

Child Protection and Safeguarding Policy

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KEEPING CHILDREN SAFE IS EVERYONE'S RESPONSIBILITY

In the Bradford district you can contact the *Working Together to Safeguard Children – The Bradford Partnership* using these numbers for advice and to make a referral for child protection, including Female Genital Mutilation and Prevent:

- Non Emergency – Integrated Front Door – If there is no immediate danger you should call 01274 433999 to seek support or raise a concern about a child. If you are unsure whether a child is at risk you can call the above number to discuss the circumstances. (8.30 – 5.00pm Monday to Thursday, 8.30am – 4.30pm on Friday).
- During office hours (8.30am – 5pm Monday to Thursday, 4.30pm on Friday) call Children's Social Care Initial Contact Point on **01274 435600**
- At all other times, Children's Social Care Emergency Duty Team on **01274 431010**
- If you have reason to believe that a child is at **IMMEDIATE RISK OF HARM**, contact the police on **999**
- Member of the public helpline – 0800 9530966

- **Website: <https://saferbradford.co.uk/>**

The Designated Officer (LADO) for *Working Together to Safeguard Children – The Bradford Partnership* can be contacted via the Duty Officer, on **01274 435600** or **LADO@bradford.gov.uk**

DEFINITION OF ABUSE - 'Working Together to Safeguard Children (2026) (page 162)'

'A form of maltreatment of a child. Somebody 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 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 physical abuse, sexual abuse, emotional and psychological abuse, coercive and controlling behaviour and economic or financial abuse, where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial context 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 may be abused by an adult or adults, or another child or children. This includes in

teenage relationships, or under the guise of 'honour' based abuse including forced marriage and female genital mutilation, or abuse related to faith or belief such as allegations of demonic possession'.

DEFINITION OF SAFEGUARDING – 'Working Together to Safeguard Children (2026) (page 169)' –

Safeguarding and promoting the welfare of children - Defined for the purposes of this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development 246 Children Act 1989 Section 105 169
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

DEFINITION OF CHILD PROTECTION – 'Working Together to Safeguard Children (2026) (page 162)'

'Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm'.

DEFINITION OF DOMESTIC ABUSE – 'Working Together to Safeguard Children (2026) (page 164)'

The Domestic Abuse Act 2021 introduced the statutory definition of domestic abuse (section 1 of the Act). The statutory definition is clear that domestic abuse may be a single incident or a course of conduct which can encompass a wide range of abusive behaviours, including a) physical or sexual abuse; b) violent or threatening behaviour; c) controlling or coercive behaviour; d) economic abuse; and e) psychological, emotional, or other abuse such as 'honour' abuse, faith- or belief-based abuse, forced marriage, female genital mutilation or reproductive coercion, harassment and stalking.

DEFINITION OF KINSHIP CARE – 'Working Together to Safeguard Children (2026) (page 167)'

'Kinship care - When a child lives full-time or most of the time with a relative, friend or connected person and that person provides most or all of the child's care. It does not include parents, foster carers with no prior connection to the child, or anyone caring in a professional capacity. Kinship care arrangements can be formal (through legal orders or kinship fostering) or informal (family or friends caring without a formal agreement in place)'.

RATIONALE

Through our day-to-day contact with children and families, all staff have a crucial role to play in noticing indicators of possible abuse or neglect and in referring concerns to the appropriate agency.

This policy is one of a series in the Life Nursery's integrated safeguarding portfolio. Our core safeguarding principles are:

- Every member of staff who works with children at The Life Nursery has a responsibility for keeping all children safe
- The Life Nursery's responsibility to safeguard and promote the welfare of children is of paramount importance
- safer children make more successful children
- policies will be reviewed annually, unless an incident or new legislation or guidance suggests the need for an interim review.

Safeguarding Portfolio

Our integrated Safeguarding Portfolio details how we safeguard the wellbeing of our children.

It includes:

- SEND and Inclusion Policy
- Equal Opportunities Policy
- Code of Conduct Policy
- Behaviour Policy
- Online Safety Policy
- Prevent Policy
- Health and Safety Policy
- Lockdown Policy
- Critical Evacuation Plan
- Safer Recruitment Policy
- DBS policy and guidelines
- Late Collection Policy
- Whistleblowing Procedures
- Information Sharing
- Confidentiality Policy
- Risk Assessment Policy
- Complaints Procedure
- Managing Allegations and Concerns Procedures
- Administering Medications Policy
- Personal Care, Nappy Changing and Toileting Policy

Child protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff and directors and are consistent with those of 'Working Together to Safeguard Children - The Bradford Partnership' and the statutory guidance 'Working Together to Safeguard Children' (2026) and Keeping Children Safe in Education (2025). This policy will be updated to include the latest guidance from the DfE.

Policy principles

- The Life Nursery is committed to building a culture of safety in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery
- Welfare of the child is paramount
- All children, regardless of age, gender, ability, culture, race, language, disability, religion or sexual identity, have equal rights to protection

- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm
- Children and staff involved in child protection issues will receive appropriate support.

Policy aims

- To provide all staff with the necessary information to enable them to meet their child protection responsibilities
- To ensure consistent good practice
- To demonstrate the Life Nursery's commitment with regards to child protection to children, parents and other partners
- To contribute to the Life Nursery's safeguarding portfolio

Role and Responsibilities of Child Protection and Safeguarding Staff

On the first page of this policy are the details of the Designated Safeguarding Lead with responsibility for Child Protection and the Deputy Safeguarding Lead. Their roles and responsibilities are detailed below:

The Designated Safeguarding Lead:

