

# Round Chapel Families Project Nursery

## Safeguarding & Child Protection Policy

### September 2025

#### Safeguarding Ethos

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the people caring for them.

We aim to keep children safe by adopting the highest possible standards and taking all reasonable steps to promote children's welfare, prevent impairment of children's mental and physical health and protect children from harm, through building a safer organisational culture.

All parents and carers are asked to read this document carefully, prior to a child being placed.

The purpose of this Safeguarding and Child Protection Policy is to set a clear protocol of action and a framework of our responsibilities and legal duties in relation to your child's welfare. As such, it complies with all relevant legislation and other guidance and advice from [City & Hackney](#)

[Safeguarding Children Partnership](#) (CHSCP) and the [London Safeguarding Children Procedures](#).

All staff, volunteers and students are expected to abide by this policy and any other connected to it.

We aim to put children's needs first at all times. We hope to encourage children to be confident and assertive, and to develop a trusting and respectful relationship with the children in our care, so that they know they will be listened to and believed.

This policy adheres to the following concepts from the [United Nations Convention on The Rights of the Child](#) including:

**Non-discrimination** - The Convention applies to every child without discrimination, whatever their ethnicity, sex, religion, language, abilities or any other status, whatever they think or say, whatever their family background (Article 2)

**Best interests of child** - The best interests of the child must be a top priority in all decisions and actions that affect children. (Article 3)

**Protection (from violence, abuse and neglect)** Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them. (Article 19)

#### Early years foundation stage statutory framework for group and school-based providers (EYFS)

The [EYFS](#) sets the standards that early years providers must meet to ensure that children learn, develop well and are kept safe.

We are required to record the following information for each child in our care, full name, date of birth, name and address of every parent and or carer who is known to the setting, information about any other person who has parental responsibility for the child, which parent(s) and/or carer(s) the child normally lives with, emergency contact details for parents and/or carers and where possible more than two emergency contact numbers for each child.

#### Safeguarding procedures

The [EYFS](#) states "A practitioner must be designated to take lead responsibility for safeguarding children. The Designated Safeguarding Lead (DSL) is responsible for liaison with local statutory children's services agencies, and with the Local Safeguarding Partners (LSPs). All practitioners must be alert to any issues of concern in the child's life at home or elsewhere."

In accordance with [the EYFS](#), as providers, if we have concerns about children's safety or welfare, we must immediately notify our local authority children's social care team, in line with local reporting procedures, and, in emergencies, the police.

In line with [the EYFS](#), the Designated Safeguarding Lead (DSL) must provide support, advice and guidance to all practitioners on an ongoing basis, and on any specific safeguarding issue as required. The DSL must have attended a training course consistent with the criteria set out in Annex C of [the EYFS](#) and training must be renewed every two years.

**A Designated Lead for Safeguarding will be available at all times the setting is open, for staff to discuss any concerns.**

### Concerns about children's safety and welfare

If we have concerns about a child's or children's safety or welfare, we will immediately notify the local Children's Social Care team, using Hackney's reporting procedures and in emergencies, the police. We will take into account the government's statutory guidance [Working Together to Safeguard Children](#) and [Prevent duty guidance for England and Wales](#).

All schools are required to have regard to the government's statutory guidance [Keeping Children Safe in Education 2025](#) and it is helpful for us as childcare providers to read this guidance.

We will inform Ofsted of any allegations of serious harm or abuse by anyone living, working, or looking after children at the premises. This will happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example, on a visit. We will also notify Ofsted of the action we have taken in response to the allegations. We will do this as soon as is reasonably practicable, but within 14 days of the allegations being made, as if we fail to do this without a reasonable excuse, we will be committing an offence.

### Child attendance and absences

In line with the [EYFS](#) we are required to monitor children's attendance and follow up on absences without notification, in a timely manner. We will consider patterns and trends and the child's personal circumstances. We will take into consideration any vulnerability that the child or parents/carers may have and report any concerns to the local Children's Social Care team.

Please see our Attendance Policy, which sets out the expectations for reporting child absences and the actions we will take if a child is absent without notification or for a long period of time.

### Suitable people

We will ensure that people looking after children are suitable; they must have the relevant qualifications, training and have passed any required checks to fulfil their roles. We will take appropriate steps to verify qualifications. We will also ensure that any person who may have regular contact with children (e.g. someone living or working on the same premises the early years provision is provided), is suitable.

We will obtain an enhanced criminal records check for every person aged 16 and over (including for all volunteers) who: work directly with children, live on the premises on which the childcare is provided (unless there is no access to the part of the premises when and where the children are cared for) and/or works on the premises on which the childcare is provided (unless they do not work in the part of the premises where the childcare takes place, or do not work there at the times when children are present).

