



1. Safeguarding Children Policy

St Vincent's Nursery Designated Safeguarding Officer (DSO) is
Ivana Butterworth (Nursery Manager)

St Vincent's Nursery Deputy Designated Safeguarding Officer (DDSO)
is **Hayley Golden (Nursery Deputy Manager)**

Other staff members who are fully trained as Designated Safeguarding Officers are **Chloe Chester**,
Carla Haslam and **Kerrie Cassel**.

St Vincent's Nursery Designated Prevent Lead is
Ivana Butterworth (Nursery Manager)

St Vincent's Nursery Governor for Safeguarding is
Jo Donnachie (Chair of Governors)

Policy Statement:

At St Vincent's Nursery we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life, through building a safer organisational structure. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

It is our primary responsibility to support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. At St Vincent's Nursery we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our Equality, Diversity & Inclusion Policy for further details). Safeguarding is a much wider subject than the elements covered within this single policy; therefore, this document should be used in conjunction with the other nursery policies and procedures.

This policy applies to all children up to the age of 18 years whether living with their families, in state care, or living independently. Safeguarding responsibilities extend to unborn children where concerns have been identified during pregnancy. The nursery will work with relevant agencies to support early assessment, planning and intervention where there are concerns regarding the welfare of an unborn child.

Safeguarding and promoting the welfare of children, in relation to this policy, is defined as ([Working Together to Safeguard Children](#)):



- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Promoting the upbringing of children with their birth parents, or otherwise family network through a kinship care arrangement, wherever possible and where this is in the best interests of the children
- Taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

The nursery recognises the safeguarding needs of children living in kinship care arrangements, under special guardianship orders, children who are looked after and children who have previously been looked after.

St Vincent's Nursery will not provide registered childcare from or participate in visits / outings to any premises where a dog of a breed prohibited under current legislation is kept or is otherwise present.

At St Vincent's Nursery it is everyone's intention to safeguard children and promote their welfare through:

- Creating an environment to encourage children to develop a positive self-image
- Providing positive role models and develop a safe organisational culture where staff are confident to raise concerns about professional conduct
- Ensuring all staff are able to identify the signs and indicators of abuse, including the softer signs of abuse, and know what action to take
- Encouraging children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Providing a safe and secure environment for all children
- Promoting tolerance and acceptance of different beliefs, cultures and communities
- Helping children to understand how they can influence and participate in decision-making and how to promote British Values through play, discussion and role-modelling
- Always listening to children
- Understanding and being sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families' lives
- Providing an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Working in partnership with families and other agencies to support Family Group Decision Making (see below), enabling family members and wider support networks to contribute to planning and decision-making where this is in the best interests of the child
- Sharing information with other agencies as appropriate
- Recognising, understanding and challenging racism, discrimination and bias, and ensuring that safeguarding decisions are informed by the child's lived experience, culture, identity and protected characteristics.



Family Group Decision Making

The nursery recognises the value of Family Group Decision Making approaches in helping children remain safely within their family networks wherever possible. Where appropriate, we will work with parents, carers and partner agencies to support family-led planning and decision-making that promotes the welfare, safety and best interests of the child.

Legal Framework that forms the basis of this policy:

[Children Act 1989](#)

[Children Act 2004](#)

[Childcare Act 2006 \(amended 2018\)](#)

[Safeguarding Vulnerable Groups Act 2006](#)

[Children and Social Work Act 2017](#)

[The Statutory Framework for the Early Years Foundation Stage \(EYFS\)](#) - group and school-based providers (effective 1 September 2026)

[Working Together to Safeguard Children](#)

[What to do if you are worried a child is being abused](#)

[Counter-Terrorism and Security Act](#)

[Keeping Children Safe in Education](#)

[Data Protection Act](#)

[Early Years Inspection Framework](#)

[Safer Recruitment Consortium Guidance for Safer Working Practices](#)

[Prevent Duty](#)

[Domestic Abuse Act](#)

[Female Genital Mutilation Act](#)

[The Sexual Offences Act 2003](#)

[Freedom of Information Act](#)

[Information Sharing Advice for Safeguarding Practitioners \(non-statutory guidance\)](#)

[Crime and Policing Act 2026](#)

Early Intervention

At St Vincent's Nursery we are fully aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem; they may even be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse. Our prime responsibility is the welfare and well-being of each child in our care. As such we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention; this includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team where needed.

Our aims to support early intervention are:

- Keeping the child at the centre of all we do, providing sensitive interactions that develops builds children's well-being, confidence and resilience. We will support children to develop an awareness of how to keep themselves safe, healthy and develop positive relationships
- Ensuring staff are trained to understand all safeguarding procedures, are confident to implement them on an ongoing basis, are alert to identify possible signs of abuse and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour. This is achieved through recruitment and induction processes and by offering ongoing training and support to all staff, appropriate to their specific role, in line with the criteria set out in Annex C of the EYFS.
- Being aware of the increased vulnerability of children with SEND, isolated families and vulnerabilities in families, including the additional potential impact of the trio of vulnerabilities on children and Adverse Childhood Experiences (ACEs)
- Ensuring staff understand how to recognise early indicators of potential radicalisation and extremism, and act on them appropriately in line with national and local procedures
- Ensuring that all staff feel confident and supported to act in the best interest of the child, maintaining professional curiosity around welfare of children, sharing information and seeking the help that the child may need at the earliest opportunity
- Maintaining professional curiosity where indicators of child sexual abuse, exploitation or grooming may be present, recognising that children do not always disclose abuse directly
- Ensuring that all staff are trained **at least every two years** and updated regularly with child protection training and changes in legislation, and kept informed of changes through regular safeguarding updates in staff meetings and team memos
- Making any child protection referrals in line with procedures set out by the Trafford Strategic Safeguarding Partnership (TSSP)
- Making any referrals relating to extremism to the police or Channel in a timely way, sharing relevant information as appropriate
- Ensuring that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Keeping the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times and maintaining safeguards around the use of technology by staff, parents and visitors in the setting
- Ensuring that staff identify, minimise and manage risks while caring for children
- Identifying changes in the staff behaviour and act on these as per the Staff Behaviour Policy
- Following clear whistleblowing procedures by taking any appropriate action relating to poor or unsafe practices and allegations of harm or abuse against any person working with children including reporting such allegations to OFSTED and other relevant authorities
- Ensuring that parents are fully aware of our safeguarding and child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly reviewing and updating this policy with staff and parents where appropriate and making sure it complies with any legal requirements and any guidance and procedures issued by the Trafford Strategic Safeguarding Partnership



- Offering children reassurance, comfort and sensitive interactions whilst ensuring that we enable them to develop confidence and self-esteem, and support them to learn how to keep themselves safe

Staff recognise that babies and very young children may be particularly vulnerable because they are unable to communicate concerns directly. Practitioners will therefore maintain professional curiosity and remain alert to changes in presentation, behaviour, injuries, parent-child interaction and developmental progress.

