's social care team in the child's home local authority. All information and actions taken, including the reasons for any decisions made, will be fully documented.

5.8 All referrals relating to children who live within Norfolk will be made in line with Norfolk Children's Services procedures as outlined in Appendix 3. Where a child resides outside Norfolk, referrals will be made to the relevant local authority in accordance with the Cross-Border Safeguarding Routes Procedure (Appendix 5).

5.9 If, at any point, there is a risk of immediate harm to a child, a referral should be made immediately to the appropriate children's social care service. For children who reside in Norfolk this will be Norfolk CADS; for children who reside outside Norfolk, staff should follow the Cross-Border Safeguarding Routes Procedure (Appendix 5) to identify the correct local authority service. Anybody can make a referral in these circumstances. If the child's situation does not appear to be improving, the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Headteacher. Concerns should always lead to help for the child at some point.

5.10 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Norfolk CADS, the relevant local authority children's social care team (where the child resides outside Norfolk), or the police if:

- the situation is an emergency and the designated senior person, their alternate and the Headteacher are all unavailable;
- they are convinced that a direct report is the only way to ensure the child's safety.

5.11 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Headteacher or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point, they should contact Norfolk CADS directly where the child resides in Norfolk, or the relevant local authority children's social care team where the child resides outside Norfolk, using the Cross-Border Safeguarding Routes Procedure (Appendix 5).

6. Specific Safeguarding Issues

At Emneth Nursery School we recognise that children attending the Nursery may not be directly affected by the following, however we must always be mindful of their wider family context and any impact this may have on our Nursery children. Also staff and their families may be affected and may require support and advice. We must be curious and inquisitive and fully aware.

Contextual safeguarding

6.1 At Emneth Nursery School we recognise that safeguarding incidents and/or behaviours can be associated with factors outside of the nursery environment and/or can occur between children outside of the nursery. This is known as contextual safeguarding. It is key that all nursery staff understand the definition of contextual safeguarding and consider whether children are at risk of abuse or exploitation in situations outside their families. Through training we will ensure that staff and volunteers are aware that extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms. When reporting concerns, staff should include as much information and background detail as possible so the DSL can make a referral with a holistic view of the child. This will allow any assessment to consider all the available evidence and the full context of any abuse.

6.2 We recognise that children with special educational needs and/or disabilities (SEND) can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionally impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

6.3 At Emneth Nursery School we recognise that a previously looked after child potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after children safe. When dealing with looked after children and previously looked after children, it is important that all agencies work together, and prompt action is taken when necessary to safeguard these children, who are a particularly vulnerable group.

Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)

6.4 CCE and CSE are forms of abuse in which an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into criminal or sexual activity.

6.5 While some forms of exploitation are more commonly associated with older children, we recognise that all children can be vulnerable to abuse and exploitation. Staff must also be aware of the wider family context, including where an older sibling or other family member may be at risk of, or involved in, criminal or sexual exploitation, and consider how this may impact upon the safety and wellbeing of a younger child.

6.6 Staff will remain professionally curious and alert to information or changes in a child's or family's circumstances which may indicate increased risk. Any concerns will be reported immediately to the Designated Safeguarding Lead (DSL) and dealt with in accordance with the school's safeguarding procedures.

6.7 So-called “honour”-based abuse (HBA) encompasses incidents or crimes involving violence, threats, intimidation, coercion or abuse which may be committed to protect or defend the perceived “honour” of an individual, family or community. It can include Female Genital Mutilation (FGM) and forced marriage. There is no honour in abuse, and cultural or religious beliefs should never be used to justify harm to a child.

6.8 Although some forms of honour-based abuse and forced marriage may be more commonly associated with older children and adults, staff must recognise that young children may also be directly at risk, particularly in relation to FGM, or may be affected by safeguarding concerns involving their mother, older siblings or other family members.

6.9 Staff should therefore remain professionally curious and consider the child's wider family circumstances when information suggests that a family member may be experiencing, or be at risk of, honour-based abuse, FGM or forced marriage.

6.10 Any concern that a child may be at risk must be reported immediately to the Designated Safeguarding Lead (DSL) and managed in accordance with the school's safeguarding procedures.