We record information about staff qualifications and the identity checks, vetting process and references that have been completed (including the criminal reference check number, the date the check was obtained and details of who at the setting obtained it).

We will not allow anyone whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for.

As providers, we will notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided.

We are required to make a referral to the Disclosure and Barring Service if a member of staff is dismissed (or would have been, had they not left the setting first) because they have harmed a child or put a child at risk of harm.

Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a staff member is taking medication which may affect their ability to care for children, they should seek medical advice and inform the manager. All medication on the premises is stored securely, and out of reach of children.

We do not allow smoking, vaping or the use of e-cigarettes in or on the premises when children are present or about to be present.

All staff (including students and volunteers) will receive an induction, which includes information about our safeguarding and child protection policy and procedures and how to implement them, including what action to take if they have concerns about a child or in the event of an allegation being made against a member of staff, the use of mobile phones, cameras and other electronic devices in our setting, what safeguarding training they are going to have to attend and how they will be supported to put the learning from this into practice.

All staff receive supervision which gives opportunities for them to discuss any issues – particularly concerning children's development or wellbeing, including child protection concerns.

### Safer Recruitment

As an early years provider, it is vital that we adopt recruitment and selection procedures that help deter, detect, and reject people who might harm children, or are otherwise considered unsuitable to work with them. We are committed to ensuring that all staff members are vetted, qualifications and identity checked, subject to Disclosure and Barring Service checks and written references are taken up, with one from the most recent employer. We will obtain a reference for any member of staff (including students and volunteers) using guidance in [the EYFS](#) and this will be done before they are recruited.

We will provide references for previous employees upon request in a timely manner. These will include information confirming that we are satisfied with the applicant's suitability to work with children and provide facts of any substantiated safeguarding concerns/allegation that meet the harm threshold. We may seek advice from the Local Authority Designated Officer (LADO).

We will adhere to the [Safe recruitment – City and Hackney Safeguarding Children Partnership Minimum Standards](#).

### Safeguarding training

As required in the [EYFS](#), we ensure that all practitioners are trained in line with the criteria set out in Annex C.

Training must be renewed every two years. We may consider whether any staff need to undertake annual refresher training during any two-year period to help maintain basic skills and keep up to date with any changes to safeguarding procedures or as a result of any safeguarding concerns that occur in the setting.

We ensure that practitioners are supported and confident to implement the setting's safeguarding policy and procedures on an ongoing basis. As Early Years providers, we read and refer to '[What to do if you're worried a child is being abused: Advice for practitioners](#)'.

### Key person

Each child will be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents and/or carers. They can also help families engage with more specialist support if appropriate.

### Supervision of children

Staffing arrangements will be in place, in line with the [EYFS](#), to meet the needs of all children and ensure their safety. Children will be adequately supervised and will usually be within sight and hearing of staff. Whilst eating, children will be within sight and hearing of a member of staff. Sleeping children will be frequently checked to ensure that they are safe.

Staff to child ratios: In line with the [EYFS](#), we will not include anyone aged under 17 in ratios, except apprentices who may be included in ratios from the age of 16. We will not allow anyone aged under 17 to care for children unsupervised at any time. We may count students and long-term volunteers (aged 17 and over) and apprentices (aged 16 and over) in ratios at the level below their level of study but only if we are satisfied that they are suitable in line with the [EYFS](#), competent and responsible, and they hold a valid and current paediatric first aid qualification.

### Paediatric First Aid

We will train our staff in paediatric first aid (PFA) in line with the requirements in the [EYFS](#) and we are responsible for identifying and selecting a competent training provider to deliver the PFA training to our staff.

At least one person who has a current paediatric first aid (PFA) certificate will be on the premises and available at all times when children are present and will accompany children on outings

### Food and drink

When meals, snacks and drinks are provided, they will be healthy, balanced and nutritious and prepared in a hygienic environment.

All staff preparing food will receive training in food hygiene.

Any incident of food poisoning affecting two or more children will result in Ofsted being notified.

Before a child is admitted, we must obtain information about any special dietary requirements, preferences, food allergies and intolerances that the child has and any special health requirements. This information is shared (by the provider) with all staff involved in the preparation and handling of food. At each mealtime and snack time as providers, we will be clear about who is responsible for checking that the food being provided meets all the requirements for each child.

Whilst children are eating there should always be a member of staff in the room with a valid paediatric first aid certificate for a full course consistent with the criteria set out in Annex A of [the EYFS](#).

