

1.2 Safeguarding and child protection

Updated July 2025

Policy statement

At Kamelia Kids we believe that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm. We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery. Everyone who meets children and families in their everyday work, including people who do not have a specific role in relation to children, has a duty to safeguard and promote the welfare of children. This policy should be read in conjunction with all other policies and procedures of the setting.

To protect the children, all staff who work at Kamelia Kids will have completed a satisfactory DBS (Disclosure and Barring Services) check. It is our practice to supervise staff waiting for their check to clear and other nursery visitors and never left alone with the children. We are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so. For further information please see additional policy, Safe recruitment of staff.

Kamelia Kids will appoint three members of staff as designated safeguarding leads (DSL). They will have suitable experience, training, and expertise, and will be responsible for liaising with Integrated Front Door (IFD), Local Authority Designated Officer (LADO) and Ofsted in any child protection matter.

- The Primary Designated Safeguarding Lead: Suzanne Charlesworth, Nursery Operations Director.
- The Secondary Designated Safeguarding Leads: Vicky Stubbings Deputy Nursery Manager, Jude Waterhouse Deputy Nursery Manager and Sarah Shaw Pedagogical Manager.
- The Lead for the Trustees: Chair of Trustees Kay Haffenden and Trustee Linda Smith.

The role of the designated safeguarding lead includes the following responsibilities.

- To follow and adhere to keeping Children Safe in Education (KCSIE 2024).
- To implement the role and responsibilities within the job description.
- To participate in DSL training every year attending training courses consistent with Annex C of the Statutory Framework for the Early Years Foundation Stage.
- To implement Operation Encompass; a police and education early information sharing partnership, enabling nurseries to recognise and, where necessary, offer immediate support to children experiencing domestic abuse.
- To provide the point of contact for staff, parents, and anyone else who may have concerns or information that a child may be suffering abuse now or has done in the past or is likely to in the future.
- To make any necessary referrals to Integrated Front Door (IFD) contact 01403 229900; Outside of hours contact the Emergency Duty Service 03302226664.

- Seek advice from IFD – email wschildrenservices@westsussex.gov.uk
 - To follow the Pan Sussex Child Protection and Safeguarding procedures www.sussexchildprotection.procedures.org.uk
 - To provide support, advice and guidance to all staff on an ongoing basis, including any specific safeguarding issue as required.
 - To ensure the nursery contributes fully to the safeguarding and child protection process through: safer recruitment; safeguarding children, staff and visitors; promoting staff safety and welfare through a culture of safety; ensuring staff are trained to understand the safeguarding and child protection policy and procedures through regular training and at induction; have up to dated knowledge of safeguarding issues; review, update and implement the safeguarding and child protection policy and procedures; attend core group conferences, child in need and team around child/ family meetings; ensuring that staff, parents, visitors feel comfortable to raise concerns; promote teaching and learning so that children can protect themselves and ensure staff and volunteers can access appropriate emotional or professional support.

Trustees Role and Responsibilities

As part of fulfilling a Trustee duty, they will adhere to safeguarding and protecting people for charities and trustees' legislation. Trustees must take reasonable steps to protect children harm people. This includes:

- completing biannually training specific for Trustees
- people who benefit from your charity's work
- staff
- volunteers
- other people who come into contact with our charity through their work
- Trustees are expected to report safeguarding matters to the relevant agencies (such as the police, social services or Ofsted) and for putting matters right if things go wrong.

Safeguarding Training and Supporting Staff to put this into practice

All staff, students, agency staff and volunteers are supported and trained ever year, in line with Annex C of the Statutory Framework for the Early Years Foundation Stage.

- The training will delivered and consist of: Induction (includes reading policies and procedures, completing online courses of FGM, Prevent Duty, Online Safety, LADO, County Lines, and reading about the signs and symptoms of abuse), being given access to the safeguarding Padlet, attend an initial 2 hour in-house training during the probationary period, complete Flick online level 2 safeguarding at 3 months probationary period, attend and participate at the annual 3 hours in-house training session, attend the full staff meetings twice a year or as required to keep up to date with any changes to safeguarding procedures or any specific safeguarding concerns that occurred at Kamelia Kids.
- Embedding safeguarding training and putting this into practice is achieved by holding proactive training sessions e.g. in-house training, staff and room

meetings – using specific issues that occurred at Kamelia Kids or scenarios, policy of the month to read to update procedures, management team questioning staff, management team and leads checking policies and procedures are being adhered to in practice, room leads weekly/daily quizzes, supervisions, probationary reviews, flow chart posters of what to do to report to IFD/LADO, staff room display board up to date, safeguarding posters, accessible reporting forms, management encouraging a culture of professional curiosity and the confidence to implement the whistleblowing policy.