6.11 FGM is a form of child abuse and is illegal in the UK. We recognise that girls of any age may be at risk and that concerns may also arise from information about mothers, sisters or other family members. Staff will remain professionally curious and consider the wider family context when assessing potential safeguarding risks.

6.12 Any concern that a child may be at risk of FGM must be reported immediately to the Designated Safeguarding Lead (DSL), who will follow the school's safeguarding and referral procedures.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a specific mandatory reporting duty for teachers. Where, in the course of their professional duties, a teacher discovers that FGM appears to have been carried out on a girl under the age of 18, they must personally report this to the police. This duty is separate from our normal safeguarding procedures and the teacher must also inform the DSL. KCSIE 2026 includes this statutory duty within its safeguarding guidance for schools. When and how to make a report can be found in the following Home Office guidance: Mandatory Reporting of Female Genital Mutilation- procedural information Home Office (January 2020). Staff should never investigate suspected FGM themselves and should act in accordance with the school's safeguarding procedures and statutory guidance.

Preventing radicalisation and extremism

6.13 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today’s society. Although the children attending our nursery are very young, we recognise that safeguarding requires us to consider the whole child and their wider family circumstances**.** Staff will be professionally curious and alert to concerns within the child's home or wider family that may indicate vulnerability to extremist or radicalising influences. This may include concerns relating to parents, carers, older siblings or other significant family members, and consideration will be given to how these circumstances could impact the safety and wellbeing of the nursery child.

At Emneth Nursery School, we will ensure that:

- Through training, staff, volunteers and governors have an understanding of what radicalisation and extremism is, why we need to be vigilant in nursery and how to respond when concerns arise.
- The DSL has received Prevent training and will act as the point of contact within our nursery for any concerns relating to radicalisation and extremism.
- The DSL will make referrals in accordance with Norfolk Channel Procedures and will represent our nursery at Channel meetings as required.
- Through our curriculum, we will promote the spiritual, moral, social and cultural development of children.

Child on child abuse- Child on child sexual violence and sexual harassment

6.14 We recognise that children can abuse other children and that child-on-child abuse is a safeguarding matter. It can occur inside or outside the setting and, where relevant, online. The absence of reported incidents does not mean that abuse is not occurring.

6.15 Child-on-child abuse can take different forms, including physical abuse, bullying, discriminatory behaviour, harmful sexual behaviour, sexual harassment and sexual violence. All concerns will be taken seriously and inappropriate or abusive behaviour will not be dismissed as "just having a laugh", "part of growing up" or similar. Keeping children safe in education 2026 requires schools to have procedures for minimising the risk of child-on-child abuse and for recording, investigating and responding to concerns.

6.16 As an early years setting, we recognise that young children are developing their understanding of relationships, personal boundaries, appropriate behaviour and consent. Staff use their professional knowledge of child development to consider whether behaviour is developmentally expected or whether it is inappropriate, problematic or harmful. Behaviour that is concerning because of its nature, frequency, persistence, intensity, use of coercion, power imbalance or impact on another child will be taken seriously and considered within our safeguarding procedures.

6.17 Staff will remain alert to behaviour which appears unusual for a child's age or stage of development and will consider what the behaviour may be communicating about the child's experiences or circumstances. A child displaying harmful or concerning behaviour may themselves have experienced, witnessed or been exposed to abuse or inappropriate behaviour. Therefore, safeguarding consideration and appropriate support will be given to all children involved, including both the child who may have experienced harm and the child displaying the concerning behaviour. KCSIE specifically identifies child-on-child abuse as a safeguarding issue for both the victim and the alleged perpetrator.

6.18 Any member of staff who observes, receives a disclosure about, or has concerns regarding child-on-child abuse, harmful sexual behaviour, sexual harassment or sexual violence must report this immediately to a Designated Safeguarding Lead (DSL). Concerns will be recorded and considered in the context of the individual children's age, development, SEND and other vulnerabilities, alongside the nature and circumstances of the behaviour. Appropriate support, safeguarding action and referrals to other agencies will be undertaken where necessary. KCSIE

requires schools to have clear processes for recording and dealing with allegations and supporting the children affected.

6.19 Modern slavery is a serious safeguarding concern and can include human trafficking, forced labour, servitude and exploitation. Children may be particularly vulnerable and may not recognise that they are being exploited.