We will have ongoing discussions with parents/carers and where appropriate, health professionals to develop allergy action plans for managing known allergies and intolerances. We will keep this information up to date and share it with all staff. We will refer to the British Society for Allergy and Clinical Immunology ([BSACI allergy action plan](#)). We will ensure that all staff are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time, especially during the introduction of solid foods (complementary feeding or weaning). We will refer to the NHS advice on food allergies: [Food allergy – NHS \(www.nhs.uk\)](#) and treatment of anaphylaxis: [Anaphylaxis-NHS \(www.nhs.uk\)](#)

We will have ongoing discussions with parents/carers about the stage their child is at in regard to introducing solid foods, including to understand the textures the child is familiar with. We will not make assumptions based on age. We will prepare food in a suitable way for each child's individual developmental needs, working with parents/carers to help children move on to the next stage at a pace right for their child. We refer to [Weaning – Start for Life- NHS \(www.nhs.uk\)](#)

We will prepare food in a way to prevent choking.

Babies and young children will be seated safely in a high chair or appropriately sized low chair while eating. We will designate an eating space and try to minimise any distractions.

Children will always be within sight and hearing of a member of staff whilst eating. We are aware that choking can be completely silent, hence the importance of practitioners being alert to when a child may be starting to choke. Where possible, practitioners should sit facing children whilst they eat, to make sure children are eating in a way to prevent choking, to prevent food sharing and to be aware of any unexpected allergic reactions.

If a child experiences a choking incident that requires intervention, we will record the details and ensure that parents/carers are made aware. We will periodically review any records to identify any trends or common features and take appropriate action if there are any concerns identified.

### Medicines

We promote the good health, including oral health, of the children we care for and have a policy and procedures for administering medicines to children, in line with the [EYFS](#).

### Supporting and understanding children's behaviour

We will support, understand and manage children's behaviour appropriately.

As outlined in the [EYFS](#), we will not give or threaten corporal punishment or any punishment which could negatively affect a child's wellbeing. We will take reasonable steps to ensure that corporal punishment is not given by anyone who is caring for or is in regular contact with a child, or by anyone living or working in the premises where care is provided. Any early years provider who does not meet these requirements commits an offence.

A person will not be considered to have used corporal punishment (and therefore will not have committed an offence), if physical intervention was taken to avert immediate danger of personal injury to any person (including the child) or to manage a child's behaviour if absolutely necessary.

We will keep a record of any occasion where physical intervention is used, and parents and/or carers will be informed on the same day, or as soon as reasonable practicable.

### Special educational needs

Arrangements will be in place to support children with special educational needs and disabilities.

### Accident or injury

A first aid box with appropriate items for use on children, is always accessible. We will keep a written record of accidents and injuries and first aid treatments. We will inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, of any first aid treatment given.

As an early years provider, we have to notify Ofsted of any serious accident, illness, or injury to, or death of, any child while in our care, and the action taken. We have to notify local child protection

agencies of any serious accident or injury to, or death of any child while in our care and must act on any advice from those agencies.

### Safety of premises

We ensure that our premises are fit for purpose and suitable for the age of the children we care for and the activities provided on the premises. We comply with requirements of health and safety legislation, including fire safety and hygiene requirements. We have an emergency evacuation procedure, and appropriate fire detection and control equipment, which we ensure is in working order. We carry the appropriate insurance required.

We will ensure that children do not leave the premises unsupervised. Children will only be released into the care of individuals of whom the parent has explicitly notified us. We will take all reasonable steps to prevent unauthorised persons entering the premises and we have an agreed procedure for checking the identity of visitors.

We will keep children safe while on outings. We will assess potential risks or hazards for the children and identify the steps to be taken to remove, minimise and manage those risks and hazards. We follow our risk assessment procedures.

### Information and record keeping

We will maintain records in line with the [EYFS](#) and the relevant Data Protection legislation, obtain and share relevant information with parents and carers, other professional working with the child, the police, Children's Social Care and Ofsted, as appropriate. All confidential information will be held securely and only accessible and available to those with who have a right or professional need to see them. Records relating to individual children will be retained for a reasonable period of time after they have left the provision.

### Parents' & Carers' responsibilities:

The best way to ensure the highest care for your child is to develop a good partnership and to ensure a continuity of care between your home and our care. We can do this together by sharing information regularly about your child. If your child has any health problems or has suffered an accidental injury away from our care, you must inform us when you leave a child in our care so that we can keep a record of it. We will both sign and date this record. Likewise, if your child suffers an injury in our care, we will inform you, record it and we will both sign and date this record.