- Act as a point of contact with the 'Working Together to Safeguard Children (2026)', 'Keeping Children Safe in Education (2025)' and 'Safer Bradford'
- Liaise with Board of Directors on issues – especially ongoing enquiries under section 47 of the Children's Act 1989 and police investigations
- Liaise with the 'Case Manager' and the designated officer at the local authority for child protection concerns in cases which concern a member of staff
- Act as a source of support, advice and guidance for all staff
- To undergo training to provide them with the knowledge and skills to carry out the role. Training should be updated annually through 'Safeguarding Support Ltd' and 'Skills 4 Bradford'. The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead must undertake Prevent Awareness training.
- Skills and knowledge should be refreshed (via e-bulletins, meeting with other designated safeguarding leads) at regular intervals and at least annually, to enable them to keep up to date with any developments relevant to the role.
- ensures that Safeguarding remains high profile in strategic direction of the nursery
- ensuring there is adequate online safety policy in place
- keep a written record of all complaints and concerns including how they will respond to it
- ensure that robust risk assessments are completed, that they are seen and signed by all staff and they are regularly updated and in line with our Health & Safety policy
- will inform the Designated Lead at the first opportunity of every significant safeguarding concern, however this must not delay any referrals made to social care or where appropriate the LADO, Ofsted or RIDDOR

- attends appropriate refresher training provided by 'Skills 4 Bradford' or 'Safeguarding Support Ltd' (updated annually) to ensure that they have understanding of 'Bradford District Safeguarding Children's Partnership procedures in safeguarding.
- ensures that Safeguarding Policies (including Child Protection Policy) are up to date, meet statutory guidance and are reviewed annually to ensure high quality safeguarding
- develops effective links with relevant statutory and voluntary agencies
- ensures that all staff sign to indicate that they have read and understood this policy and provides an essential guidance to the safeguarding procedure to ensure staff are clear about their roles and responsibilities.
- Remains aware of the welfare of children with a child protection plan and general child protection issues within the nursery
- ensures that practitioners understand the contribution they can make to safeguarding
- to ensure that staff receive appropriate training, keeping records of staff attendance at child protection training. Safeguarding training is delivered annually through Skills 4 Bradford.
- ensures that procedures are in place for temporary staff (including supply), volunteers and visitors understand their role and responsibilities
- ensures that staff induction meets safeguarding requirements
- provides advice and guidance to parents and ensures that they have access to The Life Nursery safeguarding policies through our website and receive hard copies upon request
- keeps written or electronic records of all concerns, ensuring that such records are stored securely and flagged on, but kept separate from the children's general file
- refers cases of suspected abuse to children's social care or police as appropriate
- notifies children's social care if a child with a child protection plan is absent for more than two days without explanation
- ensure that the child protection policy is available publicly and parents are made aware of the fact that referrals about suspected abuse or neglect may be made and the role of The Life Nursery in this
- ensures that when a child with a child protection plan leaves the nursery, their information is passed to their new setting and the child's social worker is informed. The information is hand delivered securely by one of the Safeguarding Leads and signed by the Designated Safeguarding Lead at the new setting
- attends and/or contributes to child protection conferences
- coordinates the nursery's contribution to child protection plans
- meets with staff who raise a concern about a child and completes the Child Protection Referral with the member of staff.
- meets with children who have made a child protection disclosure or allegation
- supports the Early Help Assessment / Early Intervention Plan process.
- provides advice, guidance and training for staff (which is annually).

What the Life Nursery staff MUST do

- All staff are aware that the nursery shares the grounds with the Community Centre and members of the public may walk past the nursery gardens to go into the centre. Staff must remain vigilant at all times

and should any person look suspicious or approach the fence to interact with the children, staff WILL politely ask the person to move away. In addition, this includes family members and friends of the children who attend the nursery. Staff who are outdoors will inform Deputy/Manager should this occur. If members of the public, family, friends do not move away from the fence or should a mobile phone be seen by staff, all children WILL be brought into the nursery room. If the Deputy/Manager do not feel secure, safe or feel suspicious of the person, then the police will be informed.

- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand the principles of early help (as defined in Working Together to Safeguard Children (2026) (page 48) and able to identify those children and families who may be in need of 'Early Help' and enable them to access it.
- All staff understand the thresholds of significant harm and understand how to access services for families, including those families who are below the threshold for significant harm, according to arrangements published by 'Working Together to Safeguard Children (2026) (page 85) and 'Safer Bradford'
- All staff understand their responsibilities under the UK General Data Protection Regulation and the Data Protection Act 2018 and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
- We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
- We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- We will be transparent about how we lawfully process data.
- All staff understand how to escalate their concerns should they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
- **All** staff will also be aware that safeguarding issues can manifest themselves via 'child on child' abuse. This is most likely to include but not limited to: a child or children targeting a specific child or children, in ways such as physically abusing (hitting, biting, scratching, pulling hair, name calling, shouting, snatching toys and staff will continually observe to ensure the risk of child on child abuse is minimised. Child on child abuse should never be passed off as 'part of growing up or part of learning', should this be continuous or should a specific child always be targeted.

What The Life Nursery staff MUST know

- All staff members must be aware of systems within the nursery which support safeguarding and these should be explained to them as part of their induction. This includes understanding this Safeguarding and Child Protection Policy and identification of the designated safeguarding lead and deputy safeguarding lead.

- All staff members receive appropriate child protection and safeguarding training which is delivered annually. This training will provide them with the knowledge and skills to carry out their role. Training will be updated annually through 'Safeguarding Support Ltd' and 'Skills 4 Bradford' and any other training facilitators such as NDNA.
- Where staff cannot access the documents or training because of, for example, language barriers, differentiated training will be provided.
- All staff understand what The Life Nursery expects of them in terms of their required behaviour and conduct and following our policies and procedures on positive behaviour, online safety, including the use of cameras and mobile phones, whistle blowing and dignity at work.
- Children have a key person to build a relationship with and supported to articulate any worries, concerns or complaints that they may have in an age-appropriate way.
- All staff understand The Life Nursery policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Applicants for the posts within The Life Nursery are clearly informed that the positions are exempt from the Rehabilitation of Offences Act 1974 as amended 2020.
- Enhanced criminal records and barring lists check and other suitability checks are carried out for staff and volunteers prior to their post being confirmed to ensure that no disqualified person or unsuitable person works at The Life Nursery or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Volunteers must be over 17 years or over, be considered competent and responsible, receive a robust induction and regular supervision meetings with the Manager, be familiar with the nursery's policies and procedures and be fully checked for suitability.
- Information is recorded relating to staff qualifications and the identity checks and vetting processes and references that have been completed including:
 - the criminal records disclosure reference number;
 - the date the disclosure was obtained;
 - ID seen
 - Issuing Organisation
 - details of who obtained it

