



Safeguarding Children

(Use prevent safeguarding referral form online)
(Please read alongside the acceptable use policy)

This policy represents the agreed principles for Safeguarding Children in the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Jack in the Box, the professionals this information may be shared with and the retention periods this data is held for as well as our Inclusion, safeguarding, positive behaviour, safe touch policy and the acceptable use policy. Relevant personal information can be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional, or mental harm, or if it is protecting their physical, mental, or emotional well-being under section 47 of the Children's Act.

Introduction

The health, safety, and welfare of all our children are of paramount importance to all the adults who work in our Nursery and there is a culture of vigilance amongst staff who have a safeguarding culture of "it could happen here" we know children learn best when they are healthy, safe, secure, when their individual needs are met and when they have positive relationships with the people caring for them. Our children have the right to protection, regardless of age, gender, race, culture, background, or disability. They have a right to be safe in our Nursery, and this is achieved through creating a high-quality, welcoming and safe setting where children can enjoy learning and grow in confidence. This policy is in line with LSP (**Hertfordshire Safeguarding Partners**) local guidance and procedures.

Aims and objectives

Our aims are:

- to provide a safe environment for children to learn in.
- to establish what actions the Nursery can take to ensure that children remain safe, at home as well as at nursery
- Staff are vigilant, maintaining an attitude of "it could happen here"
- to raise the awareness of all staff to these issues, and to define their roles and responsibilities in reporting possible cases of abuse. Safeguarding is addressed and updated at EVERY team meeting and regularly throughout the year.
- to identify children who are suffering, or likely to suffer, significant harm.
- to ensure effective communication between all staff as well as work in partnership on child protection issues.
- to set down the correct procedures for those who encounter any issue of safeguarding.
- Actively promote British values, promote their welfare, and prevent radicalisation and extremism.
- Have a Designated Safeguarding Lead (DSL) to take responsibility for safeguarding children.

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- Have a policy on how mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used within the setting (see acceptable use policy)
- Staff are aware of medications and other substance misuse including smoking and vaping (see medication and other substances policy)
- To ensure children are not coerced into gangs or criminal exploitation through county lines.
- Show professional curiosity, when talking with children, parents/carers, making sure parents and carers get the support they need without judgment.

Statutory Framework

This policy is formulated using the following legislation and guidance:

- The Children Act 1989 & 2004 (Section 47) (Section 17)
- Education Act 2011
- Statutory Framework for the Early Years Foundation Stage (DfE 2025)
- Working Together to Safeguard Children (DfE 2025)
- The Prevent Duty under section 26 of the Counterterrorism and Security Act 2015 (DfE updated 2024)
- What to do if you are worried a child is being abused DfE (2015)
- Female Genital Mutilation Act 2003 A mandatory reporting duty for FGM is in place via the Serious Crime Act 2015
- The childcare Act 2006 (Section 40).
- Information sharing 2018 Data Protection Act (DPA) and General Data Protection Regulations (UKGDPR)
- Keeping Children Safe in Education (KCSIE 2025)
- Safeguarding children and protecting professionals in early years settings: online safety considerations (2019)
- Ofsted inspection framework
- Safeguarding vulnerable groups act 2006
- Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers updated (2024)
- Safeguarding Act (2024)

The Children's Act states that the child's welfare is paramount, and that every child has a right to protection from abuse, neglect, and exploitation.

The Early Years Foundation Stage general welfare requirement *Safeguarding and promoting children's welfare* states 'the provider must take necessary steps to 'keep children safe and well' incorporating the EYFS overarching principles: Unique child, Positive Relationships, Enabling Environments, where adults provide teaching and support in response to each child's interests, needs, learning and development, recognising that children develop and learn at different rates and in diverse ways.

Working Together to Safeguard Children identifies that Early Years providers have a duty under section 40 of the Childcare Act to comply with the welfare requirements of the Early Years Foundation Stage. Early years providers must ensure that:

- The suitability of adults who have contact with children; promote good health, manage behaviour, records, policies and procedures.
- We ensure all staff complete safeguarding training every 2 years that enables them to recognise signs of potential abuse and neglect and are alert to any issues of concern in the

child's life at home or elsewhere. Regular updates are shared and support provided to all staff.