6.20 Although our children are very young, staff will remain alert to signs that a child or their wider family, including older siblings, may be affected by modern slavery or trafficking and consider how this could impact the child's safety and wellbeing. Any concerns must be reported immediately to the Designated Safeguarding Lead (DSL), who will follow the appropriate safeguarding and referral procedures. We refer to the DfE guidance Modern slavery: how to identify and support victims for concerns of this nature.

Safeguarding responses to children who are absent from education

6.21 At Emneth Nursery School all staff should be aware of the safeguarding responsibilities for children who are absent from nursery, particularly on repeat occasions, or for prolonged periods, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of them going missing in future.

6.22 At Emneth Nursery School we have an attendance policy. We adhere to the following procedures and processes to ensure there is an appropriate safeguarding response to children who are absent from nursery:

- An attendance register is taken at the start of the first session of each school day and once during the second session;
- We make every effort to contact parents and carers and follow up with the emergency contacts held;
- We hold at least two emergency contact numbers for each of the children on our roll wherever possible.
- Staff will alert DSLs to any concerns raised regarding children who are absent from nursery;
- The DSLs and Headteacher will meet to ensure that each response is thorough and takes into account all the relevant information about individual children;
- We will follow the procedures outlined in our attendance policy including undertaking first day calling and monitoring data to ensure we intervene early in cases of poor attendance and/or unexplained absences.
- We understand we remain responsible for the safeguarding of all children who are placed in an alternative provision.
- When removing a child from roll at the standard and non-standard transition points, we will inform early years and pass on all safeguarding files.

Mental Health

6.23 At Emneth Nursery School, all staff are made aware through safeguarding training that changes in a young child's emotional wellbeing, behaviour or development can sometimes indicate that they have experienced, or may be at risk of, abuse, neglect or exploitation. As our staff know the children well and spend time observing and interacting with them each day, they are well placed to notice changes in behaviour, emotional regulation, relationships, play, communication or engagement that may give cause for concern.

6.24 We recognise that experiences of abuse, neglect, trauma and other adverse childhood experiences can have a significant impact on a young child's emotional wellbeing, behaviour, development and ability to learn and form relationships. Staff are encouraged to be professionally curious and to consider what a child's behaviour may be communicating, particularly where there is a change from what is usual for that child.

6.25 Where staff have concerns about a child's mental health or emotional wellbeing, these will be discussed with the appropriate member of staff and support considered. Where the concern is also a safeguarding concern, staff must report it immediately to a Designated Safeguarding Lead (DSL).

Online Safety

6.26 At Emneth Nursery School, all staff understand that technology can be a factor in safeguarding and wellbeing concerns. Children can be at risk of abuse both online and face to face, and online activity can form part of wider safeguarding concerns. Staff remain alert to age-appropriate online risks and any concerns arising from a child's use of technology or their wider family circumstances and report these to the DSL.

Cybercrime

6.27 We recognise that cybercrime involves criminal activity using computers or the internet. Given the young age of our children, the risk of children engaging directly in cybercrime is low; however, staff remain alert to any online safety concerns that may affect a child or their family.

6.28 Any concerns will be reported to the Designated Safeguarding Lead (DSL), who will consider the appropriate safeguarding response and seek specialist advice or make a referral where necessary.

Children with special educational needs and disabilities or physical health issues

6.29 At Emneth Nursery School we recognise that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges such as:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration;
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children;
- the potential for children with SEND or certain medical conditions being disproportionally impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in managing or reporting these challenges.

6.30 We work to address these additional challenges and consider extra pastoral support and attention for these children, along with ensuring any appropriate support for communication is in place.

6.31 At Emneth Nursery School we also recognise that pupils who attend Alternative Provision will often have complex needs and due to this we are aware of the additional risk of harm these children may be vulnerable to.

7. RECORDS AND INFORMATION SHARING

7.1 If staff are concerned about the welfare or safety of any child at our school, they will record their concern on CPOMS or on the paper version if CPOMS is not accessible. (Appendix 1) A DSL should be made aware that a concern has been raised on CPOMS without delay.

7.2 Any written information recorded will be kept in a separate named file, in a secure cabinet if a paper system is used and not with the child's academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within nursery on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

7.3 Child protection information will be kept up to date. Each concern logged will include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome.

