



CHESTNUT NURSERY SCHOOL LIMITED SAFEGUARDING CHILDREN POLICY

This policy contains the following sections:

Section 1 - Safeguarding Children

- **MASH**
- **LADO**
- **FGM**
- **Prevent Duty**
- **Mobile Phones, Cameras and Electronic Devices.**

Section 2- Peer on peer abuse

Section 3- Body Maps

Section 4 -Child Collection Procedures

Section 5- Safer Recruitment Process

What is the aim of this Policy?

The aim of this policy is to ensure that every child in our care is fully safeguarded from any form of abuse, wrongful collection, or abduction. This includes protection from abuse in the home, by strangers, and within the Nursery setting itself.

We are committed to fulfilling the requirements of the *Children Act Regulations* and the *Early Years Foundation Stage (EYFS) 2025* safeguarding and welfare requirements.

In accordance with these regulations, every setting must designate a practitioner with lead responsibility for safeguarding children. This Lead Safeguarding Practitioner is responsible for liaising with local statutory children's services and with the Local Safeguarding Partners (LSP).

Our child collection procedures are designed to protect children from any attempt at wrongful or unauthorised collection. These procedures ensure that Nursery staff, parents, and carers clearly understand the processes in place and feel confident and reassured about the security and welfare of the children in our care.

The EYFS 2025 3.5 States that Providers must have and implement policies and procedures to keep children safe and meet EYFS requirement. Policies and procedures should be in line with the guidance and procedures of the relevant LSP

What does this Policy do and who does this apply to?

This policy ensures that all staff are aware of the possible signs of child abuse, understand their responsibilities, and know what actions to take if they have any suspicions of abuse. It also outlines the obligations staff must follow regarding the safe and appropriate collection of children. This policy applies to all staff, students, parents, and visitors, regardless of their role or designation.

Who has responsibility for implementing this, Policy?

The protection and welfare of children is central to the care and education of young children. Therefore, it is the policy of Chestnut Nursery Schools that the Nursery Manager is the designated Lead for Safeguarding Children, and the Deputy Manager serves as the Deputy Lead for Safeguarding Children. All staff who have contact with children, regardless of their designation, are responsible for following this procedure.

Agency and bank staff, as well as students, must not allow anyone to enter the building or be involved in the handover of children.

Section 1 - Safeguarding Children. – MASH



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What to do if we have concerns about a child

All concerns about a child's safety or well-being must be taken seriously. All staff, regardless of their role, must report any concern no matter how small they are to the designated Safeguarding Lead or Deputy Safeguarding Lead **immediately**. Concerns may include changes in a child's behaviour, physical signs of harm, or anything that raises doubts about a child's welfare. The designated leader will contact **MASH** for advice. This may result in you having to complete a MARF. MARF stands for **Multi-Agency Referral Form**. It is the standard form used to refer concerns about a child's welfare or safeguarding needs to the Social Care team or local children's services. When you have a safeguarding concern, you complete a MARF to provide all relevant information clearly and accurately to the professionals who will assess and respond to the situation.

Who is MASH and what is their role & responsibility?

MASH is a team made up of professionals from different agencies (such as social care, police, health, education, and probation) who work together to safeguard children and vulnerable adults. Their responsibilities are to receive and assess safeguarding referrals as the first point of contact for concerns about a child's safety or welfare. They share and analyze information from all relevant agencies to build a clear picture of the child's situation. Based on this information, MASH decides the most appropriate next steps, whether that's support from social services, early help, or no further action. By involving multiple agencies, MASH ensures a coordinated and well-informed response that prioritizes the safety and well-being of the child.

What do you do if a child discloses to you?

If a child discloses something to you, you must be sensitive, sit and listen carefully without interrupting or asking leading questions. Stay calm and supportive, reassuring the child that they've done the right thing by telling you.

What records must be kept?

The Lead for Safeguarding Children is responsible for overseeing record keeping. Every concern must be reported to the senior member of staff on duty and recorded, including any guidance obtained from MASH (Multi Agency Safeguarding Hub). When referring to the Social Care team, their specified referral forms must be used.