Staff recognise that children may experience multiple and interconnected forms of harm simultaneously, including abuse, neglect, domestic abuse, exploitation, online harm, discrimination and mental health difficulties. Assessments and interventions will consider the cumulative impact of these experiences.

The Role of the Designated Safeguarding Officers

At St Vincent's Nursery we have a named Designated Safeguarding Officer and a deputy Designated Safeguarding Officer who take lead responsibility for safeguarding and welfare issues; there is always at least one designated person on duty and the Designated Safeguarding Officer can be reached in person or via phone during all opening hours of the setting.

Both designated persons receive comprehensive training, consistent with the training criteria provided in Annex C of the EYFS, at least every two years and update their knowledge on an ongoing basis, but at least once a year. The training includes Introduction to Safeguarding, Safeguarding Level 2 Designated Officers, Professional Abuse, Keeping Children Safe Online, Safer Recruitment, Prevent Duty. The Designated Safeguarding Officer has also completed training in Advanced Safeguarding.

The nursery designated persons liaise with Trafford Strategic Safeguarding Partnership and children's social care team, and in turn support the whole staff team's ongoing development and update their knowledge in this area.

The role of the designated persons:

- We provide adequate and appropriate staffing resources to meet the needs of all children
- We ensure the suitability of all staff through DBS checks, 2 written references, online checks, application forms with no gaps in employment, ID information checks, qualification verification checks, Right to Work checks (where applicable), disqualification declaration and thorough induction process
- We inform all staff that they are expected to disclose any information that may affect their suitability to work with children, whether arising before or during their employment. This includes, but is not limited to, arrests, charges, convictions, cautions, court orders, reprimands and warnings, except where these are protected under the [Rehabilitation of Offenders Act 1974](#) and associated filtering rules. Any such information will be considered appropriately in relation to the individual's role and safeguarding responsibilities.
- We inform applicants for posts within the nursery that the positions are exempt from the [Rehabilitation of Offenders Act 1974](#). Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of



information that has been disclosed, applicants have the right to know and to challenge incorrect information

- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for children; this includes information about their health, medication or about changes in their home life such as whether anyone they live with in their household has committed an offence or been involved in an accident that means they are disqualified from working with children
- Volunteers undertaking regulated activity will have an enhanced DBS check including children's barred-list information, regardless of whether their work is supervised
 - We assess the role and activities of all students and volunteers before they commence at the nursery to determine the appropriate safeguarding checks required. Where a volunteer or student will be undertaking regulated activity with children, we will obtain an enhanced DBS check including a check of the children's barred list before they undertake that activity. Where an individual does not meet the criteria for regulated activity, we will undertake the appropriate level of checks permitted for their role and ensure suitable supervision and safeguarding arrangements are in place. Students and volunteers will not be left unsupervised with children unless the nursery has determined that it is appropriate for their role and all required suitability checks have been completed.
- We use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children at regular intervals
- We abide by the requirements of the [Safeguarding Vulnerable Groups Act 2006](#) and the [Childcare Act 2006](#) in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- Each day upon their arrival at the nursery staff sign in using our electronic InVentry signing in system where they are asked to 'accept' or 'decline' the following statement, '**I am fit to work with children and I am not aware of any reason why I might not be considered suitable to work with children.**' If a staff member declines this statement, they are asked to leave the site immediately and the Nursery Manager is notified
- The details of visitors to the nursery are recorded via our electronic InVentry signing in system and we take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children at any time; all visitors to the nursery are supervised whilst on the premises by a member of the team
- We ensure that our staff team are fully aware of how to safeguard the whole nursery environment and are aware of potential dangers on the nursery boundaries such as drones, Pokémon hotspots, strangers lingering; it is our duty to ensure that children are safe at all times
- We ensure that all staff read [Keeping Children Safe in Education](#) as part of their Safeguarding Induction
- The Staff Behaviour Policy alongside this policy enable us to monitor changes in staff's behaviours that may cause concern; all staff sign up to this policy to ensure that any changes are reported to the management so we are able to support the individual staff member and ensure the safety and care of children is not compromised



- All staff have access to and comply with the Whistleblowing Policy which enables them to share any concerns that may arise about their colleagues in an appropriate manner. We encourage a culture of openness and transparency, and all concerns are taken seriously
- We ensure that all staff are aware of the signs to look for of inappropriate staff behaviour, this may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- All staff receive regular Supervision Meetings where opportunities are made available to discuss any issues relating to individual children, staff, training needs and any other needs for further support
- Having evaluative practice observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly identified. Such observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Concerns are raised with the designated lead and dealt with in an appropriate and timely manner
- The deployment of staff within the nursery allows for constant supervision and support; where children are taken away from the rest of the group, i.e. nappy changing / toileting times, the door is always left ajar to ensure the safety of the child and adult
- We act as a source of support, advice and expertise for all staff, students, volunteers, children and parents who have child protection concerns
- We ensure detailed, accurate, secure written records of concerns and referrals; we assess information provided promptly, carefully and refer as appropriate to external agencies; we make formal referrals to statutory child protection agencies or the police, as required.
- We retain up-to-date knowledge of local child protection procedures, including how to liaise with local statutory children's services agencies and with the local safeguarding partners to safeguard children.
- We update the Safeguarding Children Policy and procedures in line with new legislation and in response to any incidents, and carry out ongoing monitoring of all our policies and procedures to ensure they remain effective
- We ensure policies and procedures are in line with the guidance and procedures of Trafford Strategic Safeguarding Partnership (TSSP) and any updates and new legislation are reflected in our services as soon as they are known

Identification of Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, child or children ([What to do if you are worried a child is being abused \(advice for practitioners\)](#)).

Signs and Indicators of abuse

These may not necessarily indicate that a child has been abused but it helps us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns
- Unexplained absences from the nursery that are developing a pattern
- Fear of another child in the nursery, comments disclosed about other children indicating bullying, physical / emotional / sexual abuse

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

- Emotional states – fearful, withdrawn, low self-esteem
- Behaviour – aggressive, oppositional habitual body rocking
- Interpersonal behaviours
 - Indiscriminate contact or affection seeking
 - Over-friendliness to strangers including healthcare professionals
 - Excessive clinginess, persistently resorting to gaining attention
 - Demonstrating excessively 'good' behaviour to prevent parental or carer disapproval
 - Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed
 - Coercive controlling behaviour towards parents or carers
 - Lack of ability to understand and recognise emotions
 - Very young children showing excessive comforting behaviours when witnessing parental or carer distress

PHYSICAL ABUSE

Staff are trained to recognise signs of physical abuse and to take action if they have a reason to believe that there has been a physical injury to a child, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented.

