



SAFEGUARDING CHILDREN POLICY

Tommies Childcare Limited



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1. LEGISLATIVE FRAMEWORK

The relevant legislation underpinning this policy includes:

- Children's Act (1989 & 2004)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)
- Children and Families Act (2014)
- GDPR Regulation (2018)
- Working Together to Safeguard Children (2023)
- Statutory Framework for the Early Years Foundation Stage (2024)
- Keeping Children Safe in Education (2023)

This Policy also has regard for:

- Local Authority Safeguarding Procedures
- Ofsted Inspection Handbook (2024)
- Prevent Duty Guidance for England and Wales (2024)
- Safeguarding Children & Protecting Professionals in Early Years Setting: Online Safety Considerations (2019)

Safeguarding spans across many aspects that may not be contained in this policy, and therefore must be read in conjunction with both the Local Authority Safeguarding Partnership Procedures and the following Tommies Childcare Policies:

- Whistleblowing Policy
- Acceptable Use of ICT and Social Media Policy
- Tommies Childcare Code of Conduct
- Smoking, Alcohol and Drugs Policy

2. POLICY STATEMENT

Our prime responsibility is the welfare, safety and protection of all children in our care. The Company and employees have a statutory duty to safeguard children and parents/carers and employees must act and respond to possible signs of abuse or neglect at the earliest opportunity. Staff are trained in accordance with the Local Safeguarding Children's Partnership guidance and procedures, and use the statutory guidance, "**Working Together to Safeguard Children (2023)**" and "**Keeping Children Safe in Education**" (2023) to underpin.

Our staff will often be the first people to sense that there is a problem. They may well be the first people in whom the children may confide. Staff must recognise that abuse does occur in our society. This policy lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to emotional, physical, or sexual abuse or neglect.

Our staff will work with children, parents/carers and the community to ensure the rights and safety of children and to give them the very best start in life.



This policy also relates to the Whistleblowing Policy, Safer Recruitment Policy and the Acceptable Use of ICT and Social Media Policy.

3. EXPECTATIONS

All staff and visitors will:

- Be familiar with this Safeguarding Policy;
- Be subject to Safer Recruitment processes and checks, whether they are new employees, supply/agency staff, contractors, volunteers etc.;
- Be alert to signs and symptoms of possible abuse (**see Appendix 2: Guidance on Recognising Suspected Abuse**);
- Record concerns and share the record with the Designated Safeguarding Lead;
- Deal with a disclosure of abuse from a child in line with your Local Authority Guidance- you must inform the Designated Safeguarding Officer immediately and provide a written account as soon as possible.

All staff will receive safeguarding training at intervals of no more than three years. Key staff will undertake more specialist child protection training.

4. DESIGNATED SAFEGUARD LEAD

The Nursery Manager (or the Deputy in the absence of the Manager) holds the responsibility of Designated Safeguarding Lead (DSL) within the setting. The role of DSL is to coordinate, support and advise on any concerns relating to children's safeguarding and welfare.

Role in Child Protection	Name & Job Title	Contact Telephone Number
Designated Lead for Safeguarding		
Designated Lead 2 in the absence of above		

5. ROLES AND RESPONSIBILITIES

Operations Director

- To ensure knowledge on Safeguarding and Prevent Policy and procedure is up to date and filtered down to individual nurseries.
- Ensure all documentation for referrals is completed appropriately and in a timely manner.
- Ensure all concerns remain confidential.



- To support the safeguarding concerns across the company where decisions about referrals to LSP, LADO, Prevent/Channel and Ofsted may be made in conjunction with key personnel.
- To review safeguarding policy updates across the company and make recommendations where appropriate to the Area Managers during Monthly Meetings.
- To attend Designated Safeguarding Lead training every 2 years.

Area Managers

- To liaise and monitor all key referrals ensuring advice, consistency and one point of contact across the business to safeguard the children and young adults in our care.
- To support the safeguarding concerns across the company where decisions about referrals to LSP, LADO, Prevent/Channel and Ofsted may be made in conjunction with key personnel.
- To ensure Management Teams have read and understood the Safeguarding and Prevent Policies and procedures.
- To ensure colleagues mandatory training relating to Safeguarding and Child Protection is up to date and that access to Local Authority training for Designated Safeguarding Leads is in place.
- Ensure that Management Teams make colleagues aware of the company Whistle Blowing Policy and they understand the procedure to be followed in the event that an allegation is made against a colleague.
- To attend Designated Safeguarding Lead training every two years.