Records should include the following information:

- Name of the child
- Date and time the concern was noted
- The senior member of staff to whom the concern was reported
- The type of concern, such as details of any marks noted, their location on the body, the exact words said, the stimulus for the disclosure, a full description of the incident, or any other cause for concern
- Record of any discussions with parents, guardians, or carers
- Details of the local children's services where the concern was reported, including the name of the Duty Social Worker, and the date and time the report was made
- The agreed actions with the Duty Social Worker and the person responsible for those actions

The record must be signed and dated by both members of staff involved in the report, with their names printed. A body map may be used to identify marks on the body

The record must be kept for a period of five years after the child has left the Nursery in a lockable cupboard

What should we be concerned about?

Children spend many waking hours in our nurseries. They have special and close relationships with those people who look after them. Staff, students and volunteers in the nursery may be the first to notice any of the following which may be signs of abuse. All staff must be aware of the signs and symptoms of abuse and must discuss any concerns with the Lead for Safeguarding Children in the nursery. Some concerns may be:

- Unexplained marks, bruises
- Dirty, ill-fitting or inappropriate clothes
- Hungry, unhealthy
- Poor hygiene
- Changes in behaviour



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- Talking about or enacting experiences which give cause for concern
- Confiding snippets or conversations disclosing abuse
- Extreme attention seeking behaviour
- Unexplained or continual absences, contact must be made with the parent or carer as soon as possible to establish the reason for the absence. If a child is absent without explanation for two or more consecutive days, it is the responsibility of the Key Person/Room Leader to raise the absence with the Nursery Manager. Should the absence continue beyond this period or if safeguarding concerns arise, the matter must be escalated to the Multi-Agency Safeguarding Hub (MASH) in line with the nursery's safeguarding procedures. All contact attempts and actions taken must be accurately recorded and stored securely, following data protection and safeguarding guidelines. Should we feel that a child's absence is an immediate risk to their safety or wellbeing, then a call to **999** will be made for a police welfare check *See Attendance Policy*

What types of abuse are there?

Child abuse can be defined as violence, ill treatment, vulgar comments, poor hygiene, neglect or sexual contact. The types of abuse are:

- Physical
- Emotional
- Sexual
- Neglect

Other additional Abuses we should be aware of are:

- **Breast ironing/Breast flattening** - the pounding and massaging of the girl's breast using hard or heated objects to try to stop them growing/disappear.
- **Child Trafficking** - Trafficking is where children and young people tricked, forced, or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold
- **County Lines** - County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018). It can happen in any part of the UK and is against the law and a form of child abuse
- **Cuckooing** - is a form of crime, termed by the police, in which the home of a vulnerable person is taken over by a criminal in order to use it to deal, store or take drugs, facilitate sex work, as a place for them to live, or to financially abuse the tenant.
- **Domestic violence** (also called domestic abuse or family violence) is violence or other abuse that occurs in a domestic setting, such as in a marriage or cohabitation. *Domestic violence* is often used as a synonym for intimate partner violence, which is committed by one of the people in an intimate relationship against the other person, and can take place in relationships or between former spouses or partners. In its broadest sense, domestic violence also involves violence against children, parents, or the elderly.
- Fabricated or induced Illness - In factitious disorder imposed on another, a caregiver makes a dependent person appear mentally or physically ill in order to gain attention. To perpetuate the medical relationship, the caregiver systematically misrepresents symptoms, fabricates signs,
- **Financial abuse** is the **mistreatment of someone in terms of their money or assets, such as their property**. Financial abuse often occurs alongside other forms of abuse. It can include money being stolen or misused, fraud or putting someone under pressure regarding their money or property.
- Grooming - Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit, and abuse them.
- **Non-Recent** - Non-recent child abuse, sometimes called historical abuse, is when an adult was abused as a child or young person under the age of 18. Sometimes adults who were abused in childhood blame themselves or are made to feel it's their fault. But this is never the case: there's no excuse for abuse.
- **Up skirting** - Upskirting is a highly intrusive practice, which typically involves someone taking a picture under another person's clothing without their knowledge, with the intention of viewing their genitals or buttocks (with or without underwear).
- **Radicalisation**: - Radical, extreme, fanatical denote that which goes beyond moderation or even to excess in opinion, belief, action, etc. Radical emphasizes the idea of going to the root of a matter, and this often seems immoderate in its thoroughness or completeness: radical ideas; radical changes or reforms.