- We have a practitioner who is designated to take lead responsibility for safeguarding children and liaises with local statutory children's services agencies and with Local Safeguarding Partners (LSPs) as appropriate. The DSL has complete designated safeguarding lead training.

The Designated Safeguarding Lead (DSL) are Lucy Pyle with (Deputy DDSL's) Jazzmyn Saunders

The Designated Safeguarding Lead (DSL) for Safeguarding are the managers of the Nursery. The DSLs' role is to: -

- Follow DSL and DDSL roles and responsibilities policy
- ensure that Hertfordshire Children's Social care team procedures are followed in the Nursery
- ensure that all staff are aware of these procedures
- develop effective working relationships with other agencies and services
- decide whether to take further action about specific concerns e.g. refer to Hertfordshire Safeguarding Children Partnership and if appropriate the police.
- Complete the continuum of need to ascertain the family's needs and whether to take further action about specific concerns and refer to Families First for Early Help.
- Refer specific concerns to the Channel Programme which focuses on providing support in the early stages to people who are identified as being susceptible to being drawn into terrorism.
- liaise with Social Work Teams over suspected cases of child abuse as well as local statutory children's services agencies.
- ensure that accurate records relating to individual children are kept in a secure place and marked 'Strictly Confidential' this must include any outcomes.
- submit reports to, and attend, Safeguarding Core groups and Child Protection Conferences.
- ensure that the nursery effectively monitors children who have been identified as 'at risk'
- provide guidance to parents through families first and to children and staff through obtaining suitable support.
- Keep up to date with all relevant procedures and legislations
- Attend TAC (Team Around the Child), TAF (Team Around the Family) and CIN (Child in Need) meetings.
- Ensure sufficient staff have a valid paediatric first aid qualification, are always on the premises and available when children are present and accompany children on outings. Staff must consider the number of children, staff and layout of the nursery to ensure that a paediatric first aider is able to respond to emergencies quickly. Paediatric first aiders must be present in the room whilst children are eating, children must always be in sight and hearing to minimise the risk of choking. If a child chokes at the nursery a paediatric first aider will encourage the child to cough, if this does not clear the obstruction then physical intervention may be needed such as back blows or abdominal thrusts, if the obstruction is not clearing a member of staff will call the emergency services while first aid continues. Following any incident of physical intervention the choking and physical intervention log will be completed, and staff must inform parents/carers after the incident or during if the emergency services have been called. If abdominal thrusts have been performed the child must go to hospital to check for any internal damage.
- Staff need to ensure they know the stage a child is at in their weaning process and not make assumptions due to their age.
- All staff must be aware of any allergies or intolerances alongside any special health requirements and complete a care plan. Staff must ensure the food being provided meets

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all the requirements for each child and prepared in a way to prevent choking. (please see nursery meals, food, drink and nutrition policy and Food Allergy and intolerance policy)

- From time-to-time children may fall asleep during their sessions, staff will ensure that children are in a safe space and are supervised during this period.
- Ensure all medicines administered to children follow our Health, Safety and Welfare policy procedures and are adhered to by all staff (see health, safety and welfare policy)