Designated Safeguarding Lead (Nursery Manager)

- To attend Local Authority Designated Lead safeguarding training or the Designated Safeguarding Lead training undertaken by your Local Authority every two years.
- Completion of the **'Who To Contact-Appendix 1'** poster to be displayed on the parent and staff information boards
- Implementation of Tommies Childcare Safeguarding and Prevent Policy and Procedures.
- Hold sound knowledge of the setting's Local Safeguarding Partners (LSP) policies and procedures.
- Report any safeguarding concerns at the setting directly to LSP (if appropriate) informing the Area Manager for their nursery.
- Working in partnership with other agencies with regards to open cases of child abuse or suspected abuse.
- Act as a source of advice for the setting, ensuring colleagues understand their responsibilities in relation to early intervention, whistle blowing and supporting children's needs.
- To attend the safeguarding network meetings
- Provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required;
- Keep a written record of all concerns when noted and reported by staff when disclosed by a child, ensuring that such records are stored securely and reported onward in accordance with this policy;



- To follow up on any concerns relating to children's unexplained absences from the setting with evidence to support this;
- To support employee knowledge around 'Prevent Duty', ensuring that all employees are aware of their responsibility in relation to this;
- To ensure that there is an accessible folder for all employees that include both the Safeguarding Policy and any supporting materials required; and
- To ensure that Safeguarding forms part of each monthly staff meeting, where updates and changes are discussed. Minutes of these meetings to be taken and issued to all employees.

Management Teams (Manager, Deputy, Room Leader and Third in Charge)

- To complete online Safeguarding and Prevent training bi-annually and to monitor colleagues training to ensure they keep up to date.
- Implementation of Tommies Childcare Safeguarding and Prevent Policy and procedure.
- To ensure colleagues are never appointed to start work without an enhanced DBS clearance and in line with the Company policy for Safer Recruitment.
- To ensure that on-going disqualification checks are carried out in January of each year.
- To ensure that they and all colleagues have read and understood the Safeguarding Policies and Procedures and completed mandatory training in relation to safeguarding.
- To frequently question colleagues with regards to safeguarding, offering scenarios to develop their knowledge.
- Create an open-door policy to management which consistently offers colleagues the opportunity to raise well-being and development concerns about the children and young adults they work with.
- Ensure that colleagues employed to care for children are suitable to fulfil their role.
- Identify and intervene if staff appear to struggle with the requirements of their role particularly in relation to managing difficult situations with children.
- Have a sound awareness of the company reporting procedures where a concern about a child, young adult or colleague is identified.
- Ensure safeguarding is a recurring agenda item at all staff meetings
- Competent completion of all forms relating to this area including support for Practitioners where required if documentation is not completed correctly.
- Regularly review the safeguarding logs and highlight any patterns emerging in children's or young adults welfare.
- Ensuring any child currently on a Child Protection Plan who are absent without explanation or an explanation of concern is reported to their Line Manager immediately to ensure all information is collated and able to be referred to if necessary.

Nursery Practitioners (Qualified, Unqualified and Modern Apprentices)

- Keeping alert for possible signs of abuse or neglect amongst children within the setting and reporting these to the Nursery Manager or Management Team without delay;
- Intervening immediately if you ever believe a child to be at potential risk from harm. This includes the intervention if a staff member or visitor acts inappropriately towards a child or



handles them in a way that makes you feel uncomfortable. Remove the child first from the situation and then report the incident;

- Referring concerns to the Designated Officer (Nursery/Pre-school Manager) and if not available then any available member of the Management Team. Be assured that they will act without delay on the issues reported;
- Supporting children who make a disclosure;
- Completion of all forms relating to safeguarding children with the support of the designated officer including:
 - Safeguarding Log
 - Incident Observation Sheet
- Supporting children to understand how they can keep themselves safe;
- Maintaining a two-way flow of communication between parents/carers and the nursery; and
- **All colleagues must use the right terminology regarding children's anatomy (e.g. Vagina, Penis, Bottom, Anus)**
- Ensuring the premises are safe and secure to prevent intruders entering and that supervision of children does not allow for children being left out of sight or sound.