- We must be confident to implement the safeguarding policy and procedures and read 'What to do if you're worried a child is being abused: Advice for practitioners. Stat guidance template
- The latest information is online

<https://sussexchildprotection.procedures.org.uk/>

Recognising Child Abuse

Child abuse manifests itself in a variety of ways, some overt and others much less so. All staff have safeguarding and child protection training and will be vigilant to signs and evidence of physical, sexual, and emotional abuse or neglect, including reference to 3.4 in the Statutory Framework for the Early Years Foundation Stage (2024).

Physical Abuse: This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.

Sexual Abuse: This involves forcing or enticing a child to take part in sexual activities, whether the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

Emotional abuse: Varying degrees of emotional abuse is present in all child protection incidents but can also constitute abuse. Emotional abuse involves persistent or severe emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.

Neglect: Is the persistent failure to meet a child's basic physical, emotional, or psychological needs, such as is likely to have a severe impact on their health, development, or emotional stability. Neglect may involve failing to provide adequate food, shelter, or clothing for a child, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of child.

Other Factors: We consider factors affecting parental capacity and risk, such as **social exclusion, domestic abuse, parent's drug, or alcohol abuse, mental or physical illness** (also known as **Toxic Trio**) or **parent's learning disability**. We are aware of other

factors that affect children's vulnerability such as, **abuse of disabled children; induced illness; child abuse linked to beliefs in spirit possession and global cultural practices such as teeth pulling, witch craft, breast flattening or breast ironing which is** "the process during which young pubescent girls' breasts are ironed, massaged, flattened and/or pounded down over a period of time (sometimes years) in order for the breasts to disappear or delay the development of the breasts entirely."; **sexual exploitation of children, such as through internet abuse; Female Genital Mutilation, extremism and radicalisation;** that may affect, or may have affected, children and young people using our provision. We also make ourselves aware that some children and young people are affected **by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking or county lines or child on child abuse.** While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may meet.

Female Genital Mutilation: Female circumcision, excision or infibulation is illegal in this country by the Female Genital Mutilation Act 2003 and amended by the Serious Crime Act 2015. Signs and symptoms: a child may belong to a family that practise FGM (Female Genital Mutilation); the family may take a child on a long holiday either to their country of origin or another country where FGM is practised over the summer holidays or request absence from school; the child may be told that a special celebration is being held where she will become a woman. All concerns are reported to IFD, if in immediate danger call the Police.

Special Educational Needs and Disabilities & other vulnerable groups:

We recognise that children with SEND can face additional safeguarding challenges and expect all staff to recognise and challenge where appropriate. Assumptions that can be made that indicator of abuse such as behaviour, mood and injury relate to the child's disability and not identified as potential signs of abuse. The potential for children with SEND being disproportionately impacted by behaviours such as bullying, without showing any signs. The communication barriers for some children with SEND. Children with SEND and children aged under 1 year old are more vulnerable to abuse.

Prevent Duty: We do have due regard to the Prevent Duty as detailed in our police and procedures 2.1 - British Values and the Prevent Duty. See policy for arrangements for reporting concerns of children and families being radicalised. If you are concerned about a child or adult being radicalised, seek advice from DSL and these websites <https://www.westsussexscp.org.uk/professionals/risk-outside-the-home/radicalisation/prevent-anti-terrorism-and-anti-radicalisation-of-vulnerable-people> <https://www.westsussexscp.org.uk/professionals/risk-outside-the-home/radicalisation/channel>

Procedures

Kamelia Kids will ensure that:

- All staff, students, agency staff and volunteers are recruited using comprehensive safer recruitment procedures, have verified references and have full and up to date DBS checks. Staff are advised to apply for the update service

which is an annual cost and allows for a DBS check to be processed at any point during the year.