Nursery Procedures

- if any member of staff is concerned about a child, he or she must inform the DSLs'
- information regarding the concerns must be recorded by the member of staff on the same day on a 'cause for concern' sheet (which has an outline of a body on it – staff must accurately record their concerns). The recording must be a clear, precise, factual account of the observations and must be dated. These sheets are kept in the DSL's 'Children Causing Concern' file, which is kept securely in the managers locked cupboard/ office and marked 'strictly confidential'. All concerns must be recorded on the same 'body' sheet to enable an overview, each account must be clearly dated, and the chronology sheet completed of the action taken and any outcomes.
- the DSL will decide whether the concerns should be referred by reporting concerns to Hertfordshire's safeguarding children's partners. If it is decided to make a referral to Hertfordshire's safeguarding children's partnership after ensuring the thresholds are met using the continuum of need document then parental consent is needed prior to a referral although it is our legal duty under section 47 to share information, if a child is believed to be at risk of harm consent is not needed (Intensive/ Specialist). If consent is refused at universal or targeted continue to monitor as that is a concern itself and may move to the next level.
- if a referral is made to Hertfordshire's safeguarding children's partnership the DSL will ensure that a written confirmation of the concerns is sent within 48 hours when requested
- timely attention will be paid to the attendance and development of any child who attends the nursery with particular attention drawn to children who are believed to be 'at risk', 'vulnerable groups' or who have been placed on the Safeguarding Children's Register. Children's attendance will be monitored and recorded, and parents/ carers will be contacted as to the reason why their child has not attended, and logs will be monitored. If a child is absent for a prolonged period, or a child is absent without notification from a parent/ carer the nursery will contact the parents/carers or make contact through the emergency contacts list. Practitioners will use their professional judgement regarding the patterns and trends in a child's absence, the child's / parent and or carers vulnerability due to parent/carers or child's mental or physical health, their home life and current circumstances when deciding if their absence should be considered as prolonged. Any concerns will be referred to local children's social care services and/ or a police welfare check requested. (please see Child placement, admissions and attendance policy)

Families First and Early help

Families First assessment (FFA) is our Early Help assessment tool and is used by practitioners who work with children, young people, parents and carers, it is used to identify needs, and to organise the right support and services to address those needs at an early stage. The FFA process allows different agencies and services to share information and work together in a coordinated way. FFAs are voluntary and require consent from parents or carers before they can

begin. The FFA process is designed to address needs which require a multi -agency response. FFA should be started by any practitioner who has identified additional needs amongst any of the children, young people or families that they work with. The FFA process uses a “whole family” approach, which allows everyone’s needs in the family to be considered, in order to make a lasting difference and can help with some of the issues listed below:

- Parenting
- Mental and physical health problems
- Drug and alcohol dependency
- Domestic abuse
- Debt problems
- Risk of being homeless
- School and related concerns- such as your child not attending.

Promoting British Values The Prevent Duty (Counter Terrorism and security)

The Prevent Duty builds children’s resilience to radicalisation by promoting fundamental British values and provides a safe space in which children and staff understand the risks associated with terrorism. The EYFS supports this through personal, social, and emotional development and through understanding the world.

As with managing other safeguarding risks, staff should be alert to changes in children’s behaviour which could indicate that they may need help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. Staff should use their professional judgement and curiosity alongside their training in identifying children who might be at risk of radicalisation and act proportionately with a risk-based approach.

Staff are aware and confident to share their concerns with the setting’s DSL, DSL’s will assist with referring onwards to prevent, either by contacting the police or the local authority Prevent programme manager regarding an individual who may be susceptible to being drawn into terrorism and support rehabilitation and disengagement of those already involved in terrorism. It is important that the risk is relevant to referrer to prevent, the prevent team will assess the level of risk and level of need needed through the channel panel and if appropriate agree a tailored package of support. Channel is a voluntary process, and consent must be given by parents or carers before a referral and before support can be given. Where Channel is not considered suitable, alternative options will be explored where appropriate. The person may be offered alternative support, such as by mental health services or children’s social care services. Where consent for Channel has not been given or the level of risk posed makes it unsuitable, the person can be considered for Police-led Partnerships.

Prevent remains one of the key pillars of CONTEST (Counter- terrorism strategy), alongside the other four ‘P’ work strands:

- Prevent: to stop people becoming terrorists or supporting terrorism
- Pursue: to stop terrorist attacks
- Protect: to strengthen our protection against a terrorist attack
- Prepare: to mitigate the impact of a terrorist attack.

The Prevent Duty incorporates reducing the threat to the UK from terrorism, tackle the causes of radicalisation and respond to ideological challenges, safeguard those most at risk and enable those who are already engaged in terrorism to disengage and rehabilitate.

All staff.