### Complaints

We have a written procedure for dealing with concerns and complaints from parents and/or carers and will keep a written record of any complaints and their outcome.

We will make available to parents and/or carers, the details about how to contact Ofsted if they believe that we are not meeting the EYFS requirements.

### Definition of Abuse:

A form of maltreatment. Someone may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing the ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children can be abused by an adult or adults, or another child or children.

Children's Social Care will be notified if any professional suspects that a child is either suffering or at risk of suffering significant harm. Significant harm may constitute a single traumatic event or a build-up of concerns or a series of incidents over time.

There may be additional barriers to recognising signs of abuse and neglect of children who have additional needs and/or disabilities. We aim to be aware of any potential vulnerabilities of the children in our care and of their families.

The law recognises the following categories of abuse under the Children Act (1989): Neglect, emotional abuse, physical abuse and sexual abuse. Please see the Government's definitions of these categories (taken from [Working Together to Safeguard Children 2023: A guide to multi-agency working to help, protect and promote the welfare of children](#)).

## Neglect

- Persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of a child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:
  - provide adequate food, clothing and shelter (including exclusion from home or abandonment)
  - protect a child from physical and emotional harm or danger
  - ensure adequate supervision (including use of inadequate care givers)
  - ensure access to appropriate medical care or treatment
  - provide suitable educationIt may also include neglect of, or unresponsiveness to a child's basic emotional needs.

## Emotional Abuse

- Persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on a child's emotional development
- 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
- Not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate
- May feature age or developmentally inappropriate expectations being imposed on children
- These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- May involve serious bullying (including cyberbullying)
- Causing children to feel frightened or in danger, or the exploitation or corruption of children
- Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

## Physical Abuse

- May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child

## Sexual Abuse

- 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
- May involve physical contact including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- 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
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

## Domestic Abuse

Seeing, hearing or experiencing the effects of domestic abuse in the context of their home life where domestic abuse occurs between family members, including where those being abusive do not live with the child, can be traumatic for children and can have long-term damaging emotional and psychological effects.

The Domestic Abuse Act 2021, recognises the impact of domestic abuse on children, as victims in their own right. Therefore domestic abuse is always a safeguarding issue and wherever domestic abuse is suspected in a home where a child or children are resident, we have a duty under the [London Safeguarding Children Procedures](#) to refer this information to Children's Social Care services.

## Safeguarding issues

Our staff are trained to be aware of broader safeguarding issues affecting children of all ages. We are aware that as children grow older, they may be vulnerable to abuse or exploitation from outside their families, known as contextual safeguarding, extra familial safeguarding or risks out the home.

Other safeguarding issues include, child abuse linked to faith or belief, honour based abuse, child on child abuse, Female Genital mutilation, breast flattening, child sexual exploitation, child criminal exploitation, county lines, extremism and radicalisation, up skirting, child trafficking and modern slavery and online safety.

All staff have a duty to act in the best interest of all children, be professionally curious and be alert to any safeguarding concerns.

All safeguarding concerns, including those about children not attending the setting, (older children/siblings etc.) will be reported to the Designated Safeguarding Lead (DSL) in line with our procedures.

## Online Safety

We are aware of online safety and we have an online safety policy.

Appropriate filters & monitoring are in place at the setting and we will ensure the safe use of all electronic equipment by all staff and children and take action immediately, if there are any concerns.

We talk to children about keeping safe online in an age appropriate way and will make parents/carers aware of the resources we use.

We refer to the Government's guidance: [Safeguarding children and protecting professionals in early years settings: online safety considerations](#).

## Information Sharing

Effective sharing of information is essential for early identification of need, assessment and service provision to keep children safe. The [Data Protection Act 2018](#) and the [UK General Data Protection Regulation](#) allows for storage and sharing of information for safeguarding purposes, including information which is sensitive and personal, which should be treated as 'special category personal data'.

Practitioners are allowed to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk. When information is shared, it will be necessary, proportionate, relevant, accurate, timely and secure.

The safety and well-being of the child will always be the primary consideration.

We will have regard to HM Gov (2024) [Information Sharing: Guidance for Practitioners and Managers](#).

## Record Keeping

Records will be kept whenever there are any concerns that might indicate possible abuse or neglect.

This includes physical presentations on the child's body, change in moods or behaviour, statements or drawings from the child, and any concerns around parental behaviour or non-attendance.

Records will include specific and objective accounts, the date and time of the incident, the name, date of birth and address of the child, action taken, who information has been shared with and a stated opinion or interpretation of the facts.