- All staff, students, agency staff and volunteers read a copy of the Safeguarding and child protection policy and the Code of Conduct during their induction, and have its implications explained to them.
- All staff and volunteers receive annual training, and regular updates are provided with any relevant information and guidance.
- All staff are provided with an induction, probationary review, supervisions, and management support commensurate with their responsibilities in relation to child protection, and their requirement to maintain caring and safe relationships with children.
- All staff are aware of the main indicators of child abuse, including FGM and the Prevent Duty and listen to children and take them seriously.
- All staff are aware of their Statutory Framework for the Early Years Foundation Stage (2025) requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the Managers.
- Kamelia Kids will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of children and uphold fair processes for staff, students, and volunteers.
- Any member of staff, a student or volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary Policy.
- The layout of the rooms allows for constant supervision. No child is left alone with staff, students, agency staff and volunteers in a one-to-one situation without being visible to others.
- We introduce key elements of keeping children safe into our curriculum to promote the personal, social, and emotional development of all children, so that they may grow to be strong, resilient, and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background. We ensure that this is carried out in a way that is developmentally appropriate for the children.

Safe caring and working practices.

All staff understands the Kamelia Kids child protection procedures and has had appropriate training and guidance in the principles of safe caring and working practice. Working with young children to ensure they feel safe, secure, and happy involves nursery staff being responsive to their needs, this includes giving children cuddles and changing children.

To minimise the risk of allegations the nursery promotes good practice in the following ways.

- Although it is appropriate to cuddle the children, staff are advised not to do this in isolation.

- When changing children either their nappy or soiled/wet clothing, the door will always remain open, and Educators will inform colleagues that they are attending to a child.
- Qualified/Unqualified/Relief Educators must achieve three-months of their six months probationary period, be trained in the nursery procedures – before toileting/ nappy changing.
- Inappropriate behaviour such as over tickling, asking for a kiss, over boisterous or inappropriate questions such as asking children to tell them they love them is discouraged.
- Procedures are in place to record the details of visitors/ professionals to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Management will challenge inappropriate behaviour in line with the supervision/ disciplinary procedures.
- If any parent or member of staff has concerns or questions about safe care and safe working practice procedures, see the Nursery Operations Director at the earliest opportunity.
- All staff must ensure that they sign in as they enter the premises and sign out whenever leaving the premises.
- We always ensure that our staff: child ratios are maintained, and that staff always know these.
- No member of staff will be left alone working in either a room, the garden or within the building at any time. However, there may be occasions when this is not possible due to e.g., toilet breaks, comforting a child that may be unwell in a quiet area. The Nursery Operations Director or Deputy Nursery Operations Director will authorise this.
- All staff must know how many children they are always supervising, both inside and outside, and know the ratios.
- Staff will document low level concerns by completing a safeguarding incident form. These forms are used by Designated Safeguarding Lead, to build up a chronology of events that can be used to meet with a parent to discuss concerns or to support a referral to IFD. All forms are stored in the child's safeguarding red file, in a confidential and locked cabinet. The Designated Safeguarding Lead will read and monitor all records.

If a staff member suspects or witnesses a case of abuse, they must follow the procedure below. Refer to safeguarding concerns flow chart.

- Where actual or suspected abuse comes to the attention of staff, they will report this immediately to the Designated Safeguarding Leads
- Staff are encouraged and supported to trust their professional judgment and if they suspect abuse has, or is taking place, to report this immediately.
- Full written records of all reported incidents will be produced and maintained. Information recorded will include full details of the alleged incident; details of all the parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting information or evidence

from members of staff. Kamelia Kids will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.

- The Designated Safeguarding Lead will be responsible for ensuring that written records are dated, signed, and kept confidentially. The Designated Safeguarding Lead will seek advice from IFD and complete a referral form where necessary.
- If a member of staff suspects a colleague of abusing a child, they must report it to the Designated Safeguarding Lead immediately. If an allegation of abuse is made against the Managers, the Registered Person – Kay Haffenden, Chair of Trustees will be informed as soon as possible. They will then assume responsibility for the situation or delegate this role to a senior member of the Senior Management Team.
- Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality. Any children involved in alleged incidents will remain safe.

In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will.