<i>Abuse of children / babies</i>	Bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face Shaking, throwing Burns or scalds Poisoning
<i>Female Genital Mutilation (FGM)</i>	Please see more information below.
<i>Fabricated Illness</i>	Child is presented by an illness that is fabricated by an adult carer who may seek out unnecessary treatment. The signs may include a carer exaggerating a real illness or symptoms, completely fabricating symptoms, interfering with

	medical treatment or inducing physical illness e.g. through poisoning with medication or other substances, starvation or inappropriate diet. This may also be presented through false allegations of abuse.
<i>Breast Ironing / Flattening</i>	Breast ironing is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear, or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. Breast ironing / flattening can cause serious health issues such as abscesses, cysts, itching, tissue damage, infection, discharge of milk, dissymmetry of the breasts, severe fever.

Nursery procedure:

- All signs of marks / injuries to a child which occur during the time at nursery will be recorded on an Accident Form as soon as noticed by a staff member
- All signs of marks / injuries to a child caused by another child during the time at nursery will be recorded on an Incident Form for both children involved as soon as noticed by a staff member
- The incident will be discussed with the parent during pick-up time, unless we have a reason to believe that doing so would put the child in immediate danger or the concern needs to be reported to Children's First Response or the police; if there are ever any injuries to the head, parent will be informed immediately by phone
- Any discussions will be recorded and signed by parents, and the parent will have access to such records
- Any signs or marks / injuries to a child noticed upon or straight after parent / carer drop-off will be recorded on an Incoming Injury form and explanation from a parent sought immediately; all information is recorded and parents are asked to sign as a confirmation of the information they have given us
- If there are queries regarding the injury, the Designated Safeguarding Officer will seek further advice in line with the procedures set out by the Trafford Strategic Safeguarding Partnership

SEXUAL ABUSE

Sexual abuse involves forcing, or enticing, a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Child sexual abuse may be perpetrated by adults or by other children. All concerns involving harmful sexual behaviour between children will be taken seriously and responded to in line with safeguarding procedures.

Staff are trained to recognise signs of sexual abuse and take action if they have witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language.

<i>Behaviour in nursery</i>	Sexual activity on toys / dolls or in role play area with their peers Suddenly drawing sexually explicit pictures or acting out actions inappropriate for their age Using sexually explicit language, talking about sexual activities Becoming worried if their clothes are removed e.g. for nappy changes Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer
<i>Physical symptoms</i>	Genital trauma Bleeding, discharge or bruises / soreness between the legs or genital / anal area Signs of a sexually transmitted disease (STD) Pregnancy
<i>Emotional symptoms</i>	Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age Distinct change in child's behaviour, such as becoming insecure or clingy Becoming withdrawn or overly extroverted and outgoing Withdrawing away from a particular adult and becoming distressed if they reach out for them May also become particularly clingy to a potential abuser
<i>Child Sexual Exploitation (CSE)</i>	CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants, and/or for the financial advantage. This often involves child being given things such as food, accommodation, drugs, affection, gifts or money in exchange for performing sexual activity. CSE does not always involve physical contact; it can also occur through the use of technology. Most sexual exploitations take place online and is commonly known as grooming. Signs and indicators may include: • Physical injuries such as bruising or bleeding • Having money or gifts they are unable to explain • Sudden changes in their appearance • Becoming involved in drugs or alcohol, particularly if you suspect they are being supplied by older men or women • Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong) • Using sexual language that you wouldn't expect them to know • Engaging less with their usual friends • Appearing controlled by their phone

	• Switching to a new screen when you come near the computer • Nightmares or sleeping problems • Running away, staying out overnight, missing school • Changes in eating habits • Talk of a new, older friend, boyfriend or girlfriend • Losing contact with family and friends or becoming secretive • Contracting sexually transmitted diseases
<i>Child Criminal Exploitation (CCE)</i>	CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity in exchange for something the victim needs or wants, and/or for the financial or other advantage and/or through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology. CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE: • Children who appear with unexplained gifts or new possessions • Children who associate with other young people involved in exploitation • Children who suffer from changes in emotional well-being • Children who misuse drugs and alcohol • Children who go missing for periods of time or regularly come home late • Children who regularly miss school or education or do not take part in education

Nursery procedure:

- The adult will reassure the child and listen without interrupting if the child wishes to talk
- The observed instances and all disclosed information will be detailed in a confidential report and reported to the Designated Safeguarding Officer immediately
- The Designated Safeguarding Officer will refer the matter to Trafford Children's First Response and seek further advice from them

EMOTIONAL ABUSE

[Working Together to Safeguard Children](#) defines emotional abuse as the 'persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development'. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

Staff are trained to recognise signs of emotional abuse and take action if they have a reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a

child, caused by a persistent or severe ill treatment or rejection. This type of abuse is harder to identify as the child is not likely to show any physical signs.

<i>Ways of abuse</i>	Extremes of discipline where a child is shouted at or put down on a consistent basis Lack of emotional attachment by a parent Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person Parents placing inappropriate age or developmental expectations upon them Children witnessing domestic abuse and alcohol and drug misuse by adults caring for them Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate Seeing or hearing the ill-treatment of another person Serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children
<i>Behaviour in nursery</i>	Showing extremes of emotions Shying away from the adult who is abusing them Becoming withdrawn, aggressive or clingy in order to receive love and attention Overreaction to mistakes Extreme fear of any new situation Sudden speech disorders Neurotic behaviour (rocking, hair twisting, self-mutilation)

Nursery Procedure:

- The concern is discussed with the Designated Safeguarding Officer as soon as possible
- The concern is then discussed with the parent and any discussions recorded
- If there are any queries regarding the circumstances, the Designated Safeguarding Officer will refer the matter to Trafford Children's First Response for further advice

NEGLECT

[Working Together to Safeguard Children](#) defines neglect as 'the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.' Staff have been trained to recognise signs of neglect and will take appropriate action if they have a reason to believe that there has been any type of neglect of a child.

The NSPCC statistics briefing for 2024 has found neglect continues to be the most common form of abuse, with one in ten children in the UK having been neglected.

<i>Neglect in children</i>	Exposure to any kind of danger, including cold, starvation or failure to seek medical treatment when required on behalf of the child, which results in serious impairment of the child's health or development, including failure to thrive
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	Failure to protect a child from physical and emotional harm or danger Failure to ensure adequate supervision (including the use of inadequate caregivers) Neglect may also occur during pregnancy as a result of mother's substance misuse
<i>Signs to look for in nursery</i>	Child arrives at nursery unwashed or unkempt, wearing clothes that are too small, shoes that hurt them Child arrives at nursery in the same nappy they went home in Child has an illness or special educational need or disability that is not being addressed by the parent Child is persistently hungry
<i>Emotional signs of neglect</i>	Child may not be receiving the attention they need at home and may crave love and support at nursery Being clingy and emotional

Nursery procedure:

- The concern is reported to the Designated Safeguarding Officer who will discuss the concern with the parent
- All discussions are recorded and parents will have access to such records
- If there are any queries regarding the circumstances, the Designated Safeguarding Officer will refer the matter to Trafford Children's First Response for further advice

FEMALE GENITAL MUTILATION (FGM)

FGM is child abuse and a form of violence against women and girls. It comprises of all procedures involving partial or total removal of the external female genitalia or other injuries to the female genital organs for non-medical reasons.