When a child leaves the setting, any safeguarding/child protection records will be sent to the Designated Safeguarding Lead at the new setting. The setting will keep copies of these records.

## Responsibilities

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| <p><i>Training</i></p> <ul style="list-style-type: none"> <li>• We are responsible for ensuring all staff are supported and confident to implement our policies &amp; procedures on an ongoing basis</li> <li>• We ensure that all staff attend appropriate safeguarding training and trained in line with the criteria set out in the EYFS</li> <li>• Training is renewed every 2 years</li> </ul>                                                                                                                                                      | <p><i>Child Protection</i></p> <ul style="list-style-type: none"> <li>• If any professional becomes concerned that a child might be at risk of abuse, it is our <b>duty</b> to pass on our concerns to the appropriate professionals who can assess what action, if any, is in the best interest of the child</li> <li>• We will inform you when we have done this, <b>except</b> in cases where this could put your child at greater risk</li> </ul>                                                                                                              | <p><i>Allegations against staff</i></p> <ul style="list-style-type: none"> <li>• We will immediately inform the <b>Designated Officer for the Local Authority (LADO)</b> when an allegation is made against any member of staff, regardless of their role, whether paid or unpaid</li> <li>• We have a legal duty to inform <b>Ofsted</b> if an allegation of abuse is made against a staff member and of the investigation outcome</li> </ul>                                                                                                                                                      |
| <p><i>Good Communication</i></p> <ul style="list-style-type: none"> <li>• We aim to build a good relationship with parents and carers to ensure that we can provide a good continuity of care between the child's home and our care</li> <li>• We endeavour to work with the family to protect their children and promote their welfare</li> <li>• Some children may be considered <b>vulnerable</b> for various reasons and we will work with parents/carers and other relevant professionals, to ensure that they get the support they need</li> </ul> | <p><i>Confidentiality</i></p> <ul style="list-style-type: none"> <li>• We maintain appropriate boundaries with regard to confidential information regarding your child</li> <li>• However, we cannot keep any information to ourselves if we believe that a child may be at risk of harm and we will need to inform the appropriate agency/ professional</li> <li>• We keep confidential records on children for a period of at least three years after they have left the setting</li> <li>• Safeguarding/Child protection records will be kept longer</li> </ul> | <p><i>Registration Requirements</i></p> <ul style="list-style-type: none"> <li>• We have made the setting safe for children, according to the requirements set out in the <b>Early Years Foundation Stage Statutory Framework. For group and school-based providers 2025 (Department for Education)</b> and by <b>Ofsted</b></li> <li>• We have regard to <b>Working Together to Safeguard Children 2023 (HM Gov)</b> and to the <b>Prevent Duty guidance for England and Wales 2023 (HM Gov)</b></li> <li>• We may also consult <b>Keeping Children Safe in Education 2025 (HM Gov)</b></li> </ul> |

### Accident/Injury Book

- If your child develops any health problem or suffers an injury during the time that they are in our care, we will keep a record of the event and inform you about it upon collection of your child, or immediately by phone, in the event of an emergency. We will both log, sign and date the incident
- You must tell us if your child has sustained an injury out of our care, so that we can log it and both sign and date it
- In an emergency, we have a duty of care to act *in loco parentis* and will ensure that your child receives the necessary emergency police, medical, social or emotional care they require

### Police Check

- All members of staff (paid or unpaid) including frequent visitors, have a recent and clean enhanced **Disclosure & Barring Service (DBS) check** - this is required for any professional who works with children
- CHSCP Safer Recruitment Guidelines, recommend that it is good practice to conduct repeat checks every 3 years— either by means of the DBS Update Service or otherwise
- We will not allow anyone whose suitability has not been checked, to have contact with children being cared for

### Mobile Phone & Photography

- **Personal mobile phones or other electronic devices with imaging and sharing capabilities will not be used by staff in the setting during working hours**
- We will be mindful of the use of mobile phones, cameras & other technology, by other people who come into contact with the children in our care, parents/carers, contractors etc.
- Taking and displaying pictures of children playing and involved in tasks can be affirming and validating. We will seek your written permission prior to photographing or filming children in our care and will state the precise circumstances in which they will be photographed and filmed and what will happen to these images
- Use of the setting's mobile phones, cameras and other electronic devices are covered in our **Online Safety Policy**