Agency/Relief Staff, Administrators, Catering and Domestic Staff and Head Office Staff

- All staff working with children at a Tommies Childcare setting must have read and understood the Company's Safeguarding Procedures;
- These staff **MUST** report any concerns about a child to the Designated Officer or Management Team without delay;
- These staff **MUST** understand the intervention required if they feel a child is being handled inappropriately by any staff member, adult or visitor at the setting; and
- Prior to commencing work at the setting these staff **MUST** have a sound understanding and agree to adherence of the following Company policies:
 - Safeguarding Policy
 - Whistleblowing Policy
 - Mobile Phone Policy
 - Accident Reporting Procedures



REPORTING A CONCERN: FLOWCHART

- 1 There is a suspicion of or a disclosure that a child may be at risk or a verbal or written allegation or witnessing a wrongdoing committed by a colleague towards a child.
- 2 Colleagues are expected to act on concerns immediately ensuring that a child is removed from the alleged perpetrator in the room. The person alleged of an offence must not be left alone with children.

Any injury medical attention must be handled as a priority

Ensure you inform your settings Designated Safeguarding Lead (DSL) and/or a member of your nurseries Management Team.
- 3 The Designated Safeguarding Lead (DSL) or a member of the management team should remove the colleague immediately from duties using "supervised duties", "leave" or "suspension" as appropriate.
- 4 The Incident should be recorded on Appendix 4: Incident/Observation Form as soon as possible. No investigation should take place at this stage but CCTV should be immediately checked for fact finding purposes only.

Is the incident a potential LADO and/or safeguarding referral

YES

NO

- 5 Your Designated Safeguarding Lead (DSL) and/or a member of your Management team should contact LSCP to advise them of the safeguarding child concern immediately and inform your Area Manager.
- 6 Referral to be made if advised, and/or internal actions relating to further training or investigatory/disciplinary procedures to be agreed alongside the DSL, Nursery Management and Area Manager
- 7 Referral to be made inline with Local Authority Safeguarding Children's Partnership or LADO

- 5 Complete Appendix 4: Incident/observation form and ensure this is signed by either the Designated Safeguarding Lead or a member of the Nursery Management Team. Unless advised not too, parents are required to sign this form on collection.
- 6 Monitor the child, and if concerns are raised at a further date, please refer back to stage 4 of this flowchart.

Always ensure that confidentiality is maintained



6. ESCALATIONS

In the event that a child is deemed to be at immediate risk of harm e.g. by allowing them home they would be at immediate risk of harm then the Designated Safeguarding Lead, will make an immediate referral and the child would not be permitted to leave the setting until appropriate advice had been sought.

Where the nursery wishes to seek further advice this should be done so via your Local Authority Safeguarding Partnership. A referral may then be made based on the advice that has been given.

All communication will be recorded on **Appendix 5: Telephone Log**. the Designated Safeguarding Lead and/or Nursery Management should inform their Area Manager of the referral or contact made with the Local Authority who will inform the Operations Director.

Escalation process for serious concerns, accidents/incidents, significant events and allegations made against a member of staff.



7. SIGNS AND SYMPTOMS OF ABUSE

- Colleagues should refer to **Appendix 2: Guidance on recognising suspected abuse** for guidance on Signs and Symptoms of Abuse.
- **Appendix 3: Signs of Bruising on non-mobile Babies** refers to procedure to follow in relation to bruising in non-independently mobile children
- **Appendix 2: Guidance on recognising suspected abuse** details the procedure to follow in relation to potential cases of Female Genital Mutilation

8. DEALING WITH A DISCLOSURE

All staff should refer concerns to the Designated Safeguarding Officer as soon as possible, however in the meantime they should do the following;

- Listen to the child, remain calm and offer reassurance;
- Observe bruises or marks but do not ask a child to remove clothes to observe them. Use naturally occurring opportunities to view any issues such as nappy changing;
- Allow the child to lead the discussion. Do not ask leading questions, such as, “Was it this person who did it?” Only ask to enable the child to give you the information you need to be able to help them. Always use open ended questions.
- Listen, do not investigate, it is OK to ask, “Is there anything else you would like to tell me?”;