According to the [Female Genital Mutilation Act](#), FGM is illegal to be performed in the UK on all females, regardless of their culture, ethnic origin, age etc.; it is also illegal for UK nationals and residents to have FGM carried out abroad.

<i>Health consequences</i>	Sever pain and shock Menstrual obstruction Infertility HIV infection / Hepatitis Haemorrhaging Infection Blood loss PTSD	Low self-esteem Mental ill health Difficulty with childbirth Urinary and other infections Fracture / dislocation during constraint Painful intercourse Death
<i>Warning signs that FGM is about to take place</i>	An older visitor is coming to stay with the family who is from their country of origin Child mentions that they are going on a 'special holiday' to meet their family Parents state that they, or a relative, will take the child out of the country for a prolonged period	
<i>Cultural justifications for FGM</i>	'Genital organs are ugly and dirty, they should be flat and dry.' 'You will bring to our family evil, bad luck and even death if you don't.' 'You will not be accepted as part of our community, no one will	

	want to marry you.' 'This is something we as women must do. It is our tradition and rite of passage.' 'It promotes virginity, chastity, cleanliness and purity.'
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Nursery procedure:

- Any concerns relating to FGM are reported to the Designated Safeguarding Officer immediately
- If FGM has already taken place, the Designated Safeguarding Officer will call the police
- If FGM is about to take place or we have strong suspicions that a child is at risk, the Designated Safeguarding Officer will contact Trafford Children's First Response
- Further guidance can be obtained from [Multi-agency Statutory Guidance on Female Genital Mutilation](#) document

CHILD-ON-CHILD ABUSE

Children's sexual behaviour exists on a continuum from developmentally expected behaviour through to inappropriate, problematic and harmful sexual behaviour. Staff will not dismiss harmful sexual behaviour as banter, curiosity or part of growing up and will seek advice whenever concerns arise.

Children are vulnerable to abuse by their peers. Child-on-child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between children. Staff will not dismiss abusive behaviour as normal between children. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of child-on-child abuse:

- Sexual activity (in primary school-aged children) of any kind, including sharing, creating or possessing indecent images of children
- One of the children is significantly more dominant than the other (e.g. much older)
- One of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

At St Vincent's Nursery, we have strictly **zero-tolerance approach** to any violence and/or harassment. This will never be passed off as 'just having a laugh' or 'part of growing up'. We will challenge physical behaviour (such as pulling down trousers, lifting skirts etc.) and never dismiss or tolerate it.

If child-on-child abuse is suspected or disclosed:

We will follow the same procedures as set out below for responding to suspicions of abuse.

COUNTY LINES

The National Crime Agency (NCA) describe county lines as a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers will live in a different area

to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and indicators to be aware of include:

- Changes in the way young people you might know dress
- Unexplained, sometimes unaffordable new things (e.g. clothes, jewellery, cars etc.)
- Missing from home or schools and/or significant decline in performance
- New friends or relationships with those who don't share any mutual friendships with the victim or anyone else
- May be carrying a weapon
- Receiving more texts or calls than usual
- Sudden influx of cash, clothes or mobile phones
- Unexplained injuries
- Significant changes in emotional well-being
- Young people seen in different cars/taxis driven by unknown adults
- Young people seeming unfamiliar with your community or where they are
- Truancy, exclusion, disengagement from school
- An increase in anti-social behaviour in the community
- Unexplained injuries
- Gang association or isolation from peers or social networks.

Cuckooing

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home.

If we recognise any of these signs, we will follow our safeguarding reporting procedures.

CONTEXTUAL SAFEGUARDING

As young people grow and develop they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

UP SKIRTING / DOWN BLOUSING

Up skirting and down blousing are criminal offences. They involve taking pictures of someone's genitals, buttocks or other intimate images under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual. This is a criminal offence and any such action would be reported following our reporting procedures.

CHILD ABUSE LINKED TO FAITH OR BELIEF (CALFB)

Child abuse linked to faith or belief can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.
- Children's actions are believed to have brought bad fortune to the family or community.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

HONOUR-BASED ABUSE (HBA)

HBA is described as 'incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.' ([*Keeping Children Safe in Education*](#)). Such abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their 'honour' code. It is a violation of human rights and may be domestic, emotional and/or sexual abuse such as being held against their will, threats of violence or actual assault. It often involves wider family networks or community pressure and so can include multiple perpetrators.

Signs and symptoms of HBA include:

- Changes in how the child dresses or acts, such as not 'western' clothing or make-up
- Visible injuries, or repeated injury, with unlikely explanations
- Signs of depression, anxiety or self-harm
- Frequent absences
- Restrictions on friends or attending events

Where incidents of HBA are shared by our own staff, students or volunteers, we will respect confidentiality at all times and not share information without their permission. However, we will share this information without permission in cases of child protection, or where we believe there is an immediate risk of harm to the person involved. If honour based abuse is suspected, then any concerns must be reported in line with our safeguarding procedures.

Domestic abuse can seriously harm children. If a child witnesses domestic abuse, they themselves are suffering child abuse. Very often, young children are in the same, or next room, during the violence. In England, [The Domestic Abuse Act](#) recognises in law, for the first time, that children are victims if they see, hear or otherwise experience the effects of domestic abuse.

Domestic abuse is a criminal behaviour which can be bullying, violent, threatening and/or controlling. Domestic abuse can be:

- Physical – hitting someone with hands or objects, slapping, punching, kicking, strangling
- Financial – making it difficult or impossible for someone to earn money, or withholding money from another person
- Emotional – having control of someone by saying what they can wear or where they can go, putting someone down in front of others, mocking, jealousy, saying the person has no choice in any decisions
- Sexual – using threats or force to perform sexual acts when it is not wanted or any degrading treatment due to sexual orientation
- Psychological – preventing a person from seeing friends, blocking or monitoring phone calls, opening a person's mail, embarrassing a person in public

Domestic abuse includes patterns of coercive and controlling behaviour which may not involve physical violence but can have a significant impact on both children and non-abusive family members.

If domestic abuse is occurring, a child might hear the abuse happening in another room, watch the abuse, be injured themselves by trying to intervene, see the physical injuries and/or distress. Young children who are living in an abusive background can be unable to participate fully or achieve their full potential; they are experiencing trauma that will not only affect their emotional development but also the skills needed to show empathy towards others.

CHILD TRAFFICKING AND MODERN SLAVERY

Child trafficking and modern slavery is when children are recruited, moved, transported and then exploited, forced to work or are sold.

For a child to have been a victim of trafficking there must have been:

- *Action*: recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation
- *Purpose*: sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs.

Modern slavery includes slavery, servitude and forced or compulsory labour and child trafficking. Victims of modern slavery are also likely to be subjected to other types of abuse such as physical, sexual and emotional abuse.

Signs and symptoms for children include:

- Being under control and reluctant to interact with others
- Having few personal belongings, wearing the same clothes every day or wearing unsuitable clothes
- Being unable to move around freely
- Appearing frightened, withdrawn, or showing signs of physical or emotional abuse.