### Intimate Care

- When changing nappies, toileting and washing, children's privacy is considered and balanced with safeguarding and support needs
- We ensure that there are suitable hygienic changing facilities, adequate toilets, hand basins & an adequate supply of clean towels, spare clothes, bedding and other necessary items available
- We will discuss the nature and frequency of the intimate care that your child requires, prior to your child joining us
- We aim to encourage children to strive for greater independence at all stages of their development
- We will follow our Intimate Care policy and procedures and these will be discussed with all parents

| Managing Children's Behaviour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Staff Behaviour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Online Safety                                                                                                                                                                                                                                                                                                                                                                  | Female Genital Mutilation                                                                                                                                                                                                                                                   |
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| <ul style="list-style-type: none"> <li>• <b>All staff are responsible for managing children's behaviour in an appropriate way</b></li> <li>• Staff will <b>not</b> give corporal punishment to a child and take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person living or working in the premises where care is provided</li> <li>• Staff must <b>not</b> threaten corporal punishment, and must not use or threaten any punishment which could adversely affect a child's well-being</li> </ul> | <ul style="list-style-type: none"> <li>• All staff are expected to behave in a professional manner at all times and act as positive role models for the children in their care</li> <li>• All staff adhere to the setting's <b>Staff Behaviour policy</b></li> <li>• Staff will <b>not</b> be taken to have used corporal punishment (and therefore will not have committed an offence), where physical intervention was taken for the purpose of averting immediate danger of personal injury to any person (including the child). A record of the incident will be kept and parents/carers informed as soon as possible</li> </ul> | <ul style="list-style-type: none"> <li>• Appropriate filters &amp; monitoring will be put in place</li> <li>• We will ensure the safe use of all electronic equipment by all staff and children and take action immediately, if there are concerns about bullying or risky behaviours</li> <li>• All staff will adhere to the setting's <b>Online Safety policy</b></li> </ul> | <ul style="list-style-type: none"> <li>• All staff are aware that FGM is illegal and a form of child abuse</li> <li>• <b>Regulated professionals</b> are aware of their duty to report to the police as per the Serious Crime Act 2015</li> </ul>                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Attendance                                                                                                                                                                                                                                                                                                                                                                     | Prevent                                                                                                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• We monitor children's attendance, follow up on absences and consider any possible safeguarding concerns</li> <li>• We follow our <b>Attendance Policy</b></li> </ul>                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• We are mindful of our duty under the Counter-Terrorism and Security Act 2015, to have due regard to the need to prevent people from being drawn into terrorism</li> <li>• We will promote British Values in our setting</li> </ul> |

## Child Protection Procedures

I have concerns that a child has been abused  
or is at risk of significant harm



I talk my concerns through with the setting's  
Designated Professional Lead for Safeguarding (DSL)

**Emma Spinelli**

or their Deputy, in their absence:

**Modina Begum**



DSL discusses concerns with the child's parents/carers  
(unless there is concern that this will place the child  
at greater risk - for example, as may be the case for instances of  
suspected physical or sexual abuse)



The DSL telephones the Multi Agency Safeguarding Hub at Hackney Children's  
Social Care (MASH) for advice and/or make a referral, followed up by a written  
referral within 24 hours. (For children who live in neighbouring Boroughs,  
contact will be made with the appropriate Children's Social Care team)



The DSL and/or the key worker, attend professionals meetings, case conferences  
and core groups as required and continue to share information with the  
appropriate professionals and to work to support the child and their family

## Early Help - The Hackney Child Wellbeing Framework - for children and families with support needs

Mostly we work with children who have additional needs before they meet the acute threshold that demands a child protection referral. As an early years setting, we can support these children by working with other relevant professionals, using the [Hackney Child Wellbeing Framework](#). This framework focuses upon the needs and risk to children and families within their family environment or extra-familial context. It is designed to equip professionals to know how to respond when they have a concern about a child, by supporting discussion about levels of harm and attempting to give an indication of what might be an appropriate response to the needs of a child, family or context by defining four levels:

**Universal needs (Prevention)** – Children with no additional needs or emerging needs that can be met by universal services.

**Low level needs (Early help)** – Children with some additional needs, who may benefit from additional support via a multi-agency network working alongside their parents/carers.

**Complex needs (Child in need)** – Children who are disabled and/or for whom specialist support is needed to promote their safety and welfare.

**Acute needs (Child protection)** – Children who are at risk of significant harm.

Some of the targeted services that can support universal services include Children & Family Hubs, children's centres, family support services, First Steps, Young Hackney, Special Educational Needs & Disability, behaviour & educational support, speech & language, short breaks & transition, and voluntary & community services.

When needs are numerous or sufficiently intense to require a low level response, this will often require a written early help plan, so that the family and all workers involved are aware of the outcomes we hope to achieve, who is responsible for the actions to achieve them and how we will know when we are successful.