(See Safer Recruitment Policy)
- All staff and volunteers are informed that they are expected to disclose relevant non-filtered convictions and convictions in accordance with the updated DBS guidance, which may affect their suitability to work with children (whether received before or during their employment with us).
- Effective from 31 August 2018, staff and volunteers in The Life Nursery are NOT required to notify the Manager if anyone in their household (including family members, lodgers, partners etc) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children (Disqualification Under the Childcare Act 2006). They are however, required to declare if they are disqualified under the Childcare Act 2006.

- Staff receive regular supervisions, which include discussions of any safeguarding issues and their performance and learning needs are reviewed regularly.
- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour (outlined in the employee handbook).

What 'The Life Nursery' staff MUST do if they have concerns about a child

If staff members have concerns about a child they should:-

- raise these with The Life Nursery's designated safeguarding lead (Louise Gray) and in her absence (Deputy Safeguarding Lead). This also includes situations of abuse which may involve staff members. The safeguarding lead will usually decide with advice from Integrated Front Door whether or not to make a referral to children's social care, but it is important to note that any staff member can refer their concerns to children's social care directly.
- Where a child and family would benefit from co-ordinated support from more than one agency (for example education, health, housing, police) there will be a multi-agency assessment. These assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs co-ordinator, General Practitioner (GP), family support worker, and/or health visitor. Staff should refer to The Life Nursery Whistleblowing procedures within this policy should they need to refer an issue directly to 'Integrated Front Door'.
- If a child is deemed of immediate serious harm or there is cause for concern, staff should contact the police to seek advice and next steps. A referral should be made to 'Integrated Front Door' immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.
- It is important for children to receive the right help at the right time to address risks and prevent issues escalating. Research and Serious Case Reviews have repeatedly shown the dangers of failing to take effective action. Poor practice includes: failing to act on and refer the early signs of abuse and neglect, poor record keeping, failing to listen to the views of the child, failing to re-assess concerns when situations do not improve, sharing information too slowly and a lack of challenge to those who appear not to be taking action.

Working with other agencies and sources of support

Working Together to Safeguard Children (2026) (page 34 (69) state ' Relevant agencies are those organisations and agencies whose involvement the safeguarding partners consider are required to safeguard and promote the welfare of local children. A list of organisations that meet the criteria to be included as a relevant agency is set out in regulations'. <https://www.legislation.gov.uk/ukxi/2018/789/made>

In many cases, the situations in which children and young people find themselves do not meet the threshold for intervention by Children's Social Care. However, there are Local Authority agencies and voluntary sector organisations that can support the young person and their family to improve the situation. These include:

- Families First Bradford
- Early Help team
- Family Hubs information
- Barnardo's

Appropriate sources of support can be accessed through the Integrated Front Door (Children's Initial Contact Point), Family Information Service (Bradford Council) and 'Safer Bradford'.

Good practice guidelines

To meet and maintain our responsibilities towards children we need to agree standards of good practice. This good practice underpins the mission, vision and values of The Life Nursery to ensure that all our children are known, valued and understood.

This includes:

- treating all children with respect
- setting a good example by conducting ourselves appropriately, as outlined in our ethical code of conduct
- involving children in decisions that affect them
- encouraging positive and safe behaviour among children
- being a good listener
- being alert to changes in children's behaviour
- recognising that challenging behaviour may be an indicator of abuse
- reading and understanding this policy and guidance documents on wider safeguarding issues.
- Talking to the child and offering reassurance before supporting them with dressing, administering first aid, changing nappies etc.
- maintaining appropriate standards of conversation and interaction with and between children and avoiding the use of sexualised or derogatory language
- being aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of abuse.
- Providing opportunities through the Early Years Foundation Stage (2025), learning and teaching styles to inform children about issues regarding their safety and wellbeing.

Children who may be particularly vulnerable

The Life Nursery is aware of other factors that affect the children's vulnerability that may affect or may have affected children and young people attending our nursery, such as abuse of children who have special educational needs and/or disabilities, 'non-mobile' covering up to the crawling stage (pre-cruising), fabricated or induced illnesses, children abused linked to beliefs in spirit possession, children who do not have English as a first language, sexual exploitation of children, including through internet abuse, female genital mutilation and radicalisation or extremism.

Non-Mobile

Non-mobile covers up to the crawling stage (pre-cruising), however once a child is crawling, they are still vulnerable. Children who are older with a special educational need and/or disability that are non-mobile must be treated with the same level of concern.

The Life Nursery MUST:-

- REFER a non-mobile child who comes into nursery with an injury even if there is a reasonable explanation given
- Visit the Safer Bradford website for the 'Assessment of 'non-mobile' babies with injuries including bruises, burns and scalds' protocol
- Inform parents 'why, how, what to expect', in line with this policy
- Provide the parent with an information leaflet at the time of the concern
- Practitioners can find a 'Neglect Toolkit' on the Safer Bradford website. See link below:-

<https://www.saferbradford.co.uk/children/>

Special consideration includes the provision of safeguarding information and resources in community languages and accessible formats.

Children with social workers (Keeping Children Safe in Education 2025):-

Children who need a social worker (Child in Need and Child Protection Plans)

173. Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse and/or neglect and/or complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour, and mental health.

174. Local authorities should share the fact a child has a social worker, and the designated safeguarding lead should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. This should be considered as a matter of routine. There are clear powers to share this information under existing duties on both local authorities and schools to safeguard and promote the welfare of children.