FORCED MARRIAGE

A forced marriage is defined as 'a marriage in which one, or both spouses, do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure.'

Where incidents of forced marriage are shared by our own staff, students or volunteers, we will respect confidentiality at all times and not share information without their permission. However, we will share this information without permission in cases of child protection, or where we believe there is an immediate risk of harm to the person involved.

Responding to and Recording Suspicions of Abuse and Disclosures

We are aware that only a minority of children actively disclose abuse; most child abuse is disclosed accidentally or through observation by an adult of a child's behaviour, words and physical appearance.

When a child does disclose abuse, this is taken very seriously. It is important that any disclosure is dealt with appropriately, both for the wellbeing of the child and also to ensure that our actions do not jeopardise and legal action against the abuser.

There are a number of basic 'rules' that we follow to ensure the safe handling of any disclosures of abuse from a child:

- Don't panic
- Give full attention to the child or young person
- Remember that the safety and well-being of the child come before the interests of any other person
- Listen to the child and accept what the child says; be compassionate, be understanding and reassure them their feelings are important; use phrases such as 'you've shown such courage today'
- Look at the child directly, but do not appear shocked
- Don't cast doubt on what the child tells you
- Don't communicate feelings of anger towards the abuser
- Don't seek help while the child is talking to you and don't attempt to change location
- Reassure them that they did the right thing by telling someone
- Assure them that it is not their fault and that it is never ok for someone to hurt them and you will do your best to help
- Let them know that you need to tell someone else; **DO NOT** promise confidentiality!



- Let them know what you are going to do next and that you will let them know what happens
- Be aware that the child may have been threatened
- Write down what the child says in their own words – record what you have seen and heard also
- Make certain you distinguish between what the child has actually said and the inferences you may have made; accuracy is paramount in this stage of the procedure

Where clarification is required, staff members will use open questions such as 'TED – Tell, Explain, Describe' or the '4Ws – What, When, Where and Who'. Examples of safe questions are:

- Can you tell me about it?
- What happened next?
- What did they hit you with?
- Where did this happen?

At St Vincent's Nursery, all our staff are trained to make an objective record of any observations or disclosure, supported by the Designated Safeguarding Officer. This record will be completed accurately as soon as possible and will include:

- Child's name
- Child's address
- Child's date of birth or child's age
- Date, time and place of the observation or disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen (use body map)
- Exact observation of any incident or concern, with date and time, including any witnesses
- Name of the person to whom the concern was reported, with date and time, and the names of any persons present at the time
- Any discussions held with parent(s) (where deemed appropriate)
- Signature of the person reporting this and the Designated Safeguarding Officer, with date and time
- All records are kept in a separate confidential file

It may be thought necessary that through discussion with all concerned, the matter needs to be raised with Trafford Children's First Response, TSSP and OSFTED, and / or Family Help, Early Help or other multi-agency support processes may be initiated in accordance with local Trafford procedures. Staff involved may be asked to supply details of any information / concerns they have with regard to a child; the nursery expects all members of staff to co-operate with the agencies involved in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.



Informing and Supporting Parents / Carers

Our approach to working with parents/carers is one of transparency and honesty and our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers.

In most cases parents and carers will be informed when concerns are raised about the safety and welfare of their child as they should be given the opportunity to address any concerns raised. Parents / carers will also be informed if a referral is to be made to Trafford Children's First Response or any other agency.

Parental agreement will be sought for a referral unless seeking agreement is likely to place the child at risk of significant harm through delay or the parent's actions or reactions. This will usually be the case when the parent or family member is the likely abuser or where a child may be endangered by this disclosure.

Where we decide not to seek parental permission before making a referral, the decision will be recorded in the child's confidential file with reasons, dated and signed. Parents/carers will not be informed if it is believed that by doing so would put the child at risk. In such cases the Designated Safeguarding Officer or manager will seek advice from Trafford Children's First Response.

Parents will not be informed prior to referral if doing so may jeopardise a police investigation.

Parents must notify the setting regarding any concerns they may have about their child and any accidents, incidents or injuries affecting the child, which will be recorded. We will involve parents and carers wherever possible and ensure they have an understanding of the responsibilities for safeguarding children by making clear our statutory duties to safeguard children.

The nursery will continue to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgemental manner whilst any external investigations are carried out in the best interest of the child. We will do all in our power to support and work with the child's family.

Suitable Persons

Safer Recruitment

Both the Nursery Manager and Deputy Manager, who are the nursery Designated Safeguarding Officers, have undergone training in Safer Recruitment. Each applicant for a position at the nursery is asked to complete an application form prior to being invited for an interview, highlighting their full working history with special attention being drawn to any gaps in it and what the explanation for those is.

The interview process is a two-stage process consisting of a verbal interview with the Nursery Manager and Deputy Manager and a practical activity in the room observed by the Curriculum Leader. All notes from interviews are kept on the applicant's file.



If an offer of employment is made, the following is completed / obtained on all applicants prior to them starting at the nursery:

- Two professional written references – one must be from the current or most recent employer
- Enhanced DBS check online with barred list
- Original certificates of qualification
- Three forms of ID (one must include an address, date of birth and confirmation of any name changes); ID checks should include birth certificate where possible
- Disqualification Declaration
- Right to work check
- Health Declaration
- Online search to help identify any issues that are publicly available online

No new employee will commence employment at St Vincent's Nursery until the required enhanced DBS criminal records check has been received and the nursery is satisfied as to their suitability.

Students & Volunteers

Before a student or volunteer begins at the nursery, the Nursery Manager will consider the nature of their role, the activities they will undertake, their frequency of attendance and whether the role constitutes regulated activity with children. The nursery will undertake all safeguarding and suitability checks appropriate and legally permitted for that role.

Where the role constitutes regulated activity, an enhanced DBS check including children's barred-list information will be obtained. In accordance with the changes taking effect from 1st September 2026, supervised activity may constitute regulated activity and supervision alone will not be relied upon as a reason for determining that a barred-list check is not required.

Students and volunteers who are not undertaking regulated activity will be appropriately supervised and will not be given responsibilities beyond those permitted by their role and the safeguarding checks completed.

Induction

During the first week of employment, new members of staff undergo thorough induction into the nursery. This involves reading policies and procedures and risk assessments; other aspects are also covered such as the EYFS curriculum, room induction, health and safety and British Values.

All new employees are under probationary period of six months. During this time their performance, attendance and general conduct are carefully monitored by their mentor / lead practitioner and reviewed on a monthly basis. During their probationary period, employees are also required to complete the following training courses:

- As soon as possible: Paediatric First Aid, Food Hygiene and Safety Level 2, Safeguarding Children, Prevent Duty and British Values
- Within 6-month period: Equality and Diversity, Health & Safety, Promoting Positive Behaviour, SEND

New staff members will undergo a thorough safeguarding induction which includes references to all government guidelines and legislation in connection with safeguarding and child protection, information on who the DSOs are and what their role is, and necessary policies / procedures /



training on different aspects of safeguarding such as online safety, FGM, child sexual exploitation etc.