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- **Sexual Exploitation** - Child sexual exploitation is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet)
- **Witchcraft** - traditional beliefs, such powers are said to be given by “spiritual” entities. The agent or medium of the powers is called a witch. The powers are usually malevolent, associated with an intention to do evil to others. However, in other cases, these powers are said to be benevolent, bestowing health and material benefits
- **Linked Faith or Belief** - Child abuse linked to faith or belief Abuse linked to faith or belief is **where concerns for a child’s welfare have been identified**, and could be caused by, a belief in witchcraft, spirit or demonic possession, ritual or satanic abuse features; or when practices linked to faith or belief are harmful to a child.
- **Disguised Compliance** - disguised compliance involves parents giving the appearance of co-operating with child welfare agencies to avoid raising suspicions and allay concerns.

What signs should we watch out for?

These are the type of signs you may see at Nursery. THIS IS NOT A COMPREHENSIVE LIST.

- **Physical:** Bruising, bites, burns, scalds, fractures, scars, unexplained marks, or marks that don’t agree with what has been explained. Child acts out with toys or children. Child may adopt attention seeking behaviours or become withdrawn and fearful.
- **Emotional:** Child may be or become withdrawn or quiet, perhaps tearful, glazed expression, clingy. There may be changes in peer relationships; child may be always seeking to please. Child may adopt other attention seeking behaviour.
- **Sexual:** Bruising, sexual role play, sore, swollen or dilated genitalia, itching around genitalia, tummy pains, sexual knowledge above their years, acting out with toys or in the home corner. Changes in behaviour
- **Neglect:** Child is unkempt, dirty, may be hungry, have rashes or sores, may be smelly have unbrushed teeth or hair. Attempting to collect young child without a car seat, attempting to collect a child when you are under the influence of alcohol/drugs. A child witnessing domestic violence.
- **Radicalisation:** Inappropriate conversations with extremist views, unexplained periods of absence, changes in behaviour.

Vulnerable groups

Bruising is the most common presenting feature in physical abuse in children, The younger the child the higher the risk that the bruising is non-accidental, especially in babies under six months. Bruising on a non-independent mobile child should prompt suspicion and an immediate referral to social care.

Children with Special Educational Needs and/or disabilities are statistically more vulnerable to abuse. Where language skills are limited, they may be more vulnerable, and staff will need to be alert of any changes in behaviour and other possible signs of abuse.

Pre-mobile baby: A baby who is not yet crawling, bottom shuffling, pulling to stand, cruising or walking independently. This includes all babies under the age of six months. Please remember that some babies and children have developmental delay – so they may be at a “pre-mobile” phase of development outside normal age ranges.

Bruising in pre-mobile babies

It is nationally recognized that pre-mobile infants are at greater risk of abuse than older children. The younger the child the higher the risk that bruising is non- accidental. Bruising in any pre-mobile baby should prompt an immediate referral to Social Care.



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Bruising:

Extravasation of blood in the soft tissues, producing a temporary, non-blanching discoloration of skin however faint or small with or without other skin abrasions or marks. Coloring may vary from yellow through green to brown or purple. This includes petechiae, which are red or purple non-blanching spots, less than two millimeters in diameter and often in clusters.

Arriving at nursery while sleeping.

Children should not enter the nursery setting whilst sleeping. Children should be encouraged to say goodbye to their parents/carers to ensure a smooth transition of different environments.

What type of people are abusers?

A child abuser can be anyone. They may be a parent, stepparent, guardian, grandparent, aunt, uncle, or other relative. They could also be a family friend, child carer, member of staff, or student. This list is not exhaustive. Abusers can come from any background or relationship.

What do we do if child abuse is suspected from parents/carers?

We follow the safeguarding guidance published by our local authority (see attached documentation). This guidance underpins our safeguarding procedures and expectations across the nursery.

IT IS NOT THE NURSERY'S ROLE TO CARRY OUT AN INVESTIGATION TO DECIDE WHETHER THE ALLEGATIONS ARE FOUNDED.

How do we support staff?

Dealing with concerns around child abuse can be emotionally challenging and distressing. We are committed to supporting our staff throughout these situations.

Any member of staff involved in dealing with a safeguarding concern will be offered a debrief with the Nursery Manager. This provides an opportunity to reflect, receive emotional support, and discuss any follow-up actions in a safe and confidential environment. Staff also have access to our Employee Assistance Programme and Chestnut Nursery School's mental health first aiders.

What if you feel the suspected abuse is not being taken seriously?

If after reporting the suspected abuse to the lead for safeguarding children, you strongly feel your concerns are not being taken seriously you can report this directly to MASH your next step would be to follow our Whistle Blowing Policy and contact the Managing Director and then OFSTED.



