

# Child Protection and Safeguarding Policy

## Grass Roots Nursery Group: Safeguarding Children and Promoting Welfare

### Purpose:

To establish procedures for safeguarding children and promoting their well-being at Grass Roots Nursery Group, ensuring a safe and supportive environment.

### Key Principles:

- **Child Welfare:** Prioritise the safety, health, and well-being of all children.
- **Prevention:** Take proactive steps to prevent abuse, neglect, and other forms of harm.
- **Early Intervention:** Identify and address concerns promptly.
- **Collaboration:** Work collaboratively with families, professionals, and agencies.
- **Confidentiality:** Maintain confidentiality of information to the extent possible.
- **Duty to Refer:** Report concerns to the local authority if there are concerns about a child's welfare.

### Designated Safeguarding Lead (DSL):

- Lucy Pottinger (primary DSL)
- Caitlin Bray, Amy Murgatroyd, and Emma Ford (covering DSLs)

### Everyone's Responsibility

All staff and volunteers at Grass Roots Nursery Group have a responsibility to follow this policy and report any concerns regarding a child's welfare.

### Definitions:

- **Safeguarding Children:** The action taken to promote the welfare of children and protect them from harm.
- **Child Protection:** The activity undertaken to protect specific children who are suffering or likely to suffer from significant harm.





### Policy Framework

This policy adheres to the following legislation and guidance:

- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2024
- Children Act 1989 & 2004
- The Childcare Act 2006 & 2016
- Safeguarding Vulnerable Groups Act 2006
- UN Convention on the Rights of the Child 1989
- Data Protection Act 2018
- Freedom of Information Act 2000
- The Education Act 2011
- The Early Years Foundation Stage 2025
- The Prevent Duty 2023
- Early years inspection handbook 2024
- Achieving Best Evidence in Criminal Proceedings: Guidance on Interviewing Victims and Witnesses, and Guidance on Using Special Measures 2022

- Early Years Nutrition Guidance 2025  
[https://assets.publishing.service.gov.uk/media/67f8e61c04146682e61bc84c/Nutrition\\_guidance\\_for\\_early\\_years\\_providers.pdf](https://assets.publishing.service.gov.uk/media/67f8e61c04146682e61bc84c/Nutrition_guidance_for_early_years_providers.pdf)

## How We Safeguard Children

- **Following Safeguarding Guidance:** We follow guidance from the Local Children's Safeguarding Partnership and the government's Working Together to Safeguard Children 2023.
- **Safe Collection Procedures:** We ensure only authorised individuals collect children.
- **Peer-on-Peer Abuse:** We identify, manage, and respond to peer-on-peer abuse. (See Promoting Positive Behaviour Policy)
- **Secure Premises:** All visitors must sign in and show identification.
- **Recruitment Checks:** All staff undergo a vigorous recruitment procedure, including DBS checks and reference checks.
- **Induction and Training:** New staff receive induction, copies of this policy and handbook, and regular supervision.
- **Identifying Abuse:** Staff are trained to recognise signs and symptoms of child abuse.
- **Reporting Concerns:** Employees and volunteers report suspected abuse to the DSL. The DSL reports back within 48 hours and explains the actions taken.
- **Escalating Concerns:** If concerns remain unaddressed, staff can contact the Calderdale Safeguarding Children's Partnership (01422 393336).
- **Confidentiality and Information Sharing:** Concerns are shared with parents/carers unless unsafe. MAST (Multi-Agency Screening Team) is contacted for support (01422 393336 during working hours, 01422 288000 out of hours).
- **Continuous Professional Development:** We provide regular safeguarding training for staff.
- **Female Genital Mutilation (FGM):** Staff are trained to identify FGM. (See Safeguarding Handbook for more information)
- **Information Sharing with Other Settings:** We share information with other schools and nurseries regarding child protection (confidentially).
- **Listening to Children:** We listen calmly and sympathetically to children who confide in us. Disclosures are always investigated. (See Safeguarding Handbook for further information)
- **Ensure the safety of children and adults through safe use of technology and use of mobile phones in the setting:**  Mobile Phone and Electronic Device Use Policy  Acceptable Internet Use Policy
- **Safer Eating Practices** including choking prevention and supporting weaning, and children with allergies and intolerances  Nutrition and Mealtimes Policy and  Accidents and First Aid