175. Where children need a social worker, this should inform decisions about safeguarding (for example, responding to unauthorised absence or to a child missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services)

Support for those involved in a child protection issue

The Life Nursery will support children and their families and staff by:

- taking all suspicions and disclosures seriously

- The Designated Safeguarding Lead or Deputy Safeguarding lead will keep all parties informed and be the central point of contact. This applies where a member of staff is the subject of an allegation made by a child.
- responding sympathetically to any request from children or staff for time out to deal with distress or anxiety
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- storing records securely
- following the procedures laid down in our whistleblowing, complaints and disciplinary procedures
- cooperating fully with relevant statutory agencies.

Supporting Families

- The Life Nursery believe in building a trusting and supportive relationship with families, staff and volunteers.
- We make clear to parents our roles and responsibilities in relation to child protection such as reporting of concerns, information sharing, monitoring of the child and liaising at all times with Bradford Social Care team/Safer Bradford.
- We are open and honest with parents/carers and families from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- We continue to welcome children and their families whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection plan as set out by the children's social worker in relation to The Life Nursery's designated role and tasks in supporting the child and their families, subsequent to any investigation.
- We will engage with any child in need or early help plan as agreed.
- Confidential records kept on a child are shared with the children's parents who have parental responsibility in accordance with the nursery's Confidentiality policy and only if appropriate, under the guidance of the 'Safer Bradford'.

Whistleblowing Procedures

EYFS (2025) state:-

'3.7 Providers must put appropriate whistleblowing procedures in place for all staff (including students and volunteers) to raise concerns about poor or unsafe practice in the setting's safeguarding provision. This must include when and how to report concerns and the process that will be followed after staff report concerns. Providers must ensure staff are aware of the setting's whistleblowing procedures and must ensure all staff feel able to raise concerns about poor or unsafe practice and know that such concerns will be taken seriously by the senior leadership team.

3.8 Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, they should use the other channels open to them:

- NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. The email address is: help@nspcc.org.uk. Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.
- Ofsted provides guidance on how to make complaints about a provider: Complaints procedure - Ofsted - <https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>
- General guidance on whistleblowing can be found via: <https://www.gov.uk/whistleblowing>

At the Life Nursery we believe everyone has the right to raise concerns about misconduct or malpractice in the nursery and that it is reported and effectively dealt with. We encourage all individuals to raise any concerns that they may have about the conduct of others in the Life Nursery or how the nursery is managed.

Whistleblowing relates to all those who work with, or within, The Life Nursery, who may need to raise in confidence any issues relating to the nursery.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances, you should use the normal grievance procedure. If an individual has a concern about malpractice within The Life Nursery, then the Whistleblowing procedure MUST be followed.

Aims of this Policy:

- The Manager will take on board any concerns within the nursery
- To ensure all staff are confident and aware about the Whistleblowing procedure
- To respond to any concerns fairly and appropriately

Procedures

- During regular staff meetings, reassurance is given to staff that concerns can be raised safely and that open discussions are welcomed.
- All new staff are made aware of this policy through the staff induction.
- If a member of staff becomes concerned about practice or procedures at the nursery they should follow the steps below.
- If a member of staff however, does not feel confident in discussing a concern directly with the Manager the following four steps should be followed.

Step 1

Report any concerns with the Nursery Manager (Designated Safeguarding Lead), Deputy manager (Deputy Safeguarding Lead) and if this is not possible, then report your concerns to the Board of Directors.

Step 2

If the member of staff feels that the concern has not been addressed or considered by the Manager, Deputy Manager or Board of Directors, the staff member MUST report their concern to the 'Working Together to Safeguard Children – The Bradford Partnership', designated officer (LADO) and Ofsted.

Being Aware

- All individuals should be aware of the importance of preventing and eliminating wrongdoing within the nursery. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
- All individuals should be mindful and report any malpractice which could include:-
 - Abuse of a child or vulnerable person

- A child, parent, member of staff or volunteer being put at risk of harm
 - Unsafe working practices
 - A failure to comply with statutory or legal obligations
 - A criminal offence which has or is about to be committed
 - The unsafe use of equipment
 - A falsification of financial records
 - Bribery and/or corruption which has taken place or is about to take place
 - Covering up misconduct or malpractice
 - Low level concerns
- Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially and the outcome of the investigation will be reported back to you.
 - You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a concern.
 - Victimisation of an individual for raising a qualifying disclosure (something that is in the public interest to disclose) will be a disciplinary offence.
 - If misconduct is discovered as a result of an investigation in this procedure, The Life Nursery disciplinary procedure will be used in addition to any appropriate external measures.
 - If you make a malicious or false allegation, this will be considered to be a disciplinary offence and disciplinary action will be taken against you.
 - An instruction to cover up misconduct in itself is a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority, such as a Manager, you should not agree to remain silent. In this event you should report the matter to the Board of Directors immediately.

NSPCC

For members of staff that feel that they cannot report their concern to the 'LADO - The Bradford Partnership', they can report their concerns to the NSPCC Whistleblowing Advice line. The advice line offers free advice and support to professionals with concerns about child protection issues which are being handled in their own or another organisation.

If you think The Life Nursery is putting children at risk, even if you're not certain, call them to talk through your concerns. A chat with your partner or friend about the concerns won't change anything but a chat with the NSPCC can help a child's life.

Helplines:

Call: 0800 028 0285 or Email: help@nspcc.org.uk

Call: 0300 123 1231: OFSTED

Call: 01274 435600 or Email: LADO@bradford.gov.uk

Managing Allegations and Concerns

Allegations against staff and complaints

These procedures are in line with 'Keeping Children Safe in Education' (2025) (Part 4). All staff have regard to the following two sections of KCSIE (2025) – "Section one for allegations that may meet the threshold and Section Two for allegations/concerns that do not meet the threshold i.e. low level concerns".

These procedures relate to any allegations regarding individuals working in or volunteering at The Life Nursery.