- Accept what the child says without challenge and reassure them that what they are doing is right;
- Don't lay blame either with the child or the perpetrator; and
- Don't promise confidentiality, explain they have done the right thing in telling you, who you need to tell and why.
- Make a written record using the Incident/Observation Record of what the child has said and any questions you may have asked to give clarity. If necessary, complete the body mapping tool if there are any marks on the child's body.
- If the child implies that they think it is their fault, reassure the child that they are not to blame.
- Report what has been said to your settings' Designated Safeguarding Lead (DSL).
- Keep any records factual. Be as clear as you can and try not to let your emotions take over

Children could make a disclosure to staff at any time. It is important whenever a child chooses to disclose that a member of staff can listen to what is being said calmly and without judgement. If a child makes a disclosure you should follow the guidance set out below:

Listen to the child and take care not to ask any leading questions or put words in their mouth.

9. RECORD KEEPING

If a child makes a disclosure or you notice any area of concern relating to a child, make brief notes of it immediately so that you capture an accurate recording of the events. After this, the following paperwork from your notes must be undertaken with the support of your Designated Officer:

- Incident Observation Record (**see Appendix 4**);
- Date, day, time and full names;
- Place and context of the disclosure;
- Physical injury;
- Behaviour causing concern;
- Discussion with parent/carer;
- Actions;
- Facts only; and
- Always use the child's own language to quote, never translate into your own terms or apply your thoughts

Following up, the Designated Officer will;

- Follow up the disclosure using the Incident Observation Record as a basis for consideration for action;
- Make additional records if required;
- Decide whether to continue to monitor the situation or make a referral. In cases where a child is thought to be at immediate risk, a referral must be made inline with your Local Authority Procedures; and
- Ensure the Area Manager/Operations Director is kept informed about the situation.



10. SAFEGUARDING LOG

All Incident/Observation records should be logged on the 'Safeguarding Log' (**Appendix 7**), this include any records that have been completed by parents on arrival to nursery. These should be recorded at the time of the incident but at the very latest by the end of each day to ensure that any patterns, trends or concerns are noted.

These records should be kept in a separate folder labelled 'Safeguarding Log' and each child should have their own file. Where more than one log is required, please ensure that the most recent is displayed at the front of the file. The Safeguarding Log should be completed by the Nursery Manager in all nurseries and should only be available to those requiring access. (i.e. Deputy Manager, Third in Charge).

All entries should be entered onto the Safeguarding Log, no later the month of the event.

11. CHILDREN SUBJECT TO INVOLVEMENT WITH SOCIAL SERVICES

There will be times when children within your setting are involved with Social Services, these may include but are not limited to:

- Children subject to a Child Protection Plan
- Children subject to a Common Assessment Framework
- Children who have a named Social Worker (Even if there are no concerns)
- Looked after Children

It is important for consistency that all records for these children are kept together. With this in mind, all children who are subject to external involvement from Social Services should have an additional file, that sits behind the safeguarding log record. The 'Record of External Involvement' Document (**Appendix 6: Record of Involvement with Social Services**) should be completed, with any documentation relating to case conferences, conversations with Social Workers etc filed behind.

12. MAKING A REFERRAL: CONCERNS ABOUT A CHILD

The Designated Safeguarding Officer will follow the procedures set out by the Local Safeguarding Children's Partnership if it is believed that a child is suffering or is at risk of suffering significant harm. The parents/carers will always be told that a referral is being made unless by doing so would increase the risk to the child.

When a referral is made, specific information will be requested:

- Child's name, date of birth and address;
- Parents/carers contact address and telephone number;
- It could be useful to have the personal file to hand for any other information that may be requested;
- The causes for concern (during discussions with the Designated Officer, any previous relevant observations or concerns should be noted and passed on during referral);



- Any records of conversation that the child has made with adults or children, these should be accurate and objective. Do not interrogate the child; simply repeat the child's words to confirm that they have been heard correctly; and
- Written report to go to Social Services within 24 hours

If you have reported an incident to your Designated Safeguarding Officer and you still have concerns about the welfare of any child, you have a duty to follow this up, following your Local Safeguarding Procedures to do so.