DBS Checks

Staff working on the premises of St Vincent's Nursery have undergone an enhanced DBS check that has been completed by the Nursery Manager. Their disclosures are registered with the Update Service and it is each individual's responsibility to maintain their annual Update Service subscription. If staff members are already subscribed to the Update Service prior to starting at the nursery, they are required to share the subscription details with the Nursery Manager prior to their employment commencement. The original certificate must also be viewed to ensure that the check is at the right level.

It is the Nursery Manager's responsibility to log in to all subscriptions on a regular basis to check their status, and this is completed during one-to-one Supervision Meetings.

Online Checks

Completing Online Checks on applicants prior to employment commencement as part of our safe recruitment procedures is a vital step in ensuring the safety and well-being of the children in our care. These checks involve reviewing an applicant's online presence and publicly available information to identify any concerns that may affect their suitability to work with children. By carrying out Online Checks, we help verify that candidates uphold the values and professional standards expected within our nursery. This process supports our commitment to safer recruitment practices, reduces the risk of employing individuals who may pose a safeguarding concern and promotes a culture of transparency, trust and accountability within our team.

How we complete online checks:

1. Applicant Consent: All applicants are informed that public online profiles may be reviewed as part of recruitment. Consent is obtained before any checks are conducted.
2. Scope of Checks: Only publicly available information is reviewed, such as professional networking profiles and public social media content. Private accounts or content behind privacy settings are not accessed.
3. Focus on Relevance: Only information relevant to the applicant's suitability to work with children is considered. Any content indicating unsafe, inappropriate or unprofessional behaviour is noted, such as:
 - References to violence, aggression or threats
 - Posts or comments promoting illegal activity
 - Discussions of substance abuse (drugs, alcohol misuse) in a reckless context
 - Sexualized content or references, especially involving minors
 - Racist, sexist or otherwise prejudiced language
 - Homophobic, transphobic or ableist comments
 - Hate speech or support for extremist groups
 - Evidence of bullying or harassment
 - Aggressive online debates or threatening behaviour
 - Patterns of irresponsible or reckless actions

4. Consistency and Fairness: Online checks are conducted consistently for all candidates at the same stage of recruitment by an independent person who is not involved in the recruitment process in order to avoid bias. A standard checklist is used to ensure objectivity.
5. Recording Findings: Findings are recorded factually and stored securely in accordance with data protection regulations. Records include either confirmation that no concerns were identified or details of any relevant issues.
6. Addressing Concerns: Any concerns identified during online checks are discussed with the candidate before employment commencement, allowing them the opportunity to respond.

Training in Safeguarding and Child Protection

All staff are required to complete Safeguarding Children training course as part of their induction process. This is then renewed every 2 years as per the statutory requirements outlined within Annex C of the EYFS.

The nursery leadership team are required to complete Safeguarding Level 2 Designated Officer training course and renew this every 2 years.

All staff receive safeguarding updates at least annually; this is completed through termly Safeguarding Newsletters and half-termly Team Development Meetings.

All staff are required to complete additional training in Online Safety, Prevent Duty, FGM, Child Sexual Exploitation, Breast Ironing, Understanding Neglect, Is It Bullying?, Sexual Harassment in the Workplace and any other relevant courses there may be on offer by the Local Authority.

The Designated Safeguarding Officers are fully trained in Professional Abuse, Safer Recruitment, Disguised Compliance, Child-on-Child Abuse, Domestic Violence, Adverse Childhood Experiences.

All staff will receive guidance on anti-racist and anti-discriminatory safeguarding practice.

Supervision Meetings

Regular Supervision meetings are carried out one-to-one between the Nursery Deputy Manager and each individual member of the team as part of the nursery's overall performance management system. During such meetings, a culture of mutual support, teamwork and continuous improvement is developed and any issues or concerns can be disclosed by the individuals, including concerns about a child's development or well-being or another colleague's conduct. Personal development is also discussed; such as developing own skills to progress in their role or receiving coaching to improve their personal effectiveness. The Nursery Deputy Manager's supervision meeting is completed by the Nursery Manager.

Staff are reminded during supervision of their ongoing duty to disclose any information that may affect their suitability to work with children, including arrests, charges, convictions, cautions, court orders, reprimands and warnings.

At the end of each supervision cycle, the Nursery Manager will carry out a check on each individual's status of their DBS check via the Update Service.

The frequency of supervision meetings is according to individual needs, but once per term as a minimum. However, there may be times when supervision may be increased for members of the team as and when needed, i.e. if they are going through personal circumstances at home, if they are returning after a long-term illness, if they have particular concerns about a child, on request from staff.

Information shared in supervision meetings is confidential.

Allegations against Nursery Staff

St Vincent's Nursery is highly committed to creating a safe culture for our children and adults. We have a Staff Behaviour Policy in place that supports us to monitor staff and changes in their character. Staff are aware of the need to disclose changes to their circumstances and use the Whistleblowing Policy where required.

If an allegation is made against a member of staff, student, volunteer or any other person who works on the nursery premises, regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

An allegation against a member of staff/student/volunteer/supply staff or any other person may relate to a person who has:

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

The allegation must be reported to the Designated Safeguarding Officer. If this person is the subject of the allegation, then this must be reported to the registered person, Anita Harrop.

The Local Authority Designated Officer (LADO) and OFSTED will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals to determine how the allegation will be handled
- The nursery will follow all instructions from the LADO and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The nursery reserves the right to suspend any member of staff during an investigation; legal advice will be sought to ensure compliance with the law
- All enquiries / external investigations / interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment; OFSTED will be notified of this immediately and the nursery will also notify the DBS to ensure their records are updated



- All records will be kept until the person reaches normal retirement age or for 22 years if that is longer; this will ensure accurate information is available for references and future DBS checks, and avoids any unnecessary reinvestigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- A return to work plan will be put in place for any member of staff returning to work after an allegation has been deemed unfounded. Individual support will be offered to meet the needs of the individual staff member and the nature of the incident; this may include more frequent supervisions, coaching and mentoring and external support.

Any internal investigations will be carried out by the appointed Investigation Officers who are the Designated Safeguarding Officer and the Deputy Designated Safeguarding Officer. If the concern is related to one of the above, the duty of an Investigation Officer will be allocated to the nursery's Registered Person – Anita Harrop, Headteacher of St Vincent's Catholic Primary School.

Low-level Concerns About Adults Working with Children

The term 'low-level' does not mean that the concerns are insignificant; it means that the adult's behaviour towards a child does not meet the threshold for an allegation as set out above.

Please see our Low Level Concerns Policy for more information.

Supervision of Visitors

At St Vincent's Nursery we aim to protect the children in our care at all times; this includes making sure any visitors to the nursery are properly identified and supervised.