- Have completed an online awareness course and all managers/ DSL’s have completed training on prevent referrals and shared this information with staff.
- Continually discuss what behaviours may cause them to be concerned about a child.

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- Be alert to anything out of the ordinary a child may say to you for example stating they do not like particular groups of people.
- Children deciding not to be friends with some children related to their culture/race, refusing to sit near them
- Bullying and being aggressive towards some children, using offensive language
- Children acting out violent scenes in the role play area depicting negative images they may have seen at home/ online
- Older children who access the internet having access to online forums talking about terrorism
- Children talking about new people staying at their house; who are these people? Have the parents openly shared this information with you?
- Children suddenly being absent from the setting; have they gone away without telling you? Where have they gone and why?
- Younger children may show a change in behaviour that you cannot account for, for example being withdrawn or aggressive, frightened,
- Notice any changes in the Parents behaviour for example comments they may make to you about other parents related to their culture/ethnicity, being discriminatory; any views they share with you that causes you concern for example sharing extreme political views
- Any concerns you may have of work colleagues who hold extreme views or make discriminatory remarks
- records relating to Safeguarding children will be kept in a secure locked place, separate from the child's general file
- if a child who is known to be on the Safeguarding Children Register changes nursery or moves onto their school or setting the DSL will inform the social worker responsible for the case and transfer the appropriate records to the receiving School/Nursery, in a secure manner usually by hand, to a named person, and separate from the child's general file. A "Transfer Form" will be completed and stored in the child's file.

In addition to preparing children for life in modern Britain, staff promote shared values, by building resilience to radicalisation and extremism. Staff provide a safe environment for debating controversial issues and helping children to understand how they can influence and participate in decision making.

Prevent Abuse by means of good practice

- Practitioners and any other person who may have regular contact with children are suitable
- Adults will never be left alone for long periods of time, with individual children or with small groups
- Adults that have no DBS or CRB certificate or relevant childcare qualifications will **never** be left alone with a child.
- Children will have regular circle time and discussions on appropriate behaviour and appropriate touch.
- All staff are aware of the Recognise, Respond and Refer poster. It is clearly displayed on notice boards within the nursery and designated areas around the setting.

Staff training/ safer recruitment/ Staff meetings (see acceptable use policy)

A clear vetting and barring procedure is in place for all new staff and clear policies are shared before their start date. All adults in the Nursery receive regular training to raise their awareness of abuse, and to improve their knowledge of Safeguarding procedures that have been agreed locally. Designated Safeguarding leads attend additional training to ensure they take lead responsibility for child protection within the setting. The maximum period of time before refresher training must take place is two years. All staff have Termly supervisions and yearly performance management appraisals which are informed by peer on peer and management observations. The DSL has

completed WRAP training, and all staff have completed online training on protecting children from the risk of radicalisation (Prevent). Staff have undertaken online Female Genital Mutilation training (FGM), county lines training and DSL's have completed operation encompass training. Staff are aware of the settings E-Safety procedures within the acceptable use policy as well as Inclusion procedures. Staff appropriately supervise children whenever they are using devices, check apps, websites, and tools prior to using them with the children as well as checking the results of searches. Staff use age- appropriate apps and have clear guidelines regarding mobile phones, cameras, smart watches and any image sharing device. (please see acceptable use policy).

When to be concerned

Staff should be concerned about a pupil if he or she: -

- has any injury which is not typical of the bumps and scrapes normally associated with children's injuries
- regularly has unexplained injuries
- frequently has injuries (even when apparently reasonable explanations are given)
- gives confused or conflicting explanations on how injuries were sustained
- exhibits significant changes in behaviour, performance, or attitude
- indulges in sexual behaviour which is unusually explicit and/or inappropriate to his or her age (using the sexual behaviours traffic light tool)
- discloses an experience in which he or she may have been harmed
- gives other cause to believe that he or she may be suffering significant harm
- poor attendance or pattern in attendance
- child on child abuse, this can include inappropriate behaviours between children that are abusive in nature including physical, sexual or emotional forms of bullying both on and offline.