- Listen fully to all the child has to say.
- Make no observable judgement.
- Ensure the child is safe, comfortable, and not left alone.
- Make no promises that cannot be kept, such as promising not to tell anybody what they are being told.
- Make a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- Inform the Designated Safeguarding Lead as soon as possible.

Informing parents

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child in greater danger.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social services, parents are informed while the referral will be made, except where the guidance of IFD does not allow this, for example, where it is believed that the child may be placed in greater danger. This will usually be the case where the parent is the abuser.
- If there is a possibility that advising a parent beforehand may place a child at greater risk the designated person should seek advice from IFD (children's social services, about whether to advise parents beforehand, and should record and follow the advice given.

Referring Allegations to Child Protection Agencies

- If the Designated Safeguarding Lead has reasonable grounds for believing that a child has been – or is in grave danger of being – subject to abuse, the following procedure will be activated: IFD can be contacted at any time for advice on situations.
- Contact will be made, with the IFD immediately if you suspect a child is or has been subject to abuse.
- The Designated Safeguarding Lead will communicate as much information about the allegation and related incidents as is consistent with advice given by Children's services and the police.
- At all times, the safety, protection, and interests of children concerned will take precedence. The Designated Safeguarding Lead and staff will work with and support parents/carers as far as they are legally able.
- Kamelia Kids will assist the Children's services and the police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing allegations against staff.

Dealing with allegations against staff

Kamelia Kids is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively. Kamelia Kids does not conduct any investigation itself into a suspected child abuse incident.

On discovering an allegation of abuse, the Designated Safeguarding Lead will immediately contact and discuss the case with the IFD and LADO for West Sussex.

- Consultation Contact Number LADO: **0330 222 6450** (Available 09.00 – 17.00)
- LADO Service Contact Number: (IFD) **01403 229900**
- LADO Service email address: LADO@WestSussex.gov.uk

Any allegation against a member of staff will be referred to the Designated Safeguarding Lead, who will seek advice from the LADO- Local Authority Designated Officer and HR and inform the Chair of Trustees.

We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere).

Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. Any member of staff who has had an allegation made against them, and in line with our disciplinary procedure, is suspended pending a full enquiry.

Suspension is a neutral act, and in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person

concerned, and Kamelia Kids will do all it can to balance the interests of any individual with that of the need to keep children safe. Page **15** of **150**

The staff members concerned are aware that they can contact **Ofsted – Tel: 0300 123 1231**, who will be able to offer them support and advice.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups. If a member of staff leaves employment before an investigation has been concluded, we would notify DBS.

Staff Mobile phone use including smart watches, cameras, and other electronic devices with imaging and sharing capabilities.

- Mobile phones can only be used on a designated break; this must be away from the children in the staff room.
- Mobile phones should be always stored in your personal locker, turned off/silent in the staff room during the hours of your working day except for the Senior Management Team who will keep theirs in a locker drawer/ cupboard in their offices for fire evacuation procedures, these phones will be locked with a unique code known only to the phone owner.
- During outings, no photographs should be taken of the children on any personal phones.
- Personal mobile phones must not be used to take photos of the children in the nursery.
- Smart watches must have the focus mode switched on to stop any messages or call coming through whilst on duty.
- No cameras or electronic devices to be used in the nursery.

Social networking: Facebook, twitter, online media etc.

- When staff access social networking sites, they must ensure that the nursery reputation is maintained, and comments made on sites such as 'Facebook' could have an impact on how parents using the nursery view the staff.
- Staff should not accept service users, children, and parents as friends due to it being a breach of expected professional conduct.
- Staff should not download images containing photographs of children from the setting or any images which may identify the setting in any way, including logos on staff uniforms.
- Staff should not publish details relating to the setting which are work related.
- Staff should also consider private comments made on any social networking sites.
- Staff should not disclose their employer's details.
- Staff should always be aware of their responsibilities when accessing social networking sites.