When children, families or contexts have complex or acute needs or are high risk, specialist support will sometimes be provided by statutory social work services or through multi-agency partnerships. These are often situations where the child is at risk because of issues in parenting or carer capacity or risks outside the family home. The pathway and processes for responding to need are described in the [Hackney Children & Young People's Services Resource Guide for Professionals](#).

It is important to build on family strengths and resources. Parents/carers have the right to be told when a professional is worried about their child's safety or wellbeing, have their consent obtained when someone makes a request for support on their behalf and to be at the centre of any plan to keep their child safe and well. Consent for referral is not required if it is felt that the child may be at risk of serious harm.

Professionals should be alert to the likely cumulative effect on children and young people of multiple concerns and consider whether the presence of numerous indicators (about the parenting being provided or within the extra-familial environment) amounts to the child's needs not being met.

Early years professionals can access advice and support through Hackney Multi Agency Safeguarding Hub (MASH).

Staff member has **concerns** about a child's welfare but doesn't think they are at risk of significant harm



Staff shares concerns with DSL. Staff or DSL will speak to the parents/carers



**With parental consent**, DSL makes an Early Help referral to Hackney MASH, who will consider the referral and initiate the Early Help Process

## Allegations against people working with children

**All** staff have a legal responsibility to report concerns about professional conduct of colleagues whose behaviour might harm a child. All staff are aware of how to identify and respond in a timely appropriate way to any inappropriate behaviour displayed by other members of staff, or any other person working with children e.g. 'mishandling' a child, physical abuse, inappropriate sexual behaviour/comments, excessive one-to-one attention.

Any allegation against a member of staff is given consistent and fair consideration.

An allegation is information or a concern which suggests that an adult working with children 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 that they 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

**All** allegations against staff members will be dealt with fairly, quickly and consistently, in a way that provides effective protection for the child/ren and at the same time supports the person who is the subject of the allegation. See [London Safeguarding Children Procedures](#) for a thorough outline of allegations procedures.

**Named Senior Manager should be informed immediately, unless that person is the subject of the allegation, in which case it should be reported to the designated alternative**

**Senior Manager (or designated alternative) considers whether alleged behaviour meets one or more of these criteria:**

- \* *Behaved in a way that has harmed or may have harmed a child?*
- \* *Possibly committed a criminal offence against or related to the child?*
- \* *Behaved in a way that indicates that they would pose a risk of harm to children?*
- \* *Behaved in a way that indicates they may not be suitable to work with children?*

If allegation meets any of the above criteria, the Senior Manager (or designated alternative) will immediately contact the Local Authority Designated Officer (LADO) within one working day, using the online Contact/Referral Form.

At the discretion of the Senior Manager, the member of staff may be suspended until outcome of Strategy Meeting/Investigation(s)

Manager to inform OFSTED as soon as possible, but within 14 days

**LADO convenes a STRATEGY MEETING (Allegations against Staff & Vols)**  
Multi-agency discussion and decision about course of action

Police Investigation

Employer Investigation /Disciplinary Action

Children's Social Care support for the child & family

If allegation is substantiated & employee is dismissed or resigns; report to DBS

## Whistleblowing procedures

In line with [the EYFS](#), we have whistleblowing procedures in place to ensure all staff (including students and volunteers) can raise concerns about poor or unsafe practice in the setting's safeguarding provision.

Everyone working or volunteering at the setting is aware of these procedures, so that they feel safe raising concerns and know that all concerns will be taken seriously by the senior leadership team.

### **When and how to report concerns and the process that will be followed after a concern is reported:**

Normally, concerns about children should be reported to the Designated Safeguarding Lead (DSL), as outlined in this policy.

Normally, concerns or allegations regarding staff members (including students and volunteers) should be reported to the Senior Manager or Designated Alternative (if about the Senior Manager) as outlined in this policy.

Where a staff member feels unable to raise an issue with the DSL or the Manager, or feels that their genuine concerns are not addressed, they can take the following action:

If a staff member is concerned that a child (or children) has suffered harm or is thought to be at risk of harm, Hackney Children's Social Care should be contacted.

Hackney Multi-agency Safeguarding Hub (MASH) is a 24 hour service and can be contacted on: 020 8356 5500 or Out of Hours: 020 8356 2710. Email [MASH@hackney.gov.uk](mailto:MASH@hackney.gov.uk)

In case of emergency if a child is at immediate risk, the police can be contacted on 999. If you think that a crime has been committed, [call the police on 101](#).