## Responding to Signs, Suspicions, or Disclosures

- Staff trained to recognise signs of abuse and understand their role in safeguarding.
- If a child discloses abuse or there are suspicions, staff will:
  - Follow Achieving Best Evidence Guidance 2022
  - Listen attentively and act as a role model.
  - Avoid suggestions or leading questions.
  - Document the child's disclosures (time, place, date).
  - Note the child's demeanour before, during, and after the disclosure.
  - Report concerns factually, avoiding assumptions.
- Inform the DSL, who will liaise with MAST. (See Safeguarding Handbook)

## Staff Induction and Training


- New staff receive induction, copies of this policy and handbook, and regular supervision.
- Induction includes safeguarding training covering:

- Prevent Duty
- Female Genital Mutilation (FGM)
- Peer-on-peer abuse
- Digital safety
- Safer eating practices
- Whistleblowing procedures
- All safeguarding training aligns with the *Safeguarding Training Criteria Annex (Appendix A)*.
- Staff are supported to embed safeguarding knowledge into practice through:
  - Reflective tools and prompts
  - Coaching conversations with DSLs
  - Incident debriefs led by the DSL team


### **Continuous Professional Development**

- Safeguarding training is provided regularly and reviewed annually to remain compliant with legislation and guidance.
- Delivery methods include:
  - Face-to-face sessions
  - Online modules
  - Scenario-based learning
  - Interactive resources
- Safeguarding training records include:
  - Type of training
  - Date completed
  - Provider details
  - Summary of content
  - Follow-up support
- DSLs oversee practitioner feedback and training outcomes to identify any additional CPD needs.
- Practitioners are supported via:
  - Mentoring
  - Reflective supervision
  - Supervised practice to ensure safeguarding principles are confidently applied

### **Allegations Against Staff or Volunteers**

- See Allegation against Staff Procedure for action to be taken in the event of an allegation being made
  -  [Allegations against staff](#)


### **Whistleblowing**

- Employees or volunteers suspecting abuse by a staff member must follow the Whistleblowing Policy
  -  [Whistleblowing policy](#)

### **Confidentiality**

- Staff and volunteers involved in investigations must maintain confidentiality.
- Confidential records of signs and disclosures are kept separate from child development records and are only accessible to the DSL.

### **Mobile phones, cameras and other electronic devices** - How these are used within the setting

-  [Mobile Phone and Electronic Device Use Policy](#)

## Duty to Refer

**Anyone who has concerns about a child's welfare should make a referral to local authority children's social care.**

To make a referral, a standard referral form will be completed.

- **Tier 5 (Child at Significant Harm):** Contact MAST immediately by phone and submit the referral form within 24 hours.
- **Tier 4 (Concerns about a child's health or development):** Submit the referral form and single assessment.
- **Tier 3 (Concerns about a child's health or development):** Submit both forms and refer to the local intervention panel.

For more information, visit: <https://safeguarding.calderdale.gov.uk/report-concerns/>

## Safeguarding and Child Protection Contact Telephone Numbers

If you think a child in Calderdale is being abused or mistreated or you have concerns about a child's well-being you should call and speak to someone at one of the following numbers:

- Call MAST (Multi-Agency Screening Team): **01422 393336** (in normal working hours)
- Out of hours call the Emergency Duty Team (EDT) on: **01422 288000**
- NSPCC Helpline 0808 800 5000, email [help@nspcc.org.uk](mailto:help@nspcc.org.uk) , text 88858 (free service), or complete online form

## The Local Authority Designated Officer (LADO)

**01422 392897 / 07596 888147** and email: [ladoadmin@calderdale.gov.uk](mailto:ladoadmin@calderdale.gov.uk)

However if there are concerns about a child's immediate safety then MAST must be contacted immediately on 01422 393336 and/or contact the police on 101

**OFSTED** - 0300 1231231

West Yorkshire Consortium Inter Agency Safeguarding and Child Protection Procedures - <https://westyorkscb.proceduresonline.com/contents.html>

***\*For further information and useful resources please refer to Safeguarding Handbook***