- Any disclosures impacting on children's welfare should be dealt with in accordance with the setting's policies and procedures.
- Staff are encouraged to be conscious always of the need to keep their personal and professional lives separate.
- You should not put yourself in a position where there is a conflict between your job and your personal interests.
- You should not discuss information about the children or their families and colleagues on your personal social networking site.
- You should not discuss information you have access to as part of your work on your personal social networking site. This includes information relating to your employer or your colleagues or any information which could be used to identify Kamelia Kids.
- You should not publish any photographs, videos, or any other form of images of children from the setting or any images which may identify the setting in any way, including logos on staff uniforms.
- You should always keep in mind the duty of confidentiality you owe to the children in your setting, their families, your colleagues, and employer. Gossiping about people you have professional dealings with could be a breach of confidentiality.
- To keep appropriate professional boundaries, you must not have contact with your parents through your personal social networking site.
- Any inappropriate disclosures affecting children's and other people's welfare should be dealt with in accordance with the setting's security and disciplinary policies and procedures.
- You should always be aware that once your personal information and opinions are on the internet you may not be able to control what happens to them. So, take care what you post on social networking sites.
- Make sure to set the privacy settings of your personal site as strictly as you can and do not reveal your home address, telephone number, date of birth, where you work and your work address.
- Use a separate email address just for social networking so that you do not have to give away any other contact details.
- Read the privacy policies and user agreements on your personal site regularly to understand how they use your personal information; for example, do they pass it on to marketing companies?

Interception of Communications

The Company reserves the right to intercept any e-mail for monitoring purposes, record keeping purposes, preventing, or detecting crime, investigating, or detecting the unauthorised use of the Company's telecommunication system or ascertaining compliance with the Company's practices or procedures.

Camera and other recording devices

- We ensure that any photographs or recordings taken of your children in our nursery are only done with prior written permission from each child's parent

(please see photography policy). This is gained when each child is registered or when you update us with any changes.

- We ask for permissions for photographs for the following range of use including for display purposes, for promotion materials including our nursery website/nursery Facebook and Insta and brochure and to use in the local press. We ensure that parents understand that their child may also be on another photograph, but not as the primary person.
- If a parent is not happy about one or more of these uses, then the nursery will respect their wishes and find alternative ways of recording their child's play or learning.
- Staff are not permitted to take photographs or recordings of a child on their own devices and only use those provided by the nursery. The Nursery Operations Director will monitor all photographs and recordings to ensure that the parent's wishes are adhered to.
- Parents are not permitted to use any recording device or camera on the nursery premises without the prior consent of the Nursery Operations Director and are asked not to use their mobile phones.
- During events, e.g., Christmas or leaving parties, staff may produce group photographs to distribute to parents on request; however, any images must be solely for family use and under no circumstances must be placed on social media sites such as Facebook etc.
- For whistleblowing, please see additional policy 1.8, the company considers this policy to be extremely important. If you are found to be in breach of the policy, then you will be disciplined in accordance with the disciplinary procedure and you may be dismissed. In certain circumstances, breach of this policy may be considered gross misconduct resulting in immediate termination of your employment.

Legal framework

Statutory Framework for the Early Years Foundation Stage (2025)

Working Together to Safeguard Children (2018)

Prevent Duty Guidance (2015)

What to do if you are worried a Child is Being Abused (DfE (Department of Education) 2015)

Multi-agency guidance on female genital mutilation (2016)

Safeguarding children and protecting professionals in early years settings: online safety considerations for managers (2019)

Safeguarding children and protecting professionals in early years settings: online safety guidance for practitioners (2019)

GDPR 2018

Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check

Further guidance

KCSIE (Keeping Children Safe in Education)

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Children Act (1989 s47)

Operation Encompass <https://www.operationencompass.org/>

Safeguarding and Protecting People for Charities and Trustees 2017 (updated 2022)

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

Domestic Abuse Act 2021

<https://www.gov.uk/government/publications/domestic-abuse-act-2021>

Protection of Children Act (1999)

The Children Act (Every Child Matters) (2004)

Safeguarding Vulnerable Groups Act (2006)

Childcare Act 2006

The Children Act (Every Child Matters) (2004) Page **18** of **150**

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Children and Families Act 2014

Serious Crime Act 2015

Freedom of Information Act 2000

Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)

Breast flattening or breast ironing <https://safeguardinghub.co.uk/breast-ironing-a-guide/> <http://nationalfgmcentre.org.uk/breast-flattening/>

Other forms of child abuse

<https://learning.nspcc.org.uk/child-abuse-and-neglect>

The Prevent Duty: an introduction with those with safeguarding responsibilities (2022)