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Section 1 - Safeguarding Children. – LADO

What happens if there is Suspected Abuse from a member of Staff or Volunteer?

We follow the safeguarding guidance published by our local authority (see attached documentation). This guidance underpins our safeguarding procedures and expectations across the nursery.

IT IS NOT THE NURSERY'S ROLE TO CARRY OUT AN INVESTIGATION TO DECIDE WHETHER THE ALLEGATIONS ARE FOUNDED. HOWEVER, WE WOULD REMOVE THE PRACTITIONER IN QUESTION FROM THE CLASSROOM UNTIL FURTHER GUIDANCE IS RECEIVED.

IF WE ARE AWARE OF ALLEGATIONS AGAINST A MEMBER OF STAFF IN THEIR PRIVATE LIFE OR STAFFS OWN CHILDREN HAVE A CHILD PROTECTION PLAN THIS ALSO NEEDS A REFERRAL TO THE LADO AND RELEVANT OUTSIDE AGENCIES.

Who is LADO and what is their responsibility?

LADO stands for Local Authority Designated Officer. Their responsibility is to manage and oversee allegations or concerns raised about adults who work with children, whether in a paid or voluntary capacity. This includes staff, volunteers, or anyone in a position of trust.

The LADO's role is to:

- Receive and investigate allegations or concerns about the conduct of adults towards children
- Provide advice and guidance to employers and organisations on how to handle such concerns
- Coordinate with other agencies like the police, social services, and safeguarding boards
- Ensure that allegations are dealt with fairly, consistently, and promptly, balancing the need to protect children with the rights of the accused

LADO helps make sure that allegations against people working with children are properly managed to keep children safe

What is the Senior Staff Responsibility?

Any concerns MUST be reported to the Designated Safeguarding Lead and Managing Director. They MUST report concerns to the LADO. All concerns must also be reported to Ofsted without delay. (It is a statutory requirement to adhere to the above directions)

It is the responsibility of the Designated Safeguarding Lead to pass on relevant information, communicate, act and follow guidance from the LADO.

What if you feel the suspected abuse from an adult or volunteer is not being taken seriously?

If after reporting the suspected abuse to the designated lead for safeguarding children, you strongly feel your concerns are not being taken seriously your next step would be to follow our Whistle Blowing Policy and contact the Managing Director and then the Local Authorities Nominated Officer (LADO) they oversee and facilitate the process that examines allegations made against adults who work or volunteer with children and young people.



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Section 1 - Safeguarding Children. – FGM

What is Female Genital Mutilation?

Female Genital Mutilation (FGM) is a collective term for procedures that remove part or all the external female genitalia for cultural or non-medical reasons. The age at which girls are subjected to female genital mutilation varies greatly, from shortly after birth to any time up to adulthood, with the average age being 4 to 13 years. A child for whom FGM is planned is at risk of significant harm through physical abuse and emotional abuse. Health implications can range from severe pain and emotional trauma to death from blood loss or infection. Depending on the type of FGM carried out, girls and women can also experience urinary problems, difficulty with menstruation, pain, vaginal infections and specific problems during pregnancy and childbirth. Female genital mutilation is a CRIMINAL OFFENCE IN THE UK. The Female Genital Mutilation Act (2003) makes it an offence for UK nationals or permanent UK residents to carry out FGM abroad, even in countries where the practice is legal.

What to do if you suspect Female Genital Mutilation?

We follow the FGM guidance published by our local authority (see attached documentation).

Genital Mutilation (FGM) is abuse

We would also support staff in seeking guidance if this is something they have experienced or are fearful that it will happen to them.

All staff receive training on FGM



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Section 1 - Safeguarding Children. – Prevent Duty

What is the Prevent Duty?

From 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counterterrorism and Security Act 2015, in the exercise of their functions, to have “**due regard to the need to prevent people from being drawn into terrorism or any type of extremism**”. This duty is known as the Prevent duty. At Chestnut Nursery School we take this duty very seriously and as part of our ongoing safeguarding training staff are trained in what to do if they suspect a child/family/colleague is being drawn into terrorism.

The designated prevent duty lead is the Nursery Manager, and the secondary lead is the deputy manager. All appropriate prevent training is renewed every 2years. This includes prevent awareness, prevent referrals and Channel/MAP)

All staff undertake prevent duty training as part of their induction and refresher training is completed every 2years.