- At Emneth Nursery School we will keep detailed, accurate, secure records of all concerns, discussions and decisions made including the rationale for those decisions. This includes instances where referrals were or were not made to another agency such as the Children's Advice and Duty Service or the Prevent programme. Invitations to child protection conferences, core groups and all other multi-agency meetings and minutes taken at these will be stored on the child's file whether an electronic or paper system is used.

7.4 When a child leaves our nursery, (including in year transfers) the DSL will make contact with the DSL at the new school and will ensure that the child protection documents are forwarded to the receiving school. This will be within 5 days for an in-year transfer or within the first 5 days of the start of a new term. We recognise that not providing information as per the timescales can impact on the child's safety, welfare and educational outcomes.

7.5 We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery.

7.6 Prior to a child leaving we will consider if it would be appropriate to share any additional information with the new school in advance to help them put in place the right support to safeguard this child.

7.7 When a child joins our school, we will review any safeguarding information received and contact the previous setting to seek clarification where information is unclear or incomplete.

Operation Encompass

7.8 At Emneth Nursery School and Daycare we are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to children who have experienced domestic violence in their household; this scheme is called Early

Years Operation Encompass. In order to achieve this, Early Years Learning and Childcare Staff will share Police information of all domestic incidents where any of our children have been present with the Designated Safeguarding Lead (DSL). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the Norfolk Joint Agency Protocol for Domestic Abuse Notifications to Early Years Providers. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

8. WORKING WITH PARENTS & CARERS

8.1 Emneth Nursery School is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

8.2 When new children join our nursery, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the nursery website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to contact Norfolk Children's Advice & Duty Service.

8.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so in order to safeguard a child from harm.

8.4 We use a Think Family approach to risk, taking into account family circumstances and working in collaboration with the family network to support the child. We will seek to share with parents any concerns we may have about their child unless to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL making a referral to Norfolk CADS in those circumstances where it is appropriate to do so.

8.5 In order to keep children safe and provide appropriate care for them, the nursery requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details (if different from above);
- Full details of any other adult authorised by the parent to collect the child from nursery (if different from the above).

8.6 The use of Electronic Assessment Journals (Opal) will be in line with our "Online Journal Policy" and staff will follow procedures to maintain children's safety online as well as correct steps to prevent images and records being used by any third party fraudulently.

8.7 The nursery will retain this information on the pupil file. The nursery will only share information about pupils with adults who have parental responsibility for a pupil or where a parent has given permission and the nursery has been supplied with the adult's full details in writing.

9. CHILD PROTECTION CONFERENCES

9.1 Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

9.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the nursery in respect of individual children. Usually the person representing the nursery at these meetings will be the Headteacher or DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.

9.3 All reports for child protection conferences will be prepared in advance using the guidance and template report provided by the Norfolk Safeguarding Children Partnership. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at nursery. In order to complete such reports, all relevant information will be sought from staff working with the child in nursery.

9.4 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

10. SAFER RECRUITMENT

10.1 We will ensure that the Headteacher and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Headteacher and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'*, DfE (2026). At least one person involved in conducting an interview will have received safer recruitment training.

10.2 At Emneth Nursery School we will use the recruitment and selection process to deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities.

10.3 We require details of a candidate's present (or last) employment and reason for leaving; full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment and evidence of original academic certificates. We do not accept testimonials and we try to get references prior to interview where possible. We will question the contents of application forms if we are unclear about them, and shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

10.4 At Emneth Nursery School we use a range of selection techniques to identify the most suitable person for the post. Structured questions are agreed by the interview panel and any potential areas of concern are explored to determine the applicant's suitability to work with children.

10.5 We will undertake Disclosure and Barring Service checks and other pre-employment checks as outlined in *'Keeping Children Safe in Education'* to ensure we are recruiting and selecting the most suitable people to work with our children.

10.6 We will maintain a Single Central Register (SCR) of all safer recruitment checks carried out in line with statutory requirements. A senior member of staff will check the SCR regularly to ensure that it meets statutory requirements.

10.7 At Emneth Nursery School we recognise that safer recruitment is not just about carrying out the right DBS checks and is not limited to recruitment procedures. Therefore, we understand the importance of continuous vigilance, maintaining an environment that deters and prevents abuse and challenges inappropriate behaviour. Further information about all of these processes can be found in our Recruitment and Selection policy.