All visitors must sign in upon arrival using our electronic InVentry signing in system. Where applicable, visitors' identity should be checked, e.g. Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists, extra-curricular activities providers. Visitors are informed of any relevant policies including the Fire Evacuation procedure and mobile phone, camera and other recording devices policy.

All visitors are given and should wear a visitor's badge to identify themselves to staff and parents within the nursery. A member of staff must accompany visitors in the nursery at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the nursery. Visitors to the nursery must sign in upon arrival using our electronic InVentry signing in system and accompanied by a member of staff at all times while in the building

- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander
- Parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery
- The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances

Extremism and Radicalisation

Under the [Counter-Terrorism and Security Act](#) there is a duty 'to help prevent the risk of people becoming terrorists or supporting terrorism'. This includes safeguarding learners from extremist ideologies and radicalisation to prevent them from being drawn into terrorism. This is known as the Prevent Duty.

Children can be exposed to different views and receive information from various sources and some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism; usually it's a gradual process so those who are affected may not realise what's happening. Radicalisation is a form of harm.

At St Vincent's Nursery we are aware that even young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. They may also be victims of the extremism behaviour of their family by being taken out of the country or away from their families as part of the action of the individual. As with any child protection concerns, it is our duty to take action to safeguard a child from the risk of harm. We will do so by contacting the police, our local Channel Team or Trafford Children's First Response for further advice.

As part of our induction process, staff members receive training in Prevent Duty where they learn which groups of people in the community are most vulnerable to radicalisation and why and what signs they should be looking for:

- Changes in family behaviour
- Changes in the children's behaviour, i.e. aggression towards others
- Comments made by a child which may cause concern, i.e. commenting on what their mummy or daddy has said etc.
- Comments made by family members, i.e. about certain faiths, beliefs and cultures
- Any other signs that family members may be showing extremism

What do we do to eliminate extremism and support acceptance in our setting?

We support children through the teaching of personal, social and emotional skills and development and enable children to be accepting and tolerant of others' views and beliefs whilst challenging constructively what they disagree with, for example:

- Working through disagreements with their peers over resource sharing, activity choosing and role taking



- Role modelling desired behaviours and mannerisms
- Talking about feelings and opinions
- Celebrating all faiths and beliefs
- Supporting and promoting British Values throughout our daily routines

Monitoring Children's Attendance

As part of our requirements under the statutory framework we must follow up on absences in a timely manner. We are aware that children's frequent absences from the nursery may develop a pattern or a trend, and are vigilant to this by closely monitoring their attendance and recording any absences. See our Attendance Policy for further details about the processes we will take to implement this requirement.

Parents are advised that if a child has not arrived at nursery for their session, and the staff had no prior explanation of their absence, they will be contacted by 10am that morning to check on the child's well-being. Any reasons for absence given by the parents will be recorded together with the date. Parents are aware that if we are unable to contact them, we will contact the next person on the emergency contacts list.

Each child's holiday or sickness absences are clearly distinguished and monitored through our online system, Famly, where their absences are marked off and reason for absence recorded. Absences are reviewed on a half-termly basis by generating a report on each child.

If a child is off for a longer period of time without contact (i.e. 3 consecutive sessions or longer), or if we have any concerns about developing patterns in absences, we will conduct a home visit to ensure child's well-being. The home visits will be conducted by the child's key person and a member of the management team.

Children's attendance is reviewed by the Designated Safeguarding Officer and Deputy Designated Safeguarding Officer at the end of each month, or more frequently in the case of any concerns. Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safe and well.

Online Safety

At St Vincent's Nursery we are aware of the growth of internet use and the advantages this can bring. However, we are also aware of the dangers and strive to support children, staff and families in using the internet safely.

Within the nursery, we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly



- Ensuring content blockers and filters are on our computers, laptops and any other mobile devices, i.e. iPads
- Ensuring the nursery management team monitor all internet activities in the setting
- Using approved devices to record / photograph in the setting
- Reporting emails with inappropriate content to the Internet Watch Foundation (IWF www.iwf.org.uk)
- Ensuring children are supervised using internet devices
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not
- We abide by an acceptable use policy, ensuring that staff only use the work IT equipment for matters relating to the children and their education and care; no personal use is tolerated
- Children's screen time is monitored to ensure they remain safe online and only have access to material that promotes their development; we will ensure that their screen time is within an acceptable level and is integrated within their programme of learning

The nursery recognises that harm experienced online can be as significant as harm experienced in person. Online activity may facilitate child sexual abuse, exploitation, coercive control, bullying, radicalisation and other safeguarding concerns. Online sexual abuse can occur through the creation, sharing or viewing of sexual content, online grooming, coercion, exploitation and live-streamed abuse. Harm occurring online is treated with the same seriousness as abuse occurring offline.

In accordance with the EYFS, St Vincent's Nursery has regard to the Department for Education's *Screen use guidance for early years settings* when determining how and when screens and digital technology are used with children.

For more details, please refer to our Online Safety Policy.

Private Fostering

Private Fostering occurs when a child or young person is being looked after by an adult for 28 days or more as part of an arrangement between a parent and a carer. It only applies where the child or young person is under 16 years old (or under 18 years if they have a disability). There are many reasons that a child or young person may be Privately Fostered, for example, problems at home mean a young person goes to stay with a family friend or friend's family; a child or young person may come from another country for better health or education; parents may move overseas.

There are a variety of reasons why the Local Authority needs to know about Private Fostering arrangements. These include:

- Ensuring the safety and well-being of children / young people
- Ensuring the child / young person is receiving a level of care that is suitable

Parents, carers and professionals have a legal responsibility to inform the Local Authority of plans to privately foster a child / young person. Wherever possible this should be done no less than 6 weeks before the arrangement is due to start. In situations where we become aware of a Private Fostering arrangement, we must ensure that those involved are aware of the legislation and that the Local



St Vincent's Nursery, Orchard Road, Altrincham, Cheshire, WA15 8EY

Authority is aware. Notifying the Local Authority of a private fostering arrangement is a legal requirement. We will always inform the parent and/or the carer if we are making a Private Fostering referral to the Local Authority.