This procedure is about managing allegations that might indicate a person could pose a risk of harm if they

continue to work in regular or close contact with children in their present position. It should be used in respect of all cases in which it is alleged that a member of staff (including volunteers) in The Life Nursery provides care and education for children who have:

- a. behaved in a way that has harmed a child, or may have harmed a child;
- b. possibly committed a criminal offence against or related to a child; or
- c. behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

When an allegation is made against a member of staff, set procedures must be followed (Allegations Management Process (Staff and Volunteers) Flow Chart – Safer Bradford). It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events can and do happen. A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some professionals do pose a serious risk to children and we must act on every allegation.

Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.

Allegations against staff should be reported to the Nursery Manager.

Allegations against the Nursery Manager should be reported to a Director of OUR BD4 CIC. The full procedures for dealing with allegations against staff can be found on the Safer Bradford website and from the LADO. Further information is contained in the Nursery's disciplinary procedures.

- The Life Nursery ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the nursery, which may include an allegation of abuse.
- We ensure that all staff, volunteers and anyone else working in The Life Nursery knows how to raise concerns that they may have about the conduct of behaviour of other people including staff/colleagues.
- We differentiate between allegations and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
- The Life Nursery respond to any inappropriate behaviour displayed by members of staff, volunteers or any other person working in the nursery which includes:
 - Inappropriate sexual comments;
 - Excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images
- We will recognise and respond to allegations that a member of the team has:
 - Behaved in a way that has harmed a child or may have harmed a child
 - Behaved towards a child or children in a way that indicates they may pose a risk of harm to the children

- We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response
- We respond to any disclosure by children or staff that abuse of a staff member or volunteer within The Life Nursery, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the OUR BD4 Board of Directors and the Local Authority Designated Officer (LADO) as necessary to investigate:-

The Designated Officer (LADO) for Working Together to Safeguard Children – The Bradford Partnership can be contacted via the Duty Officer, on **01274 435600** or LADO@bradford.gov.uk

Responding to an allegation against staff, volunteers:-

- Listen to and record the allegation.
- Refer to your allegation management policy & procedure.
- Contact the Duty Local Authority Designated Officer (LADO) immediately for advice and guidance. Calls will still go via this number **01274 435600** - ask to speak to the Duty LADO. Or you can send an email to LADO@bradford.gov.uk with your name, role, name of the setting and a contact number to ask for a call back from the Duty LADO. If you do ring and the Duty LADO is not available, you will be asked to send an email to the LADO mailbox giving details as above.
- The Duty LADO may instruct you to make a formal referral within one day, completing the 'LADO referral form' which can be found on the Safer Bradford website:- <https://www.saferbradford.co.uk/other-pages/search-results/?searchStr=lado>
- Inform Ofsted, asap or within 14 days using the serious childcare incident report online which can be found:- <https://www.gov.uk/guidance/report-a-serious-childcare-incident>

Low Level Concerns

Keeping Children Safe in Education 2025 state:- *The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:*

- *is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and*
- *does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.*

Examples of such behaviour could include, but are not limited to:

- *being over friendly with children*
- *having favourites*
- *taking photographs of children on their mobile phone, contrary to school policy*
- *engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or*
- *humiliating children.*

Keeping Children Safe in Education 2025 state:- *It is crucial that all low-level concerns are shared responsibly with the right person and recorded and dealt with appropriately.*

Staff - Procedure for managing a Low Level Concern at The Life Nursery

- If a low level concern is raised then the Manager/Deputy or alternatively the Board of Directors should be informed and they must gather as much evidence as they can by speaking with the person to whom raised the concern, the individual who the concern is relating to and any witnesses
- If the concern was raised anonymously, speak to the individual and any witnesses

- Manager and Board of Directors or alternatively the Board of Directors to discuss and decide what action (if any) will be taken
- All low level concerns MUST be recorded, together with any action taken and a justification for this decision and action taken
- Any low level concern MUST be reviewed periodically to determine any patterns occurring. If a pattern is identified, the nursery will refer to their disciplinary procedures or if the concern moves from a low level concern to meeting the 'harm' threshold, a referral to LADO will be made
- All low level concerns and outcomes MUST remain confidential
- Any low level information will be retained along with staff's personnel file for six years

Recording of a Low Level Concern

- All concerns will be logged in writing and will include:-
 - Date
 - Name of person sharing concern
 - Name of individual to whom concern is relating to
 - Details of the concern
 - Context in which the concern arose
 - Action taken

Expectations of everyone.....

- Respect the ethos of The Life Nursery
- Mutual respect for each other
- To work in partnership with parents/carers and each other in the interests of the children
- Act as a positive role model to the children, encouraging positive behaviour whilst on the nursery premises.

Safer recruitment (See policy for more in-depth detail)

As part of the recruitment process, OurBD4 CIC employs staff by following the guidance in 'Working Together to Safeguard Children (2026)' and 'Keeping Children Safe in Education (2025)' together with the local authority and the Nursery's 'Safer Recruitment Policy'.

Safer recruitment means that all applicants will:

- complete an application form
- Two references to be obtained prior to staff member commencing employment
- Ensure any references are from the applicant's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.
- provide evidence of identity and qualifications
- be checked through the Disclosure and Barring Service (DBS) as appropriate to their role.
- All new members of staff will undergo an induction that includes familiarisation with this safeguarding and child protection policy and identification of their child protection training needs including online safety training

Photography and images

The EYFS (2025) (3.6) state 'Safeguarding policies must include: how mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting'.

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. To protect children we will:

- seek consent from parents for photographs to be taken or published (for example, on our website, in newspapers or publications)
- seek parental consent
- use only the child's first name with an image
- ensure children are appropriately dressed
- encourage children to tell us if they are worried about any photographs that are taken of them
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by The Life Nursery.
- Any photographs of children taken using the IPAD are deleted once printed, however are stored electronically on The Life Nursery's laptop which is password protected and held securely in a locked filing cabinet when not in use. Staff do not use personal cameras or filming equipment to record images.
- All photographs are deleted from the nursery laptop on a termly basis and if a child leaves the nursery.
- Personal mobile phones and smart watches are not used where children are present.
- The nursery facebook page is for information only and no photographs of children are uploaded, except should a parent upload a photo of their own child onto our facebook page.