Staff must ensure existing injury sheets are completed as soon as they notice a mark on a child. If this is noticed at drop off, then parents/ cares need to be asked how the injury has occurred and complete the existing injury form. Staff will mark any injury in the child's individual body map form. If parents and carers have left the nursery site and the injury is identified by a member of staff, then parents and carers need to be contacted by telephone and asked how the injury has occurred. Parents and carers will complete the existing injury form on collection of their child. Staff members will ask the child how they sustained the injury and for consistencies in parents and carers responses as well as the child's. The insisting injury file is monitored termly for any patterns.

Female genital mutilation (FGM)

Female genital mutilation (FGM) is a form of child abuse. It is the collective name given to a range of procedures involving the partial or total removal of the external female genitalia for non-medical reasons or other injury to the female genital organs. It has no health benefits and harms girls and women in many ways. The practice, which is most commonly carried out without anaesthetic, can cause intense pain and distress and long-term health consequences, including difficulties in childbirth.

FGM is carried out on girls of any age, from young babies to older teenagers and adult women, so nursery staff are trained to be aware of risk indicators.

These risk indicators may include:

- Child talking about getting ready for a special ceremony
- family taking a long trip abroad
- Child's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Gambia, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia, and Pakistan)

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- knowledge that the child's sibling has undergone FGM
- child talks about going abroad to be 'cut'

Many such procedures are carried out abroad, and staff will be particularly alert to suspicions or concerns expressed by females about going on a long holiday during the summer holiday period. Staff are aware that it is also possible for these procedures to be undertaken in the UK. In England, Wales and Northern Ireland, the practice is illegal under the Female Genital Mutilation Act. Any person found guilty of an offence under the Female Genital Mutilation Act is liable to a maximum penalty of 14 years imprisonment a fine, or both. (See Female Genital Mutilation Statutory Guidance for further information). If staff have a concern that a girl may be at risk of FGM, they will record their concern and inform the DSL as they would any other safeguarding concern.

Signs that may indicate a pupil has undergone FGM:

- prolonged absence from Nursery and other activities
- behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
- bladder problems
- finding it difficult to sit still and looking uncomfortable
- complaining about pain between the legs
- mentioning something somebody did to them that they are not allowed to talk about
- secretive behaviour, including isolating themselves from the group
- reluctance to take part in physical activity
- repeated urinal tract infection
- disclosure

Staff are subject to a statutory duty defined by Section 5B of the Female Genital Mutilation Act (as inserted by section 74 of the Serious Crime Act) to report to the police personally where they discover (e.g. by means of a disclosure) that an act of FGM appears to have been carried out on a girl who is aged under 18 years of age. This is known as mandatory reporting.

The mandatory reporting duty applies to all at Jack in the Box. The duty applies to the individual who becomes aware of the case to make a report to the police. In this situation staff will record their concerns in our strictly confidential Safeguarding file and inform the DSL, who will support the staff member in making a direct report to the police. There are no circumstances in which staff will examine a girl.

County Lines

County lines is a form of criminal exploitation. It is when criminals befriend children, either online or offline, and then manipulate them into drug dealing, storing drugs or money or carrying weapons. The 'lines' refer to mobile phones that are used to control a young person who is delivering drugs, often to towns outside their home county.

Young people aged 14-17 are most likely to be targeted by criminal groups but there are reports of seven-year-olds and younger being groomed into county lines.

Primary school children are seen as easy targets because they're less likely to get caught. The grooming might start with them being asked to 'keep watch' but it soon escalates to them being forced to stash weapons, money, or become drug couriers.

It doesn't matter where you're from or your social background, children from any community can be groomed into county lines. However, those from poor households, who regularly skip school or have problems at home may be more at risk.

Children caught up in county lines are victim of exploitation.

County lines operations are often hard to spot, but the signs are visible. We are all in a position to stop it.