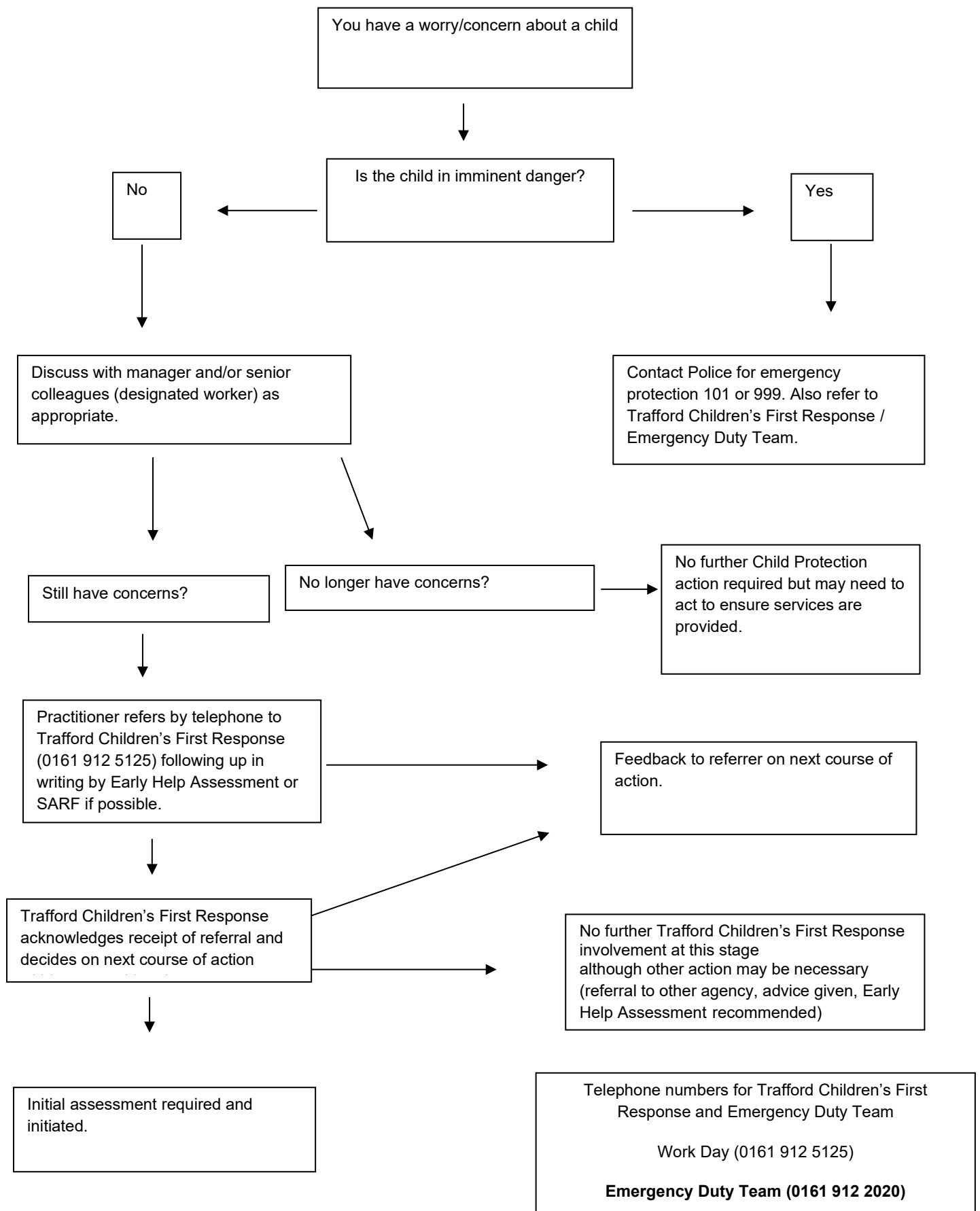
Policy reviewed: 13th August 2026
Reviewed by: Ivana Butterworth



Contact Telephone Numbers

<i>Ivana Butterworth</i>	Designated Safeguarding Officer	0161 928 7581 ibeckett@stvincentsnursery.com
<i>Hayley Golden</i>	Deputy Designated Safeguarding Officer	0161 928 7581
<i>Anita Hopkins</i>	Local Authority Designated Officer	0161 912 5024 Anita.hopkins@trafford.gov.uk
<i>Trafford Children's First Response</i>	General enquiries / advice	0161 912 5125
	Child Protection referrals	0161 912 5124 firstresponse@trafford.gov.uk
	Out of Hours Emergency duty team	0161 912 2020
<i>Trafford Strategic Safeguarding Partnership</i>		0161 911 8687 tssp@trafford.gov.uk
<i>Blue Matthews-Mason</i>	Area Family Support Team	0161 911 8225 Blue.matthewsmason@trafford.gov.uk
<i>OFSTED</i>		0300 123 1231
<i>Jason Robinson</i>	North West Counter Terrorism Unit	0161 856 1030 / 07468 717 971 Jason.robinson@gmp.pnn.police.uk
<i>Chris Downey</i>	Trafford Prevent Co-ordinator	07483 338146 Christopher.downey@trafford.gov.uk
<i>Paul Meadows</i>	Trafford Channel Co-ordinator Single Point of Contact	paul.meadows@gmp.pnn.police.uk
<i>Anti-Terrorist Hotline</i>		0800 789 321
<i>Police</i>	Non-emergency	101
	Emergency	999
<i>NSPCC FGM helpline</i>		0800 028 3550 fgmhelp@nspcc.org.uk
<i>NSPCC Whistleblowing Advice Line</i>		0800 028 0285 help@nspcc.org.uk

TRAFFORD CHILDREN'S FIRST RESPONSE FLOWCHART



TRAFFORD STRATEGIC SAFEGUARDING PARTNERSHIP LEVEL OF NEED

Level		Description: At this level the child or family...	What Needs to happen next?	Assessment Required Referral Process
Universal	Level 1	...is thriving without requirement for additional support and all needs are being met by universal services, for example Health Visitor, School Nurse, Dentist or School.	Ensure that all families are aware of the Family Information Service and are registered with Education and Training providers, Health Services and Community Groups.	Use of Trafford Directory
Early Help / Prevention	Level 2	...may require or would benefit from additional input or support from an agency/agencies.	When a child begins to display emerging needs requiring additional support, services already working with the child should support the family by undertaking an assessment and develop an Outcome Plan. This will identify support from within the local community or a specific intervention.	Assessment required for example Early Help Assessment. Referral Form for specific agency
Intensive Family Support	Level 3	...are experiencing multiple and/or complex needs. The family is struggling to effect change without the support and intervention of services. There is a need for a greater level of support including regular home visits.	If a child or family's issues are more complex and cannot be managed within the community and the family consent, additional support can be sourced through Intensive Family Support. This would include support in the home, pulling in multi-agency partners who are, or need to be, involved with the child and family in order to achieve a positive outcome	Early Help Assessment; which will be required when referring for Intensive Family Support.
Child In Need	Level 4	...is unlikely to achieve or maintain a reasonable standard of health or development without the provision of services. The child's health or development is likely to be significantly impaired, or further impaired without the provision of additional services; or the child is disabled.	As the child and family's issues continue to escalate or if interventions are not working and it is felt that the needs cannot be met without the intervention of social care. There should be a sound record of interventions and support offered previously by services to highlight why social intervention is required.	Child and Family Assessment. Referring agency to complete referral.
Child Protection	Level 5	...is at risk of or suffering significant harm and is in need of help and protection. Has a high level of unmet and complex needs requiring statutory interventions.	These children require immediate social care intervention to ensure continued safety and positive development and to prevent significant harm. This may lead to them becoming subject to a Multi-Agency Child Protection (CP) Plan or becoming Looked After. Any child subject to a CP Plan or Looked After will have social care intervention already in place.	Child and Family Assessment. Referring agency to complete referral.