More information on the appropriate use of photography and video can be found in the Online Safety Policy.

Online Safety (see policy)

Most of our children will have access to mobile phones, IPADS, tablets and computers away from the nursery. The Life Nursery however, understand that everyone uses technology differently, therefore we have a strict no mobile phone policy within the nursery. Anyone needing to use their mobile phone will be escorted to the office or asked to go outside away from the children. The Life Nursery encourage staff and volunteers to refrain from contacting parents via social media sites, personal mobiles or private email outside of nursery hours. However, The Life Nursery understands that you may already be friends with parents prior to the child starting nursery. The Manager must be notified of this in order to safeguard everyone concerned. 'Online Safety' training is part of the induction process for all new staff in the nursery and is updated annually.

Types and Indicators of abuse and neglect – Working Together to Safeguard Children (2026)

Physical abuse (page 169): A form of abuse which 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.

Emotional abuse (page 165): The persistent emotional or psychological maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing

them, or making fun of what they say or how they communicate. It 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. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently 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.

Child Sexual abuse (page 162) - Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts, such as 162 masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place in family settings, in institutional settings, online, and technology can be used to facilitate offline abuse. Child sexual abuse material available online may have been generated in a family environment. Online abuse can also take the form of cyber grooming or self-generated sexual content under coercion. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. A child of any age or gender can be a victim of sexual abuse.

Neglect (Page 168) - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. 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 the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment
- provide suitable education It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

Domestic Abuse (Page 164) – All children can experience and be adversely affected by 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. Experiencing domestic abuse can have a significant impact on children. Section 3 of the Domestic Abuse Act 2021 recognises the impact of domestic abuse on children (0 to 18), as victims in their own right, if they see, hear or experience the effects of abuse.

Extra-familial harm (Page 165) - Children may be at risk of or experiencing physical, sexual, or emotional abuse and exploitation in contexts outside their families (see glossary definition of extra-familial contexts). While there is no legal definition for the term extra-familial harm, it is widely used to describe different forms of harm that occur outside the home. Children can be vulnerable to multiple forms of extra-familial harm from both adults and/or other children. Examples of extra-familial harm may include (but are not limited to): criminal exploitation (such as county lines and financial exploitation), serious violence, modern slavery and trafficking, online harm, sexual exploitation, child-on-child (nonfamilial) sexual abuse and other forms of harmful sexual behaviour displayed by children towards their peers, abuse, and/or coercive control, children may experience in their own intimate relationships (sometimes called teenage relationship abuse), and the influences of extremism which could lead to radicalisation.

Mental Health

The Life Nursery has an important role to play in supporting the mental health and wellbeing of their children. Abuse, neglect and other traumatic adverse childhood experiences can have a lasting impact, and it is very important that staff in our nursery are aware of how these experiences can affect children's mental health, behaviour and education.

Staff however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

'Working Together to Safeguard Children (2026)' (Page 49) – 'Those that work in these settings need to be aware of how children's experiences can impact on their mental health, behaviour, attendance and progress at nursery, school, or college. Where children have suffered abuse, neglect and exploitation, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood'.

Radicalisation

Preventing radicalisation

Children may be susceptible to radicalisation into terrorism. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of a schools or colleges safeguarding approach.

Extremism is the vocal or active opposition to our fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

Radicalisation is the process of a person legitimising support for, or use of, terrorist violence.

Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

For further information on this subject please refer to 'Keeping Children Safe in Education' (2025) (Page 157). (See Prevent Policy/Prevent Guidance)

Responding to concerns about radicalisation - Safer Bradford (2025)

Bradford Prevent Office: 01274 376041/01274 474783/01274 376116

Responding to concerns about radicalisation ("Bradford Schools Online") – 2026 and Safer Bradford (2026)

If you have a safeguarding concern it is essential you contact:-

Bradford Prevent Officer: Assia Hussain, Email:- assiahussain@bradford.gov.uk

Telephone 07816 351420

Child on Child Abuse

'Safeguarding Network' states "Inappropriate behaviours between children that are abusive in nature including physical, sexual, or emotional abuse, exploitation, sexual harassment, all forms of bullying, coercive control, hate incidents, hazing/initiation rituals between children and young people, both on and offline (including that which is within intimate personal relationships).

Adapted from [Keeping Children Safe in Education](#)

Contextual Safeguarding

Children may be vulnerable to abuse or exploitation from outside and beyond their families. These extra-familial threats may arise at nursery, school, other educational establishments, peer groups, or more widely from within the wider community and/or online.

Keeping Children Safe in Education (2025) (Page 19) states....

"Local Authority Children's social care assessments should consider where children are being harmed in contexts outside the home, so it is important that schools and colleges provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and enable a contextual approach to address such harm. Additional information is available here:-

<https://contextualsafeguarding.org.uk/>

Physical Intervention and Corporal Punishment

"Providers must not give or threaten corporal punishment or any punishment which could negatively affect a child's well-being. Providers must 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.

Providers must keep a record of any occasion where physical intervention is used, and parents and/or carers must be informed on the same day, or as soon as reasonably practicable".

(Statutory Framework for the Early Years Foundation Stage, 2025) (Page 38)

Specific safeguarding issues

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues, eg. NSPCC.

www.nspcc.org.uk

The Life Nursery can access broad government guidance on the issues listed below via the GOV.UK website:

- child sexual exploitation (CSE)
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)

- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- radicalisation (Prevent)
- sexting (Sharing Nudes and Semi-Nudes: How to respond to an Incident (Overview) Dec 2020)
- teenage relationship abuse
- human trafficking
- modern slavery
- Child on child abuse
- Physical Intervention
- Corporal Punishment
- Honour-based violence
- Sexual violence and sexual harassment between children

If we become concerned that a child maybe a victim of modern slavery or human trafficking we will refer to the National Referral Mechanism (2026) as soon as possible and refer and/or seek advice to the local authority children's social work service and/or police.