If any threat is identified contact senior management team immediately and LOCKDOWN the setting following Chestnut Nursery School Lockdown procedure.

Links to Chestnut Nursery School – E Safety Policy

[2024 Prevent Duty Guidance - Highlighted.pdf](#)

We follow Prevent Duty guidance published by our local authority (see attached documentation).

If any part of the safeguarding policy and procedures are not followed it could result in disciplinary action. Safeguarding children against harm is paramount.



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Section 1 - Safeguarding Children - Mobile phones, Cameras and Electronic Devices.

Purpose of the Policy

To protect the safety and wellbeing of all children, prevent the misuse of mobile devices, and ensure that the nursery maintains a professional and secure environment.

This policy applies to:

- All nursery staff (including volunteers and students)
- Visitors
- Parents/carers
- Contractors or external professionals visiting the nursery

Staff Use of Mobile Phones

- Personal mobile phones must be switched off or on silent and stored securely (e.g. in staff lockers or designated areas) during working hours
- Phones may only be used during official breaks and in staff-only areas
- Staff must never use personal phones to take photographs, record videos, or communicate with parents about nursery-related matters
- Emergency calls may be made or received only with the manager's permission and in private areas away from children

Visitors, Contractors, and Parents

- Visitors, including parents and contractors, are not permitted to use mobile phones in rooms where children are present
- Signs should be clearly displayed around the nursery to remind visitors of the mobile phone policy
- If a visitor is seen using a phone, they should be politely asked to stop or move to a designated area

Use of Nursery Devices

- Nursery-owned devices (e.g., tablets or phones) may be used for specific purposes such as child observations, learning records, or communication with parents via official apps like I Connect. These devices are PIN protected to ensure the security and confidentiality of sensitive information
- Nursery owned Tablets and phones have no access to external apps or websites.
- Only designated staff members should use these devices, and they must be password-protected for each user and used in line with data protection laws (e.g., UK GDPR)
- Images taken on nursery devices must be stored securely and deleted termly.

Safeguarding and Confidentiality

- Staff must not discuss nursery matters or share information/images on social media or messaging apps
- Breaches of this policy will be treated seriously and may result in disciplinary action, including possible dismissal
- Any online safety concerns MUST be reported to the DSL with immediate effect

Social Media Sites

The manager/administrator will moderate all postings to the site; they will view, and quality assure these before they appear, for example, to ensure they do not reveal personal information. Upon registration Parent/Carers give permission for their child to appear on Chestnut Nursery Schools social media platforms.



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Section 2 – Peer on Peer Abuse

At Chestnut Nursery School, we understand and recognise that children and young people are capable of abusing their peers and receive regular training on how to identify the risks of peer-on-peer abuse in our setting.

Even very young children may be vulnerable to peer-on-peer abuse. At Chestnut Nursery School we are aware of the increased risk and impact on children that peer on peer abuse may present.

For older children we are aware of the increased risk of using technology through mobile phones, tablets, smart watches, social networking sites, apps and online games to emotionally abuse, groom, exploit and coerce other children through online 'cyber bullying' or to make and send indecent images through what is known as 'sexting' (What to do if you're worried a child is being abused 2015). Devices owned by Chestnut Nursery School will have appropriate filters and monitoring systems in place to protect children and staff from harmful online material.

We are also aware of the risks of peer-on-peer abuse associated with sexual behaviour outside the expected age development 'norms' and other acts of gender-based violence. The use of 'Brook Sexual Behaviours Traffic Light Tool' can be used as a reference for support when managing allegations of such abuse.

Staff at Chestnut Nursery School are sensitive to behaviours that may be seen as verbally or physically abusive towards other children, such as name-calling, hitting, pushing, or encouraging others to carry out physical attacks.

Chestnut Nursery Schools recognise and reflect on the different forms that peer-on-peer abuse can take and actively promote a culture where such behaviour is not tolerated. Sensitive and timely intervention is essential to both discourage and manage these behaviours, ensuring responses are developmentally appropriate and consistent with the promotion of the Fundamental British Values, including mutual respect, tolerance, and the rule of law.