Signs to look out for are children who have multiple mobile phones, comes home with unexplained injuries or bruising, suddenly has new trainers they can't afford they start using coded wording for items or places. These could all be indicators that a young person is in trouble. Staff at Jack in the Box have all undertaken County lines training and learn the signs of exploitation and how to report it if worried.

Operation Encompass:

Jack in the box is part of Operation Encompass. This is a police and education early intervention safeguarding partnership which supports children and young people who experience Domestic Abuse. Operation Encompass means that the police or your child's health visitor will share information about Domestic Abuse incidents with our nursery PRIOR to the start of the next nursery day when they have been called to a domestic incident.

Once our DSL has attended an Operation Encompass briefing/telephone call, they will cascade the principles of Operation Encompass to the DDSL. Parents/ cares are made aware that we are an Operation Encompass nursery within our parental information sharing boards where posters are displayed, as well as on our website.

The Operation Encompass information is stored in paper form with all other confidential safeguarding and child protection information away from the child's normal file.

The settings DSL and DDSL have undertaken training on Operation Encompass, the prevalence of Domestic Abuse and the impact of this abuse on children and have discussed how we can support our children following the Operation Encompass notification.

Staff are aware that they must do nothing that puts the child/ren or the non-abusing adult at risk.

The DSL and DDSL used the Operation Encompass Toolkit to ensure that all appropriate actions have been taken by the nursery.

Dealing with a disclosure

If a pupil discloses that he or she has been abused in some way, the member of staff should: -

- look and listen to what is being said without displaying shock or disbelief (listen to your gut instincts/ feelings/ think the unthinkable and believe the unbelievable)
- accept what is being said
- allow the child to talk freely, anticipate, do not assume or presume.
- reassure the child but do not make promises which might not be possible to keep
- not promise confidentiality – it might be necessary to refer to Hertfordshire Safeguarding children partnership.
- reassure him or her that what has happened is not his or her fault
- stress that it was the right thing to tell
- listen, rather than ask direct questions
- if necessary, ask open questions, not leading questions, who, what, where, how to have a deeper enquiry and act upon this
- not criticise the alleged perpetrator
- explain what must be done next and who must be told.
- Always outline any concerns to your DSL as there may be more to the picture that staff are not aware of.

Record keeping and monitoring

When a pupil has made a disclosure, the member of staff should: -

- make brief notes during and as soon as possible after the conversation
- not destroy the original notes in case they are needed by a court
- record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
- complete the diagram with an outline of a body shape, to indicate the position of any bruising or other injury
- record statements and observations rather than interpretations or assumptions on the incident report form.
- At every monthly staff meeting/ team meeting the DSL leads a safeguarding update and refresher session
- Regular reviews of the “cause for concern file” take place to note any patterns

Dealing with a disclosure from a child, and a Safeguarding case in general, is likely to be a stressful experience. The member of staff should, therefore, consider seeking support for him/herself and discuss this with the DSL.

Whistleblowing (please see employee handbook)

It is important to Jack in the Box that any fraud, misconduct or wrongdoing by employees or people at Jack in the Box is reported and properly dealt with. At Jack in the Box, we encourage all individuals to raise any concerns that they may have about the conduct, poor or unsafe practise of others in the setting or the way in which the setting is run. At Jack in the Box, we recognise that effective and honest communication is essential if malpractice is to be effectively dealt with and it will be taken seriously by senior members of staff. Whistleblowing relates to all staff and volunteers who work within the setting, who may from time to time think that they need to raise with someone in confidence certain issues relating to poor or unsafe practises at Jack in the Box. Whistleblowing is separate from the grievance procedures. If you have a complaint about your own personal circumstances, you need to follow the grievance procedures highlighted in the ‘staff handbook’.

