



## **Abi Nursery**

### **Safeguarding and Child Protection Policy**

#### **1. Safeguarding Statement**

Abi Nursery is committed to safeguarding and promoting the welfare of all children. The safety and wellbeing of children in our care is our highest priority.

We recognise our responsibility to protect children from abuse, neglect, exploitation and harm. All staff, students and volunteers at Abi Nursery have a duty to safeguard children and report any concerns immediately.

This policy follows guidance from:

- Early Years Foundation Stage (EYFS)
- Working Together to Safeguard Children
- Keeping Children Safe in Education
- Local Safeguarding Partnership procedures

Safeguarding is everyone's responsibility.

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#### **2. Key Safeguarding Contacts**

##### **Designated Safeguarding Lead (DSL)**

Abi Williams

##### **Deputy Designated Safeguarding Lead / Deputy Manager**

Chris McCulloch

A trained DSL or Deputy DSL will always be available during nursery opening hours.

##### **External Safeguarding Contacts**

Local Authority Designated Officer (LADO)

0208 359 4066

MASH / Children's Social Care

0208 359 4066

Ofsted

0300 123 1231

Emergency Police

999

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#### **3. Roles and Responsibilities**

##### **Designated Safeguarding Lead (DSL)**

The Designated Safeguarding Lead at Abi Nursery is **Abi Williams**.

The **Deputy DSL is Chris McCulloch**, who supports safeguarding responsibilities and acts in the DSL's absence.

The DSL and Deputy DSL are responsible for:

- Acting as the main contact for safeguarding concerns
- Supporting staff to recognise safeguarding risks
- Keeping accurate safeguarding records
- Making referrals to MASH or Children's Social Care
- Contacting LADO when concerns involve staff

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- Notifying Ofsted when required
  - Ensuring safeguarding policies are reviewed
  - Ensuring staff safeguarding training is maintained.
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### **Responsibilities of All Staff**

All staff must:

- Keep children safe
- Be aware of safeguarding risks
- Report concerns immediately
- Record concerns accurately
- Follow nursery safeguarding procedures

Staff must **never delay reporting a concern.**

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### **4. Recognising Safeguarding Concerns**

Abuse may occur inside or outside the home and can be carried out by adults or other children.

The four main types of abuse are:

#### **Physical Abuse**

Deliberately causing physical harm to a child.

#### **Emotional Abuse**

Persistent emotional harm affecting a child's development.

#### **Sexual Abuse**

Forcing or encouraging a child to take part in sexual activity.

#### **Neglect**

Failure to meet a child's basic needs.

Staff should also remain aware of wider safeguarding concerns including:

- domestic abuse
- exploitation
- online safety risks
- radicalisation
- child-on-child abuse.

Staff do not need proof that abuse is taking place. Any concern must be reported.

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### **5. Responding to Safeguarding Concerns**

All safeguarding concerns must be reported **immediately.**

#### **Step 1 - Report**

Staff must speak directly to the **Designated Safeguarding Lead (DSL).**

If the DSL is unavailable, staff must contact the **Deputy DSL.**

If neither are available and a child is in immediate danger, staff must contact:

- **Children's Social Care / MASH**
  - **Police**
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## Step 2 - Record

Staff must record the concern including:

- child's name
- date and time
- factual description of concern
- exact words spoken by the child (if disclosure)
- description of any injuries
- names of witnesses

Records must be **signed and dated**.

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## Step 3 - DSL Action

The DSL will:

- review the information
- decide whether to refer to **Children's Social Care**
- seek advice from safeguarding professionals if required
- record all actions taken.

If a concern relates to a member of staff:

- **LADO must be contacted**
  - **Ofsted will be notified where appropriate**
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## 6. Responding to a Child's Disclosure

If a child discloses abuse, staff must:

- remain calm
- listen carefully
- reassure the child they have done the right thing
- not promise confidentiality
- avoid asking leading questions
- record the disclosure as soon as possible
- report to the DSL immediately.

Staff must **never investigate concerns themselves**.

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## 7. Working with Parents

Abi Nursery works in partnership with parents to safeguard children. Parents will normally be informed if safeguarding concerns arise. However, parents will **not be informed if doing so may place the child at further risk**, or where advised by Children's Social Care or police.

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## 8. Monitoring Attendance

The nursery monitors attendance patterns to ensure children remain safe.

If a child does not arrive as expected:

1. Parents will be contacted.
2. Emergency contacts will be used if necessary.



3. Concerns may be escalated if contact cannot be made.  
Where a child is involved with safeguarding services, absences may be reported to **Children's Social Care**.

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### **9. Confidentiality and Record Keeping**

Safeguarding information will be handled sensitively and shared only with professionals who need to know.

Records will be:

- factual
- stored securely
- confidential
- kept in accordance with safeguarding requirements.

The welfare of the child always comes first.

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### **10. Safeguarding Training**

All staff at Abi Nursery receive safeguarding training including:

- safeguarding induction
- regular safeguarding updates
- DSL safeguarding training
- ongoing safeguarding awareness.

Staff are responsible for keeping their safeguarding knowledge up to date.

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### **Safeguarding Reporting Flowchart**

This will be printed and displayed in staff areas.

**STAFF MEMBER HAS A SAFEGUARDING CONCERN**

↓  
▼  
**Report immediately to DSL  
(Abi Williams)**

↓  
▼  
**If DSL unavailable →  
Report to Deputy DSL  
(Chris McCulloch)**

↓  
▼  
**Staff record concern  
(factual written record)**

↓  
▼  
**DSL reviews concern**



▼                      ▼  
**Child at risk?      Concern about**  
                                 **staff member?**

▼                      ▼  
**Refer to MASH /      Contact LADO**  
**Children's Social      and notify Ofsted**  
**Care**

↓  
**Follow advice of safeguarding authorities**

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### **Policy Review**

This policy will be reviewed annually or sooner if legislation or safeguarding guidance changes.

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