13. WORKING WITH PARENTS

Tommies Childcare values parents/carers as partners and are committed to consulting with them as appropriate regarding the safety and care of their child.

Every child's safety and well-being is paramount and will always be our priority. Part of our Duty of Care is to acknowledge, recognise and seek to understand the details to any change in a child's well-being so that we can support them appropriately.

Changes in well-being could be due to a child sustaining an injury following an accident that occurred outside of the nursery setting. In these circumstances, on return to nursery parents/carers will be asked to provide details about an injury, which will be recorded in a factual and concise manner, shared confidentially with the child's Key Person and stored securely in the child's file.

In situations where there are several incidents or details that are unclear, we are required (by law) to follow our Local Authority Safeguarding Procedures and seek further advice. If we need to make a referral the nursery will aim to inform the parent/carer; however, this may not always be possible until after the referral has been made.

Where possible, concerns will be discussed with the parent/carer for an explanation, providing this does not place the child at further risk. Where we decide not to seek parental permission before making a referral, the decision will be recorded in the child's file (within the Safeguarding Log) with reasons, dated and signed.

We will involve parents/carers where possible and ensure they understand the responsibilities placed on the setting for safeguarding children by setting out the statutory duty in our registration forms, policies and procedures and continuously through newsletters.

In some circumstances, information may be shared with other agencies prior to informing parents/carers to safeguard the child.

Parents should be encouraged to share information with us about accidents or concerns from home. These will be logged on **Appendix 4-Incident/Observation Form** and signed by parents or carers.

We have a responsibility to ensure we take reasonable steps to ensure that we do not hand a child over to a parent, guardian or authorised person if we suspect they are under the influence of alcohol or drugs.



In this instance a member of the Management Team will speak with the adult in question and request that they arrange for someone else to collect the child or young adult. Two team members will always remain with the child or young adult until an appropriate alternative collection can be arranged.

Please also refer to the 'Aggressive and Violent Situations' Policy.

14. SUPPORT FOR FAMILIES

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group;
- When a family starts at a setting, we make clear to parents/carers our roles and responsibilities in relation to child safeguarding, such as; for the reporting of concerns, providing information, monitoring of the child and liaising always with the Local Children's Social Care Team;
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse;
- We follow the Child Safeguarding Plan as set by the child's Social Care Worker in relation to the setting's Designated Role and tasks in supporting that child and their family after any investigation;
- Confidential records kept on a child are shared with the parents/carers or those have parental responsibilities for the child and only if appropriate under the guidance of the Local Safeguarding Children's Partnership (LSCP).

15. BABY SITTING

It is not uncommon for employees of Tommies Childcare to be approached for babysitting children from our nursery sites. At Tommies Childcare, we do not under any circumstances, provide any form of babysitting services for parents. Under Section 19.1c of our employment contract, you are prevented from dealing with any customers of Tommies Childcare by using knowledge of those customers, gained whilst in our employment. This is to ensure that Tommies Childcare employees cannot be subject to any complaints and/or allegations against a child and/or their family.

We adopt this policy:

- To safeguard the staff working within the nursery, to reduce the risk of a conflict of interest;
- To safeguard the confidentiality of our children, colleagues and other parents/ carers in the setting;
- That parent / carer relationship is kept professional and supportive and restricted to the nursery setting; and
- That we cannot take any responsibility for the health and safety of a child in their own home whilst being cared for by a member of our staff.

In the event that employees carry out Babysitting duties, this will be managed in line with the organisations Investigation & Disciplinary Policy.



16. TRAINING

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

- We seek out training opportunities for all adults in the setting to ensure that they can recognise the signs of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the Local Authority guidelines for making referrals;
- All staff will complete Level 2 Safeguarding training when they start their employment with Tommies Childcare or every 2 years following;
- Those staff in a position as Designated Safeguarding Officer will also attend further specific training provided by the Local Authority or an appropriate alternative every two years. However, they will also complete the Designated Safeguarding Officer training through Noodle bi-annually;
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting. When the policy and procedures are updated, all staff will be asked to read the policy and sign to say they have read and understood it;
- Safeguarding forms part of our daily practice and staff meetings are used to discuss these and raise further awareness

Further information regarding training requirements can be found in the “Professional Development Policy”

17. CONFIDENTIALITY AND INFORMATION SHARING

All staff understand that any issues relating to safeguarding or child protection warrant a high level of confidentiality. Staff are encouraged to discuss any concerns with the Designated Safeguarding

Officer or Manager. A decision will then be made about who else needs to have the information and this will be disseminated on a need-to-know basis.