If the concern is about a professional that has behaved in a way that has harmed or may have harmed a child, possibly committed a criminal offence against or related to the child, behaved in a way that indicates that they would pose a risk of harm to children or behaved in a way that indicates they may not be suitable to work with children, the Hackney Local Authority Designated Officer (LADO) can be contacted for advice, using the online LADO Contact/Referral form: <https://hackney.gov.uk/lado> under the heading 'Employers and Professionals'.

Other channels are also available to staff, if they feel unable to raise safeguarding issues with their employer, or feel that their genuine concerns are not addressed:

- NSPCC whistleblowing advice line 0800 0280285 [help@nspcc.org.uk](mailto:help@nspcc.org.uk)  
If someone raises a concern with the NSPCC about a potential child protection issue in their organisation, the law protects them from being treated unfairly or losing their job.  
The NSPCC is a [prescribed whistleblowing body](#) for child welfare and protection. This means that staff can raise a concern with them and they will seek to protect staff against any unfair treatment at work.
- Ofsted provides guidance on how to make complaints about a childcare provider: Complaints procedure – Ofsted – GOV.UK [www.gov.uk](http://www.gov.uk)
- General guidance on whistleblowing can be found via: Whistleblowing for employees <https://www.gov.uk/whistleblowing>

## Important Contacts

### Designated Safeguarding Lead (DSL)

- Emma Spinelli

### Deputy Designated Safeguarding Lead (Deputy DSL)

- Modina Begum

### Named Senior Manager for reporting Allegations against staff

- Emma Spinelli, Nursery Manager: 020 8533 7714  
emma@theroundchapel.org.uk
- Designated alternative (if allegation is regarding the senior manager): Abi Kingston Nominated DSL CPURC Trustee  
Tel: 07922120706 Email: abi@theroundchapel.org.uk

### Hackney Children's Social Care Services

- Multi Agency Safeguarding Hub ( MASH) :  
020 8356 5500. Email MASH@hackney.gov.uk
- Out of Hours: 020 8356 2710

### Designated Officer for the Local Authority (LADO)

- Contact/Referral Form <https://hackney.gov.uk/lado>  
under the heading 'Employers and Professionals'

### Hackney Education

- Nikki Baird, EY Safeguarding Consultant: 07955319521  
or 020 8820 7276 Nikki.Baird@hackney.gov.uk
- Early Help MAT Co-ordinator: 020 8820 7002

### Ofsted

- 03001231231

### Hackney & City Safeguarding Children Partnership

- 020 8356 4183

### NSPCC

- NSPCC Helpline: 080 8800 5000
- help@nspcc.org.uk

## **References: Legislation and Relevant Guidance**

**Children Act 1989**

**Children Act 2004**

**Education Act 2002**

**Human Rights Act 1989**

**Safeguarding Vulnerable Groups Act 2006**

DoH (1995) *Child Protection: Messages from Research*

DES (2004) *Safeguarding Children*.

### **Domestic Abuse Act 2021**

DfEd (2024) [Early Years Foundation Stage Statutory Framework for group and school-based providers](#)

HM GOV (2023) [Working Together to Safeguard Children 2023: A guide to multi-agency working to help, protect and promote the welfare of children](#). London: HMSO.

HM Gov (2015) [What to Do If You're Worried a Child is Being Abused](#). London: HMSO.

London Safeguarding Children Partnership (2022). [London Safeguarding Children Procedures](#), 7<sup>th</sup> Ed. London: LSCB.

HM Gov (2024) [Information Sharing: Guidance for Practitioners and Managers](#). London: HMSO.

HM Gov (2025) [Keeping Children Safe in Education 2025](#)

### **Home Office Domestic Abuse Statutory Guidance (2022)**

HM Gov (2023) [Prevent duty guidance for England and Wales](#).

HM Gov (2020) [Multi-agency Statutory Guidance on FGM](#).

### **Guidance for Safer Working Practice for Those working with Children and Young People in Education Settings (2022)**

Hackney Children & Young People's Services (2016) [Children and Young People's Services Resource Guide for Professionals](#).

### **City and Hackney Safeguarding Children Partnership**

#### **City & Hackney Safeguarding Children Partnership Dispute Resolution Policy Resolving differences of opinion between practitioners**

City & Hackney Safeguarding Children Partnership [Safe Recruitment Minimum Standards](#)

HM Gov (2019) [Safeguarding children and protecting professionals in early years settings: online safety considerations](#).

**Please sign this page and return to the setting.**

**I confirm that I have read and understood this safeguarding and child protection policy.**

Child's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I confirm that I have read and understood this safeguarding and child protection policy.**

Staff/Volunteer/Student Name: \_\_\_\_\_

Staff/Volunteer/Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_