If you are concerned about malpractice within Jack in the Box, the following procedures need to be followed:

- Report any concerns to Jenny Underwood or Zoe Tearle
- All staff are aware of preventing and eliminating wrongdoing within Jack in the Box and are watchful for illegal, inappropriate, or unethical conduct and report anything of that nature to the managers as well as poor or unsafe practises.
- Staff understand that any matter raised under this procedure will be investigated thoroughly, promptly, and confidentially, and the outcome of the investigation will be reported back to you.
- No one will be victimised for raising the matter under this procedure and continued employment and opportunities for future promotion or training will not be prejudiced because of a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered because of any investigation under this procedure Jack in the Box disciplinary procedure will be used, in addition to any appropriate external measures.
- If a malicious, vexatious, or false allegation is made then this will be a disciplinary offence, and disciplinary action will be taken.
- Any instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concerns, 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 either Jenny Underwood or Zoe Tearle.

- Where a staff member feels unable to raise a concern with their manager or directors, or feel their genuine concerns are not being addressed other channels are available and open to them. NSPCC whistle blowing advice line 0800 0280285 email: help@nspcc.org.uk. Or through Ofsted at complaints procedure- Ofsted – GOV.UK (www.gov.uk)

Allegations against staff (please see the health safety and welfare policy for guidance on a significant event)

If an allegation is made against a member of nursery staff, student (or a volunteer/ helper), advise would be taken from the Local Authority Designated Officer (LADO), Hertfordshire's children's social care team and potentially the police depending on the seriousness of the situation within 24 hours of the allegation and before any internal investigation takes place.

Once advise is sought from the LADO, the setting will follow the agreed actions set out by them. An investigation, or further enquiries may be advised by the LADO, during this time the member of staff will be suspended. Suspension is a neutral act, and in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person concerned, and the Nursery will do all it can to balance the interests of any individual with that of the need to keep children safe. The Nursery will seek advice from Hertfordshire safeguarding children's partners on these matters and comply with national and locally agreed guidance. Regardless of the outcome of the allegation the nursery will inform Ofsted of a "significant event" within 14 days of any allegation being made. This must happen whether the allegation of harm or abuse are alleged to have been committed on the premises or elsewhere, for example on a visit.

Disqualification

If a provider is disqualified, they must not continue as an Early Years provider or be directly involved in the management of any early year's provision. When a person is disqualified, they must not be employed by any early year's provision. Jack in the Box must notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children, this would include the disqualification of an employee, and notify Ofsted within 14 days of the date the provider became aware of the information or should have reasonably become aware of it if they had made reasonable enquires and take appropriate action to ensure the safety of children.

Positive handling/ physical intervention (see positive behaviour policy)

When a child repeats a behaviour(s) that may place themselves or others at risk of harm, the staff must undertake an Individual child risk assessment plan. When faced with a challenging behaviour it is the responsibility of staff at Jack in the Box to support the child. This can be achieved through one of or a combination of the following as appropriate:

- Positive phrasing e.g. - "Stand next to me" - "Put the toy on the table" - "Walk beside me"
- Limited choice e.g. - "Put the pen on the table or in the box" - "When we are inside, Lego or drawing" – "Talk to me here or in the garden"
- Disempowering the behaviour e.g. - "You can listen from there" - "Come and find me when you come back"
- Use of a De-Escalation Script e.g. - Use the person's name – "David" Acknowledge their right to their feelings – "I can see something is wrong". Tell them why you are there – "I am here to help" Offer help – "Talk to me and I will listen" Offer a "get-out" (positive phrasing) – "Come with me and....."

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- Children with SEND may need extra time to process this information so will be allowed longer to 'take up' the information and react.

Positive handling/ Physical Intervention is where practitioners use reasonable force to avert immediate danger or to prevent children from injury to themselves or others or damaging property. Practitioners only if absolutely necessary may have to use physical intervention, this action would only be taken when the child is displaying dangerous behaviours that would present a significant risk of harm or immediate danger or personal injury to any person (including the child) or to manage a child's behaviour. Jack in the Box will keep a record of any occasions where physical intervention is used and parents/carers will be informed that same day or as soon as reasonably practical. (see Safe Touch policy)

Exclusion

Exclusion will only be implemented when all other sanctions have been exhausted and following on-going parental involvement. It will be at the end of a disciplinary process preceded by other sanctions and efforts to modify behaviour. When this occurs, the nursery is left with no other option but to exclude.