Procedure for investigating allegations of peer-on-peer abuse

- As with managing all safeguarding risks we at Chestnut Nursery School will follow the guidelines set out by our representing local authority
- Parents and children should feel confident that at Chestnut Nursery school we will take any complaint about peer-on-peer abuse seriously and resolve the issue in a way that protects the child

There are several publications suitable for nursery-aged children that help support their understanding of bullying. While not an exhaustive list, the titles below provide a valuable starting point for promoting empathy, kindness, and self-esteem in young children:

- **Ormerod, J. – *When An Elephant Comes to School***
A gentle introduction to school life and friendships, helping children understand appropriate social behaviours.
- **Thomas, P. – *Stop Picking on Me***
A clear and age-appropriate explanation of bullying, including how to seek help and support.
- **Plummer, D. – *The Adventures of the Little Tin Tortoise: A Self-esteem Story with Activities for Teachers, Parents and Carers***
A story that encourages self-worth and resilience, accompanied by useful activities for adult-led discussions.
- **Aubrey, A. – *The Rainbow Club: Bullying***
Addresses bullying in an accessible way, helping children understand what it is and how it affects others.
- **Verdick, E. – *Words Are Not for Hurting***
Promotes positive communication, teaching children the impact of their words and the importance of kindness.
- **Cave, K. – *Something Else***
A touching story about being different and learning to accept others, encouraging inclusion and empathy.
- **Ross, T. – *Is It Because?***



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Tackles prejudice and bullying through simple language and illustrations, helping children question unfair behaviour.

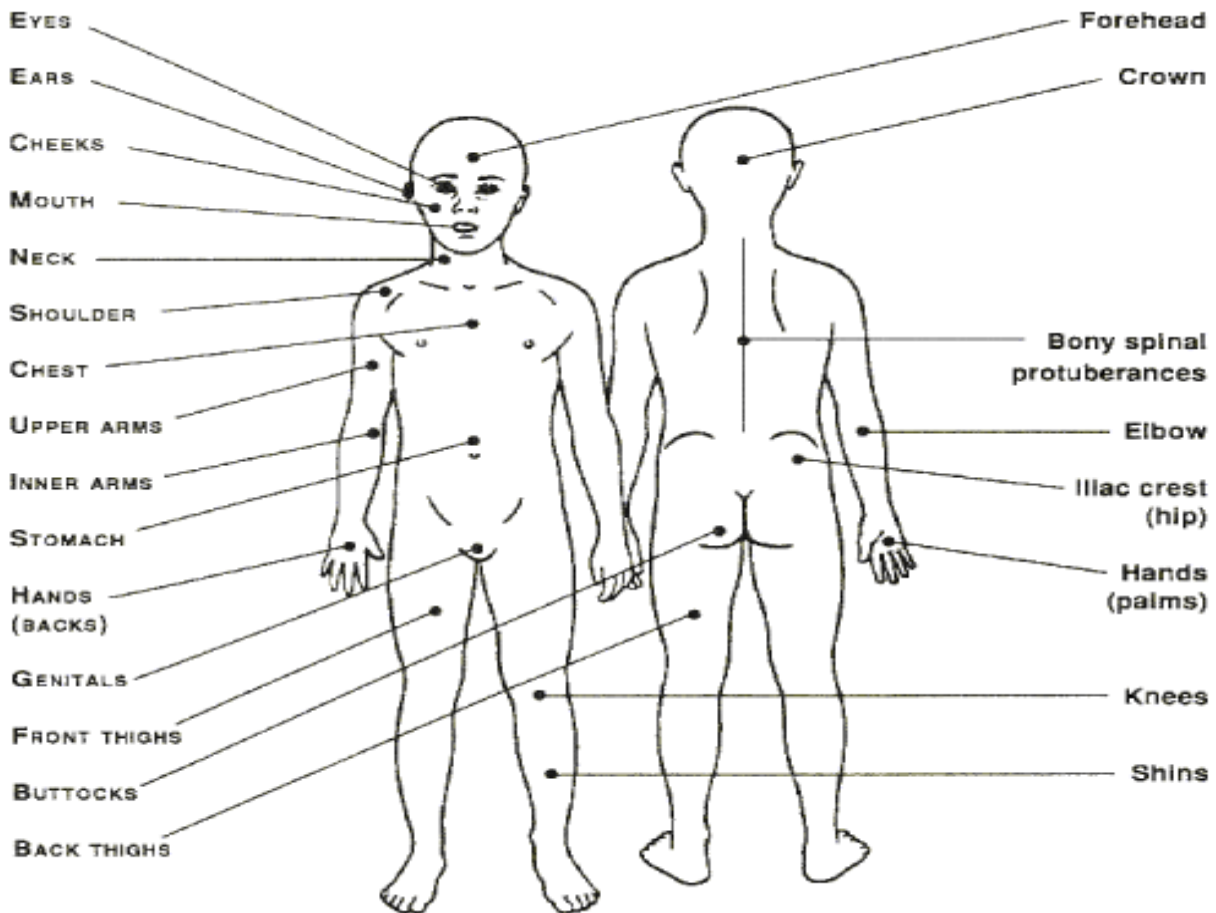
These books can be used in group story time, one-on-one sessions, or as part of a broader curriculum that fosters emotional literacy and respectful relationships in the early years.