<https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms/guidance-on-the-national-referral-mechanism-for-potential-adult-victims-of-modern-slavery-england-and-wales>

We will be alert to threats that children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.

Child Sexual Exploitation – Working Together to Safeguard Children (legislation (page 163)

Is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Female Genital Mutilation (FGM): The Life Nursery are aware of the mandatory duty to report cases of FGM to the police. The nursery is aware of the importance of following the 'Working Together to Safeguard Children – Safer Bradford's safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting the police if a crime of FGM has been or may be about to be committed. Staff need to be

alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There are a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. All staff should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Refer to the Multi-Agency Statutory Guidance on Female Genital Mutilation (2020), 'Working Together to Safeguard Children (2026)', (Keeping Children Safe in Education (2025) – Safer Bradford's procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

Indicators of abuse – what you might see

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons, it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the Designated Safeguarding Lead. Remember, it is your responsibility to report your concerns. It is not your responsibility to investigate or decide whether a child has been abused.

A child who is being abused or neglected may:

- have bruises, bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- decline in a child's general well-being
- concerning comments or behaviour from children
- unexplained bruising, marks or signs of possible abuse or neglect
- keep arms and legs covered, even in warm weather
- look unkempt and uncared for
- change their eating habits
- have difficulty in making or sustaining friendships
- appear fearful
- be reckless with regard to their own or other's safety
- frequently miss nursery or arrive late
- show signs of not wanting to go home
- display a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn
- challenge authority
- become disinterested in playing at nursery
- be constantly tired or preoccupied
- be wary of physical contact

- display sexual knowledge or behaviour beyond that normally expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the Designated Lead to decide how to proceed. It is very important that you report your concerns – you do not need ‘absolute proof’ that the child is at risk.

Taking action

The Life Nursery has a clear set of procedures that must be followed if there is a concern, detailed in the flowchart in the appendix to this policy and which is displayed around the nursery.

If you suspect a child is at risk of harm

There will be occasions when you suspect that a child may be at risk, but you have no ‘real’ evidence. The child’s behaviour may have changed, their artwork could be bizarre, or you may have noticed physical but inconclusive signs. In these circumstances, you should try to give the child the opportunity to talk. The signs you have noticed may be due to a variety of factors, for example, a parent has moved out, a pet has died, a grandparent is very ill. It is fine to ask the child if they are OK or if you can help in any way.

If the child does begin to reveal that they are being harmed you should follow the advice in the section ‘If a child discloses to you’ (see below). If, following your conversation, you are concerned, you should discuss your concerns with the Designated Safeguarding Lead.

- The Life Nursery understands how to identify children who may be in need of ‘Early Help’, how to access services for them
- Understand that The Life Nursery should refer a child who meets the s.17 Children Act 1989 child in need definition to local authority children’s social work services
- Understand that The Life Nursery should refer any child who may be at risk of significant harm to the local authority children’s social work services

If a child discloses to you (this is a direct referral to the Integrated Front Door)

It takes a lot of courage for a child to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault.

If a child talks to you about any risks to their safety or wellbeing you will need to let them know that you must pass the information on – you are not allowed to keep secrets. The point at which you do this is a matter for professional judgement. If you jump in immediately the child may think that you do not want to listen, if you leave it until the very end of the conversation, the child may feel that you have misled them into revealing more than they would have otherwise.

During your conversation with the child:

- Never promise a child that you will not say anything to anyone else.
- Allow them to speak freely.
- Remain calm and do not over react – the child may stop talking if they feel they are upsetting you.

- Give reassuring nods or words of comfort – ‘I’m so sorry this has happened’, ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’.
- Do not be afraid of silences – remember how hard this must be for the child.
- Under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what does the child’s mother think about all this.
- At an appropriate time tell the child that in order to help them you must pass the information on.
- Do not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused.
- Follow the procedure for reporting your conversation outlined above.

Notifying parents

- Parents are normally the first point of contact. Concerns are usually discussed with parents to gain their view of events, unless it is felt that this would put the child or other person at risk, or may interfere with a police investigation, or may unduly delay the referral, or unless it is unreasonable to seek advice. Advice will be sought from social care or sometimes in circumstances, police where necessary.
- Parents are informed when we make a record of concern on a child’s chronological report and we will make a note of any further discussions regarding the concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time the referral has been made, except where procedures of ‘Working Together to Safeguard Children – Safer Bradford and local safeguarding partners does not allow this, eg where it is believed that a child may be at risk of harm.
- This will usually be the case where the parent is the likely abuser where sexual abuse may have occurred.
- If there is a possibility that advising a parent beforehand may place a child at greater risk of harm (or interfere with a police response) the Designated Safeguarding Lead should consider seeking advice from children’s social care about whether or not to advise parents beforehand and should record and follow the advice given.

Referral to children’s social care (Integrated Front Door – Conversations Approach)

The Integrated Front Door (IFD) are a “conversations approach” for contacts.

- This means that when practitioners / professionals need to contact the IFD, you will pick up the phone and talk to one of the Social Workers about the concern you have about a child / family.
- There is a practitioners’ advice and referral contact number – **01274 433999**.
- A written account of the discussion and any recommendations or agreements will be emailed to the practitioner making the referral.
- The continuum of need and risk identification tool remains in place and is available on the Safer Bradford website, <https://saferbradford.co.uk/>

‘Working Together to Safeguard Children’ (2026) (page 62) state – “Within one working day of a referral being received, local authority children’s social care should acknowledge receipt to the referrer and a social work qualified practice supervisor or manager should decide next steps and the type of response required. This will include determining whether:

- the child requires immediate protection and urgent action is required
- the child is in need and should be assessed under section 17 of the Children Act 1989

- there is reasonable cause to suspect that the child is suffering or likely to suffer significant harm, and whether enquiries must be made, and the child assessed under section 47 of the Children Act 1989 including where the child is looked after under section 20 or section 31 of the Children Act 1989 or as a result of being remanded in custody
- any immediate services are required urgently by the child and family and what type of services
- further specialist assessments are required to help the local authority to decide what further action to take
- to see the child as soon as possible if the decision is taken that the referral requires further assessment”

For more information see the Multi Agency Continuum of Need.