11. SAFER WORKING PRACTICE

11.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

11.2 All staff will be provided with a copy of our nursery's code of conduct at induction. They will be expected to know our nursery's Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of staff that have accessed Norfolk Steps training will be kept by the Headteacher.

11.3 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in nursery, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

11.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in 'Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings' (May 2019). All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

MOBILE PHONES AND SMARTWATCHES

11.5 The nursery accepts that members of staff and volunteers will bring their mobile phones to work. Unless prior agreement has been given by the Headteacher, members of staff and volunteers are not permitted to make or receive calls or texts at nursery. This excludes break times, unless the member of staff is on duty.

11.6 Members of staff are expected to keep their phones turned off or on silent at all times while on the school premises. Phones should not be left on display and should be left in the office in the designated phone holder. For volunteers or visitors to school, the office staff will ask for phones to

be handed in on arrival and collected, from the office, on departure. This includes parents of children completing transition sessions.

11.7 Mobile phones should not be used in a space where children are present. Members of staff and volunteers are not permitted to use their phone to take photographs or videos of children.

11.8 Staff are not permitted to wear smart watches while in the nursery. All visitors will be required to remove their smart watches before entering beyond the office area. These will be stored securely in the office for the duration of their visit.

CAMERA, PHOTOGRAPHS & VIDEOS
Mobile Phones, Smartwatches and Other Smart Devices

11.5 The nursery recognises that staff, students and volunteers may bring mobile phones, smartwatches and other smart devices onto the premises. Unless prior agreement has been obtained from the Headteacher, staff, students and volunteers must not make or receive calls, send messages or use personal smart devices during working hours, except during authorised break times when they are not responsible for children.

11.6 Mobile phones, smartwatches and any other smart devices capable of taking photographs, recording audio or video, accessing the internet, sending messages or making calls must not be taken beyond the nursery's double doors into any area accessed by children. On arrival, all staff, students, volunteers and visitors must place such devices in the designated phone holder located in the office. Devices must be switched off or set to silent and must not be visible while on the nursery premises. Office staff will request that visitors, volunteers, students and parents attending transition sessions hand in their devices on arrival and collect them from the office when leaving.

11.7 Staff and students may access and use their mobile phones and other smart devices during authorised breaks in the staff room. Staff may also have access to their phones within the PPA room when required for work-related purposes, such as using the Microsoft Authenticator app to gain access to nursery systems. Personal smart devices must not be used in any area where children are present.

11.8 Staff, students, volunteers and visitors must not use personal mobile phones, smartwatches or any other smart devices to take photographs, videos or audio recordings of children. Only nursery-owned devices authorised by the Headteacher may be used to capture and store images or recordings of children for educational or safeguarding purposes.

11.9 Staff, students and volunteers are not permitted to wear smartwatches or other wearable smart devices whilst working in areas accessed by children. All visitors entering beyond the office area will be required to remove smartwatches and other wearable smart devices before entry. These devices will be stored securely in the office for the duration of the visit. Individuals wishing to wear a smartwatch or smart device for medical monitoring purposes must discuss this with the Headteacher so that appropriate arrangements can be made.

12. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

Allegations that may meet the harms threshold
12.1 Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children at our school. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

12.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in *'Working Together to Safeguard Children' (*2026) and *'Keeping Children Safe in Education'*, DfE (2026) below. An allegation may relate to a person who works / volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4th bullet point above recognises circumstances where a member of staff (including supply and trainee teachers) or volunteer is involved in an incident outside of school/college which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

12.3 At Emneth Nursery School we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust who are not employed by the nursery to the LADO service directly at lado@norfolk.gov.uk These are adults such as those in the voluntary sector, taxi drivers, escorts, and fosters carers. We also have a duty to report significant events, serious injuries, accidents and illnesses to Ofsted as soon as reasonably possible, and no more than 14 days from when the event happened (refer to Ofsted guidance).