Section 3 – Body Maps

Common sites for accidental and non-accidental injuries

This body map is for information only. The injuries identified as non-accidental are those less likely to arise through normal childhood accidents (for example from playing) and, therefore, may give rise to concerns.

Non-Accidental Injury



Section 4 – Child Collection Procedures

Procedure Statement

Children's safety and protection are paramount and central to the care we provide. The Nursery has a great responsibility for children's security. Our Nursery environment must be secure and allow only those people authorised by the Parent to collect a child.

The guiding principle is always: IF IN DOUBT SAY "PLEASE WAIT WHILE I CONTACT THE PARENT/CARER".

Those who have legitimate authority to collect the child will have the child's best interests at heart and will be patient.

What is the Parents/Carers role in relation to child collection?

The role of parents/carers in relation to child collection includes the following responsibilities:

Keeping Records Updated:

- Ensure that the **Admission Form** is current, including all relevant details about the child's collectors and emergency contacts.
- Respond to **regular update requests** from the Nursery to confirm or revise information.

Legal Responsibility:

- Inform the Nursery of any legal issues such as guardianship or court orders that affect who has the authority to collect the child.
- Understand that parental responsibility is determined by who is named on the child's birth certificate, unless otherwise legally ordered.

Emergency Collection:

- Notify the Nursery in advance if someone other than the usual collector will be picking up the child in an emergency.
- Provide the agreed password to the emergency collector to ensure secure handover.

Emergency Contacts:

- Supply at least two emergency contacts, in addition to themselves, who can be contacted if the parent/carer is unavailable.

Who is an 'Authorised or Regular Collector'?

An Authorised Collector is a person who the Parent has given consent to collect the child. Parents may wish to add other people to their list of authorised people or have an occasional authorised collector. At all times we must be informed in advance and the collector must have the password.

Who may not collect a child?

The following people may not collect a child:

- A person who we have not been informed of in advance,
- A person who is not an authorised collector
- A person who does not know the child's password
- A person with a court order not allowing them to have contact with the child.
- A person who the parent has removed from the authorised collector list,
- A person who the parent has informed us may not collect the child.
- A person who is under the age of 16 years
- A person who is suspected to be under the influence of alcohol, drugs or other substances

What do we do if somebody arrives to collect the child without us being informed in advance?

The senior member of staff on duty is responsible for the following course of action.

- A telephone call by a senior member of staff who knows the parents/carers voice must be made, preferably to a land line.
- The parent/carer must assure us that they have sent a collector.
- The parent/carer must communicate with the collector and give them the password
- The parent/carer must then confirm that they know this person and then assure us that they are authorised
- We remind the parent/carer of the Nursery collection Policy say we will print them a copy of the Collection Policy.



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- The collector must give us the password.
- The child can then be collected.
- A copy of the Policy is printed and given to the parent concerned.

What does the senior member of staff do if they are unable to contact the parent and we have not been informed of collection in advance?

We do not allow collection until contact has been made, and permission has been given, following the procedure above.

What must happen if a forcible attempt is made to remove a child or a collector becomes aggressive?

If a forcible attempt is made to remove the child from the Nursery, the senior member of staff must:

- Prevent the removal only to the extent that neither you nor the child is injured.
- Call to another senior member of staff to ring the police immediately, explaining the situation quietly and calmly and asking for urgent assistance, remembering to give the address.
- Ask the person who telephoned the Police to ring the Parents urgently to inform them of the incident.
- Other staff to remove other children from the area quietly and calmly.

Are there any exceptions to this Policy?

Only with the exception of court orders

What will happen if somebody breaches the child collection procedure?

The child's safety and protection are paramount. Breach of the Policy will jeopardize the child's safety, and lead to disciplinary action.

Who may collect a child from the Nursery?