Incident/Observation Records (**Appendix 4**) and other written information will be stored in a locked facility. We will develop effective links with relevant agencies and cooperate as required with any enquiries regarding child protection matters including attendance of case conferences.

18. STAFF SUPPORT

We recognise the stressful and traumatic nature of child protection work. We will support staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Officer and to seek further support as appropriate.

For further information, please refer to the Safer Recruitment Policy.



19. ALLEGATIONS ABOUT A MEMBER OF STAFF OR VOLUNTEER

Inline with our Whistleblowing Policy and Code of Conduct, if an employee sees or suspect's inappropriate behaviour by another colleague or visitor at any level within the business (this includes Head Office) they have a responsibility and duty of care to **IMMEDIATELY** remove the child/ren from risk of harm and then report the incident **IMMEDIATELY** to the Designated Safeguarding Lead for the setting or member of the Management Team.

Inappropriate colleague behaviour towards a child could include:

- Rough or inappropriate physical handling
- Force Feeding a child, against their will
- Picking up a child in a way that causes injury or harm
- Inappropriate language e.g. swear words, racist comments, sexual comments, shouting, belittling a child
- Inappropriate sharing of images
- Excessive one to one attention with a child, beyond the requirements of their usual role.

In the event that an allegation of a safeguarding nature is made against a colleague or visitor, either at a setting or Head Office, either by another colleague, parent, visitor or external body the following steps will be taken:

- The person will be removed from direct contact with children
- Initial information will be obtained to share with the Local Authority Designated Officer (LADO).
- This will be discussed with the Area Manager for your setting who will notify the Operations Director. Any assistance or support will be identified at this stage also.

Advice must be sought from your Area Manager/Operations Director, regarding the suspension of any member of staff. Nursery Managers may be asked to suspend staff in these situations if advised to do so.

Any concerns or allegations made about a member of the Senior Management Team or Head Office member of staff can be made to any other appropriate Senior Member of Management.

If the allegation of serious harm or abuse relates to any person living with, working with or looking after children at the premises (whether allegations relate to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises by a staff member or someone within the nursery must be reported to Ofsted as soon as possible or within 14 days by the Designated Officer for Child Protection. Failure to report to Ofsted within 14 days is considered an offence under **The Early Years Foundation Stage Welfare Requirements Regulations (2024)**.

Your Area Manager/Operations Director must be informed of any referrals being made to the Local Authority Designated Officer (LADO).



All allegations should be recorded on the Incident/Observation Record form (see Appendix 4) and filed accordingly. **Appendix 8-Record of an allegation made against a member of staff-** should also be completed and attached to the **Incident/Observation Record (Appendix 4)**.

20. PEER-ON-PEER ABUSE

Our nursery settings may be the only stable, secure and safe element in the lives of children at risk of, or who have suffered harm. Nevertheless, whilst at school, their behaviour may be challenging and defiant, or they may instead be withdrawn, or display abusive behaviours towards other children.

Tommies Childcare recognises that some children may abuse their peers and any incidents of peer on peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures.

Peer on peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), on-line abuse, gender-based abuse, 'sexting' or sexually harmful behaviour. We do not tolerate any harmful behaviour and will take swift action to intervene where this occurs.

We aim to ensure that children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable.

If an allegation of peer on peer abuse is made, the DSL is to follow the Safeguarding procedures outlines in this policy with reference to their own Local Authority Procedures specifically.

Please see Appendix 2: Guidance on Recognising Suspected Abuse for further information on Peer on Peer Abuse

21. PREVENT DUTY

We recognise our duty under section 26 of the Counter-Terrorism and Security Act 2015, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent Duty.