12.4 We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. When concerns arise, we will always ensure that the procedures outlined in the local protocol Allegations Against Persons who Work with Children and Part 4 of *'Keeping Children Safe in Education'*, DfE (2026) are adhered to and will seek appropriate advice. The first point of contact for nurseries regarding concerns and/ or allegation issues (including for supply teachers) is via the Local Authority Education Duty Desk on 01603 307797. A Duty Advisor (not a LADO) will give advice and guidance on next steps. If the advice is to make a referral to the LADO service then the LADO referral form should be completed. The completed LADO referral form is then sent via e-mail to: LADO@norfolk.gov.uk. See Appendix 4 for further details.

12.5 If an allegation is made, or information is received about any adult who works or volunteers in our setting which indicates that they may be unsuitable to work or volunteer with children, the member of staff receiving the information must inform the Headteacher immediately. This includes concerns relating to agency staff, supply staff and volunteers. Should an allegation be made against the Headteacher, this must be reported to the Chair of Governors. In the event that neither the Headteacher nor the Chair of Governors is contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Headteacher or the Vice Chair of Governors. During school holiday periods, where the nursery is operating under the day care provision, concerns should be reported to the Day Care Manager and/or the Deputy Day Care Manager, who will manage the initial response and ensure that the Headteacher is informed in accordance with paragraph 3.5 of this policy.

12.6 The Headteacher, Chair of Governors, Day Care Manager or Deputy Day Care Manager (as appropriate) will seek advice from the Local Authority Designated Officer (LADO) within one working day. No member of staff, volunteer or governor will undertake further investigations before receiving advice from the LADO.

12.7 Any member of staff or volunteer who does not feel confident raising their concerns with the Headteacher, Chair of Governors, Day Care Manager or Deputy Day Care Manager should contact the LADO directly via email at lado@norfolk.gov.uk.

12.8 Further information and guidance documents in relation to the LADO process, forms, leaflets and the Allegations against Persons who Work/Volunteer with Children Procedures are found on the Norfolk Safeguarding Children Partnership website. Further national guidance can be found at: Advice on whistleblowing. The NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

12.9 The nursery has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our nursery, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR. The nursery must also consider whether to refer the case to the Secretary of State (via the Teaching Regulation Agency) if a teacher is dismissed or the setting ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first.

Concerns that do not meet the harm threshold

12.10 The term ‘low-level’ concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the thresholds as stated above. In Norfolk the ‘low level’ concern process is to consult with the Local Authority Education Duty Desk on 01603 307797. We promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school or college (including supply teachers, trainee teachers, volunteers and contractors) are dealt with promptly and appropriately. Through training, staff are made aware of what low level concerns are and understand the importance of reporting and these types of concerns in writing.

12.11 We have a policy which sets out what low level concerns are, the importance of sharing these appropriately, how the setting addresses unprofessional behaviour and supports the individual to correct it at an early stage. This includes when staff should self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

12.12 At Emneth Nursery School we understand the importance of recording low-level concerns and the actions taken in light of these being reported. The records are kept confidential and stored securely. We will review the records we hold to identify potential patterns and take action. This could be through a disciplinary process but also by referring to the Local Authority Education Duty Desk on 01603 307797. Please note, where a child, parent/carer or staff member makes an

allegation of harm, this will not be considered as a 'low level' concern without consultation with the Local Authority Education Duty Desk or the LADO service directly.

12.13 We recognise that low level concerns should not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance. However, where a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, it should be referred to in a reference.

13. Use of premises for non-school/college activities

13.1 Where we hire or rent out our facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) we ensure that appropriate arrangements are in place to keep children safe.

13.2 We will seek assurances that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed). Safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

14 RELEVANT POLICIES

14.1 To underpin the values and ethos of our nursery and our intent to ensure that pupils at our nursery are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Behaviour
- Recruitment & Selection (which adheres to Part 3 of *Keeping Children Safe in Education'*.
- Online Safety
- Health and Safety including site security
- Discrimination, Bullying and Harassment
- Administration of medicines
- Equal opportunities
- Risk Assessments
- Safer Practice Policy

15. STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- Working Together to Safeguard Children DfE (2026)
- Keeping Children Safe in Education DfE (2026)
- Working Together to Improve School Attendance, DfE (2026)
- Norfolk Safeguarding Children Partnership procedures
- Norfolk Safeguarding Children Partnership Protocol: Allegations Against Persons Who Work with Children
- Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings (Feb 2022)
- What to do if you're worried a child is being abused DfE (March 2015)
- Information sharing: advice for practitioners providing safeguarding services