Multi-agency work

The Life Nursery will co-operate with Bradford Childrens’ Services in accordance with the requirements of the Children Act and allow access to child and child protection records for them to conduct Section 17 or Section 47 assessments.

Section 17 of the Children Act 1989 puts a duty on the local authority to provide services to children in need in their area, regardless of where they are found; section 47 of the same Act requires local authorities to undertake enquiries if they believe a child has suffered or is likely to suffer significant harm (Refer to Working Together to Safeguard Children 2026) (Page 54 Family Help).

Statutory Requirements for Children in Need ‘Working Together to Safeguard Children 2026)

“Under the Children Act 1989, local authorities are under a general duty to provide services for children in need for the purposes of safeguarding and promoting their welfare. A child in need is defined under section 17 of the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired without the provision of services, or a child who is disabled” – (Page 58 of Working Together to Safeguard Children 2026).

Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child who lives or is found in their area is suffering or is likely to suffer significant harm, it has a duty to make such enquiries as it considers necessary to decide whether to take any action to safeguard or promote the child’s welfare. Such enquiries, supported by other organisations and agencies, as appropriate, should be initiated where there are concerns about all forms of abuse, neglect, and exploitation whether this is taking place in person or online, inside or outside of the child’s home. Section 47 applies to all children, whether they are living with their birth parents, in a kinship arrangement or under a special guardianship order, or in foster or residential care”.

Confidentiality and sharing information

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that being released into the public domain does not compromise evidence.

Staff should only discuss concerns with the Designated Safeguarding Lead/Nursery Manager (depending on who is the subject of the concern). Any information is shared under the guidance of the 'Working Together to Safeguard Children – The Bradford Partnership and local safeguarding partners and in line with the UK GDPR, Data Protection Act 2018 and Working Together to Safeguard Children 2026 and (Information Sharing 2024).

Information is:

- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- kept no longer than necessary
- processed in accordance with the data subject's rights
- secure.

Confidential Incident Forms and other written information will be stored in a locked filing cabinet in the office and any electronic information will be password protected and only made available to relevant individuals. Every effort should be made to prevent unauthorised access and sensitive information should not be stored on laptop computers, which, by the nature of their portability, could be lost or stolen. If it is necessary to store child protection information on portable media, such as a USB flash drive, these items should be encrypted and kept in locked storage.

Child protection information will be stored separately from the child's nursery file.

Child protection records are normally exempt from the disclosure provisions of the UK GDPR and Data Protection Act 2018, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a child or parent to see child protection records, they should refer the request to the Nursery Manager.

The UK GDPR and Data Protection Act 2018 does not prevent nursery staff from sharing information with relevant agencies, where that information may help to protect a child (Information Sharing (2024)

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Reporting directly to child protection agencies

Staff should follow the reporting procedures outlined in this policy. Routinely, only the Designated Safeguarding Lead will make referrals to outside agencies, although anyone can make a referral to the children's social services. However, they may also share information directly with children's social care, police or the NSPCC if:

- the situation is an emergency and the Designated Safeguarding Lead or Deputy Safeguarding Lead and the Directors are unavailable.
- **they are convinced that a direct report is the only way to ensure the children's safety.**

Child Protection File – Transfer (when children leave the nursery)

All information to be transferred as soon as possible:-

- Securely

- Separate to child's main file
- Obtain confirmation receipt
- Should not be sent by post
 - If posting is necessary, special delivery guaranteed
 - Pre-informed named contact
 - List of all enclosed files
 - Signed receipt kept in locked file

Receiving school/nursery:-

- Key staff; DSL; Senco are aware of the transfer
- Sign a copy of the receipt to confirm receipt of the files – securely return to The Life Nursery
- Consider if it would be appropriate to share any information with the new school/setting in advance of the child leaving to follow continuity of support in place for when the child arrives

Summary

Child protection and safeguarding is the responsibility of all adults who work or volunteer at The Life Nursery. All staff should assume that "it could happen here." Any concern about the well-being of children must be reported to the Designated Safeguarding Lead immediately. It must never be assumed that someone else will make that report. Keeping children safe whether in The Life Nursery or in the wider community, is a priority.

Legal Framework and Website Links

Children Act (1989 s47)

Protection of Children Act (1999)

The Children Act (2004 s11)

Children and Social Work Act 2017

Safeguarding Vulnerable Groups Act (2006)

Childcare Act 2006

Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018

Sexual Offences Act (2003)

Multi-Agency Statutory Guidance on FGM (2020)

Equality Act (2010)

UK General Data Protection Regulations (GDPR)

Children and Families Act (2014)

Working Together to Safeguard Children (2026)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Keeping Children Safe in Education (2023)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

What to do if you're worried a Child is Being Abused (2015)

Framework for the Assessment of Children in Need and their Families (DoH 2000)

Continuum of Need and Risk Identification Tool (2023) – Bradford Safeguarding Children Partnership

Information Sharing: Advice for practitioners providing Safeguarding Services (2024)

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

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

The Prevent duty: an introduction for those with safeguarding responsibilities (2023)

Prevent Duty Guidance: Guidance for specified authorities in England and Wales (2023)

Channel Duty Guidance: Protecting people susceptible to radicalisation (2023)

Voyeurism Offence Act (2019)

Safer Bradford – Local Authority (2026)

<https://www.saferbradford.co.uk/>

Bradford Schools Online (2026)

Early Years Foundation Stage (2025)

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Reviewed by Louise Gray, Nursery Manager – March 2026

Policy read and agreed by:

Name	Date