All colleagues, at all levels within the company, must be alert to the following:

- Potentially harmful behaviour by adults in the child's and young adults life. This includes incidents where we suspect that a child or young adult may be vulnerable because of extremist views held by adults within the child's and young adults' family or anyone who has regular contact with the child or young adult.
- Their duty to implement our Whistle Blowing procedures in relation to any concerns about staff who are suspected of or directly displaying any extremist views.
- All colleagues must complete the Prevent training on the online platform. This is to be refreshed annually



- British Values remain a focus across our settings. British Values are embedded throughout the nursery environments also.
- Potential signs of extremist behaviour relating to both adults and children are detailed on **Appendix 2: Guidance on Recognising Suspected Abuse.**
- In cases of Prevent we will follow our usual safeguarding procedures and follow each Local Authority reporting structure in relation to Prevent.
- It is the role of all colleagues within our settings and Head Office to be alert to the signs of radicalisation. All employees must report any concerns immediately to the Designated Lead.

22. WHISTLEBLOWING

As an organisation, we understand that our employees are in a position of trust which allows them to notice any concerns or behaviour changes more closely. We are aware that raising these concerns can sometimes be difficult when a situation arises, where they may have to report any concerns that are identified. The Whistleblowing Policy enables employees to raise concerns with the assurance that these will be acted upon fairly and professionally. All staff, volunteers and students have a statutory duty and responsibility to safeguard and promote the welfare of children and young people, ensuring that they are protected from harm.

Tommies Childcare are committed to providing the highest level of professionalism in our settings. Therefore, we promote an ethos that encourages an open environment where all are accountable for maintaining this level of professionalism. In-line with this, employees are encouraged to raise genuine concerns about any person linked to an organisation and/or other e.g. parents/carers.

The Whistleblowing Policy is intended to encourage and enable employees and others to voice their concerns within the Company rather than ignoring or overlooking the concern. There may also be occasions where employees need to raise concerns about a member of the Management Team and the procedure for reporting this is also outlined.

It is imperative that through this policy we can:

- Provide avenues for employees/visitors to raise concerns and receive feedback on any action taken;
- Allow employees/visitors to take the matter further if they are not satisfied with the outcome or response; and
- Reassure those who use the Whistleblowing Policy to raise concerns that the appropriate steps will be taken to protect them from any victimisation through the following Whistleblowing procedure.

The Whistleblowing Policy is intended to cover genuine concerns that fall outside the scope of other procedures. That concern may be something that:

- Is against the policies and procedures of Tommies Childcare;
- Falls below established standards of practice;
- Amounts to improper conduct;



- Is a health & safety risk, including risks to the public as well as the children, other colleagues, parents/carers or others;
- Contradicts Tommies Childcare's Code of Conduct; or
- Contributes to a safeguarding risk involving children in the care of Tommies Childcare.

The procedure will be communicated to all employees as well as parents/carers, students and others.

Please see the Whistleblowing Policy for further information.

23. VULNERABLE REGISTER

The Vulnerable Children Register (*see Appendix 9*) is a confidential record used within a nursery setting to identify and monitor children who may be at increased risk of harm or who require additional safeguarding support. It includes children who may be vulnerable due to factors such as child protection concerns, social care involvement, domestic abuse, family difficulties, special educational needs, disabilities, medical needs, or other circumstances that may impact their safety and wellbeing.

The register is kept securely by the Designated Safeguarding Leads and reviewed regularly to ensure information is accurate, up to date, and that appropriate actions are in place to safeguard each child.

24. REVIEW AND REFLECTION

As part of Tommies Childcare's commitment to safeguarding, we understand the importance of reviewing, reflecting and monitoring those concerns that may have arisen within our settings.

25. DECLARATION

I can confirm that I have read and fully understand and agree to abide by Tommies Safeguarding Children Policy.

Name:

Signed:

Date:



26. RECORD OF POLICY CHANGES

Last	Date	Initials	Comments
			Introduced in August 2021
			Changes include:
			1. Legislative Framework to Include: Keeping Children Safe in Education (2021)
			7. Introduction of Appendix 14 (How do we recognise neglect?)
Updated	July 23	DB	8. Prevent Duty Training to be refreshed annually rather than every 3 years
			12. Introduction of 'Domestic Abuse' Training through Noodle Now
			22. Training Updates including Prevent, Domestic Violence and Ace's Online Course
Updated	June 24	DB	Ace Training to be completed via Noodle
Updated	February 26	CR	Vulnerable Register added