- The Prevent duty: Departmental advice for schools and childcare providers DfE (September 2023)
- The Prevent duty: safeguarding learners vulnerable to radicalisation (September 2023)
- Mandatory Reporting of Female Genital Mutilation- procedural information Home Office (January 2020)
- Multi-agency practice principles for responding to child exploitation and extra-familial harm
- Child sexual exploitation: guide for practitioners DFE (February 2017)
- Teaching online safety in school DfE (January 2023)
- Mental Health and Behaviour in Schools DfE (November 2018)
- Data protection: toolkit for schools DfE (2026)
- Promoting the education of children with a social worker (March 2025)
- Preventing youth violence and gang involvement
- Criminal exploitation of children and vulnerable adults: county lines
- Relationships Education, Relationships and Sex Education (RSE) and Health Education
- Domestic Abuse Act 2021 Statutory Guidance (Home Office April 2023)
- Allergy safety in schools - GOV.UK DfE (July 2026)
- EYFS statutory framework for group and school-based providers

Appendix 1: Draft Recording Form for Concern

(Format on CPOMS)



Back

Form restored from previous session - Undo

Student Rosaleight

Incident

Categories

☐ Attendance ☐ Behaviour ☐ Cause for Concern ☐ Child on Child ☐ Child Protection ☐ Contact with External Agency ☐ Contact with Parents
☐ Medical ☐ Mental Health and Wellbeing ☐ Safeguarding Concern ☐ SEND ☐ Sexual Harassment

Linked student(s) Begin typing a student's name

Type a student's name to link them to this incident.

Maps

Emneth Nursery School | + Add Incident | Remind Me | Hide Names | Blank Screen

Date/Time 10/09/2025 08:34

Status Active

Monitoring will end if you select 'No Further Action'

Assign to Begin typing a staff member's name

An existing student must be selected above

Files Click to browse or drag a file to upload

Alert Staff Members Begin typing a staff member's name

An existing student must be selected above

Type a colleague's name or select an alert group to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.

Agency Involved

Add to planner ☐

Submit Incident

Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.

We all have a statutory duty to safeguard and promote the welfare of children, and at our nursery we take this responsibility seriously.

If you have any concerns about a child or young person in our nursery, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from the safeguarding notice board in the meeting room. Please ensure you complete all sections as described.

If you are unable to locate them ask a member of the nursery office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Headteacher. If an allegation is made about the Headteacher you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Duty Desk on 01603 307797. NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

The people you should talk to in nursery are:
Designated Safeguarding Lead (DSL): Claire Hooker/Amy Thorpe/Hayley Auffret
Contact Number: 01945 582401
Chair of Governing Body: Francine Finnis
Contact Number: 01945 582401
At Emneth Nursery School we strive to safeguard and promote the welfare of all of our children.

Appendix 3: Children's Advice and Duty Service

Safeguarding process**:**

1. **Identify & Assess Risk**: Identify child at potential or actual risk.
2. **Consult DSL**: Report concerns to your organisation's Designated Safeguarding Lead and document them (e.g., CPOMS) and follow advice regarding contacting CADS or completing a Request for Support.'
3. **Immediate Protection**: If the child is in immediate danger, call 999.
4. **Contact CADS if child protection or immediate safeguarding concerns**.
5. **Professionals** call **0344 800 8021** and choose from the following options:
   Press 1 – if the child or young person is currently being supported by a Social Worker or Family Practitioner.
   Press 2 – if your call relates to Child Exploitation.
   Press 3 – if your call relates to Domestic Abuse.
   Press 0 – for Child Protection and immediate safeguarding concerns.
   (If the lines are busy and your call is not answered within 40 minutes, a call back option will be offered).
   To use the service, **members of the public** can call the Customer Service Centre number **0344 800 8020**.
6. **Request Support for Universal, Community based Early Help and Family Help**
   Complete a Request for Support form:
   Targeted early help and community-based support can be accessed via Request for support - Norfolk County Council. Early Help is designed to support children, young people, and families experiencing difficulties that may affect their wellbeing, development, or ability to flourish.
   Consent: Inform parents/carers of the concerns and gain consent for support from Early Help services, prior to a call or completing a Request for Support unless doing so places the child at further risk.
   Universal services and community-based early help
   Universal outcomes and community based early help provide preventative support for children and families of all ages, strengthening resilience, improving outcomes, and reducing the risk of needs escalating. Delivered as a coordinated local system rather than a single service, this support is offered through universal provision such as education, health, and wider community services.
   It includes services like Best Start Family Hubs, youth, and housing support, and after school provision.
   Best Start Family Hubs offer a clear pathway from pregnancy to age 19 (or 25 for young people with SEND), bringing together multi agency partners to provide accessible, ongoing community support and to safeguard families, including those transferring from targeted or specialist services.
   Family Help – targeted early help, safeguarding, and promoting the welfare of children.
   Family Help is offered where universal services and community based early help have not achieved sufficient or sustained improvement, or where a child and family present with multiple, complex, or escalating needs. Delivered through a coordinated, multi-agency approach led by Children's Services and its partners, Family Help provides structured support to address identified risks and concerns. Family Help will only be initiated where there is an agreed Family Plan, or a Graded Care Profile (GCP) in cases of neglect, which has been shared with CADS.