The following people can collect children from the Nursery:

- Authorised and Regular Collectors
- Parents as indicated on the application form
- A person who we have been told about in advance, who arrives at the correct time with the password.

What happens if a child is not collected from the Nursery when we close?

The Children Act states, "you must have procedures to be followed in the event of a "parent failing to collect a child".

If a child is not collected 2 members of staff must wait on the premises to care for the child. One member of staff must be a senior member of staff and a 'Suitable Person'. If the collector has not arrived within five minutes after closure the senior member of staff must attempt to contact parents, or authorised collectors and arrange collection with a parent or authorised collector, the Managing Director must be informed. If after one hour no contact has been made the senior member of staff must contact the Police and update the Managing Director.

Does the manager have any other responsibility in relation to child collection?

The manager is responsible for information gathering such as:

- Updated contact information for parents
- Court order/guardianship/collectors and authorised people
- Disseminating confidential information to senior staff
- Ensuring that all staff know who is allowed or not allowed to collect the child.



CHESTNUT NURSERY SCHOOL LIMITED

SAFEGUARDING CHILDREN POLICY

Section 5 - Safer Recruitment

At Chestnut Nursery Schools, we pride ourselves on maintaining the highest standards of safeguarding and child protection. As part of our commitment to creating a safe and nurturing environment, we follow a robust safer recruitment process designed to identify and select individuals who are suitable to work with children, while filtering out those who may pose a risk.

By implementing this safer recruitment process, Chestnut Nursery Schools ensures that only individuals who share our values and commitment to child safety become part of our team.

Our recruitment process includes the following key steps:

- 1. Clear Job Descriptions and Person Specifications**
All roles include detailed descriptions outlining the responsibilities and safeguarding expectations of the post, along with essential qualifications, experience, and values required.
- 2. Application and Shortlisting**
All applicants must complete a standard application form. Incomplete applications or CV-only submissions are not accepted. Shortlisting is conducted against a clear set of criteria, and any gaps in employment history are followed up.
- 3. Interviews**
Interviews are conducted by the Nursery Manager & our Staffing & Recruitment Manager. These include safeguarding-related questions, candidates are asked to demonstrate their understanding of safeguarding and how they would respond to safeguarding concerns.
- 4. References and Employment Checks**
A minimum of two professional references are obtained before employment; this **MUST** include the most recent employer this will be crossed referenced with the employment history that is provided by the candidate.
Referees are asked specifically about the candidate's suitability to work with children. Once the Candidate has been offered the job, references will be requested from their previous employer.
- 5. Disclosure and Barring Service (DBS) Checks**
All staff are subject to an enhanced DBS check prior to appointment. Where applicable, overseas criminal record checks or certificates of good conduct are also required.
- 6. Right to Work and Identity Checks**
All candidates must provide original documentation to verify their identity and right to work in the UK. Copies **MUST** be taken to ascertain the suitability of the candidate.
- 7. Induction and Ongoing Monitoring**
New staff receive a comprehensive induction that includes safeguarding training. Staff performance and conduct are continuously monitored, with regular supervision and reviews. All staff are subject to a 6month probation period.
- 8. Training –** New staff receive mandatory training which includes Safeguarding, FGM, Prevent duty, E-Safety Training, Manual Handling, First Aid.

Child Care Volunteers/Students

We welcome individuals who are interested in expanding their knowledge of Early Years Care and Education to volunteer in our nursery settings. Volunteers/Students provide valuable practical support by bringing a range of skills and experiences, enriching the learning environment for both children and staff.

Volunteers/Students Requirements:

Interview and References:

- All Volunteers/Students are interviewed and must provide satisfactory references before starting.

Educational Placements:

- Volunteers/Students from colleges or universities must provide a letter from their educational institution prior to commencement

Parent/Carer Volunteers:

- Parents and carers may volunteer, but each case is individually assessed. Enhanced DBS checks are mandatory for all volunteers

Supervision and Responsibilities:

- Volunteers/Students are always supervised by a permanent, fully qualified member of staff.



CHESTNUT NURSERY SCHOOL LIMITED SAFEGUARDING CHILDREN POLICY

- Each Volunteers/Students receives a tailored induction covering the nursery's practices, policies, and procedures before engaging in any activities with children
- Volunteers/Students do not participate in intimate care routines unless it is an explicit part of their training. In such cases, they are supervised at all times

Eligibility:

- We only accept volunteers who are aged 16 years or older



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