Family Help is a voluntary, consent based approach that supports families to build capacity, improve outcomes, and reduce risks, including families in kinship arrangements and those requiring additional support during pregnancy, with the aim of preventing the need for statutory child protection intervention.

Consent: Inform parents/carers of the concerns and gain consent for support from Early Help services, prior to a call or completing a Request for Support unless doing so places the child at further risk.

7. **CADS:** A member of the team responds to the call or Request for Support and decides on next steps.
8. **Information Gathering**: MASH partners (police, health, social care) share information if required.
9. **Outcome & Action:**
   Information, advice, and guidance
   Community based Early Help
   Family Help
10. **Feedback:** Following a call CADS provides feedback to the referrer regarding the outcome.

Appendix 4: Advice for schools, colleges and alternative education providers where there are concerns about an adult who works within the setting.

Norfolk County Council

Guidance for Schools, Colleges & Alternative Education Providers

Education Quality Assurance & Intervention Service

Duty Desk



Do you have a safeguarding concern in respect of someone who volunteers or works with children?



Call: 01603 307797



The Duty Adviser will listen and discuss next steps which may include...

HR Support

LADO Referral

Appendix 5

Cross-border Early Help and Safeguarding Referral Routes

Suffolk | Cambridgeshire | Lincolnshire

Quick-reference information for professionals supporting children and families who live outside Norfolk. Use the relevant local authority route for the child's home area and follow your own setting's safeguarding procedures.

At a glance

Local authority	Online referral route	Urgent contact
Suffolk	Request for Support	Customer First: 0808 800 4005
Cambridgeshire	Professional referral to Children's Services	Customer Service Centre: 0345 045 5203
Lincolnshire	Safeguarding referral	01522 782111 office hours; 01522 782333 out of hours

Suffolk

Suffolk uses an Integrated Front Door Request for Support for help and safeguarding concerns requiring support from Children's Services.

Online form: Request for Support

Guidance: Family Help - Integrated Front Door Request for Support

Urgent safeguarding concern: If you are concerned about an immediate risk to the safety of a child or young person, call Customer First on 0808 800 4005.

Cambridgeshire

Professionals can make a referral to Cambridgeshire County Council Children's Services through the council's online professional referral service.

Online form and instructions: Make a professional referral to Cambridgeshire County Council Children's Services

Urgent safeguarding concern: If you have reasonable concern that a child or young person has suffered significant harm, or may be at immediate risk of suffering significant harm, telephone the Customer Service Centre on 0345 045 5203. Contact the Police if the child is at imminent risk. Complete the online form to confirm the referral within 24 hours of the telephone call.

Lincolnshire

Professionals can submit safeguarding concerns to Lincolnshire County Council using the online safeguarding referral form.

Online form: Make a safeguarding referral - privacy notice and consent

Urgent safeguarding concern: If you believe that a child may be a victim of neglect, abuse or cruelty, call Children's Safeguarding on 01522 782111, Monday to Friday, 8am to 6pm, or 01522 782333 outside office hours.

Important practice note: If a child is in immediate danger, contact the Police on 999. Record the concern, the information shared, the advice received and the action taken. Referral arrangements and contact details can change, so check the linked local authority resource before use.