A decision to exclude a child should only be taken in the following circumstances:

- Serious breaches of the nurseries Positive Behaviour Policy; or
- If allowing the child to remain in nursery would seriously harm the education or welfare of the pupil or staff in the setting

Confidentiality/ Data protection/ Information sharing (see data protection and GDPR policies)

Safeguarding Children raises issues of confidentiality that must be clearly understood by all staff. The Circular advises that all staff in the nursery have:

“a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Hertfordshire Safeguarding Children Partners and the Police). If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child's sake with parental consent depending on the risk to the child. Within that context, the child should, however, be assured that the matter will be disclosed only to people who need to know about it. Staff who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

Employment and recruitment

Jack in the Box ensures that people looking after children are suitable to fulfil the requirements of their roles. We have effective systems in place to ensure that practitioners, and any other person who may have regular contact with children are suitable and have been thoroughly inducted. Practitioners must tell managers if they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). Jack in the Box does not allow people whose suitability has not been checked, including through an enhanced criminal records check, to have any unsupervised contact with children being cared for. Managers record information about

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staff qualifications their identity checked and follow strict vetting processes before they are employed (including an enhanced criminal records disclosure, reference number, the date a disclosure was obtained and details of who obtained it).

Managers must obtain an enhanced criminal record check for every person age 16 and over (including for unsupervised volunteers, supervised volunteers and students who provide personal care and work directly with the children).

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

Jack in the box meets their responsibilities under the Safeguarding Vulnerable Groups Act.

We will do all we can to ensure that all those working with children in our nursery are suitable people. This involves scrutinising applicants, verifying their identity, and obtaining references from the candidate's current employer, their most recent employer if currently unemployed, or the last employment the candidate had working with children to ensure the applicant does not have any substantiated safeguarding concerns/ allegations that meet the harm threshold, and the barred list is checked.

If recently qualified the training provider or educational setting would be contacted, in all cases references obtained need to come from senior authority a long side the mandatory checks and enhanced DBS check. Jack in the box ensures electronic references originate from a legitimate source and will contact referees to clarify any content where information is vague or insufficient information is provided. The information on the candidate's application will be compared to any reference for any discrepancies and any concerns resolved before their appointment is confirmed and before starting at Jack in the Box. Jack in the box never accepts references from family members and will not allow applicants to obtain their own references, applicants will be asked the reason for leaving their current or most recent post and ensure and concerns are resolved satisfactorily before appointment is confirmed. References should be provided for previous employees upon request in a timely manner.

When asked to provide a reference for an employee managers should ensure the information confirms whether they are satisfied with the applicant's suitability to work with children and provide facts (not opinions) of any substantiated safeguarding concerns/ allegations that meet the harm threshold. They should not include information about concerns/ allegations which are unsubstantiated, unfounded, false, or malicious.

Managers routinely ask practitioners who are not on the DBS updated service if anything has changed regarding their suitability to work with children during their termly supervisions and yearly appraisals. Managers will ensure practitioners who are on the DBS updated service will have an annual re-check at their appraisal cycle or at the start of the academic year. We follow the DfES guidance set out to Safeguarding Children:

We ensure that all staff have sufficient understanding and use of English to ensure the wellbeing of children in our care. In order to perform their statutory duties for example:

- Keep records in English
- Liaise with other agencies in English
- Summon emergency help
- Understand instructions, for example, about the safety of medicines or food

Family Support

The Nursery will take every step in its power to build up trusting and supportive relationships between families, staff, and volunteers in the group.

Where abuse at home is suspected, the Nursery will continue to welcome the child and family while investigations proceed. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms, this can be through Early Help and Families First assessments.

Liaise with other bodies

The Nursery School and children’s schools and families will work together:

- 0300 1234043 Hertfordshire Safeguarding children Partnership
- 0300 123 4043 Children’s social care
- 999 Police
- 0800 789 321 Anti-terrorist hotline or the police on 999
- 0800 0113764 National police prevent line
- 0300 1234043 LADO
- 0808 800 5000 NSPCC Confidential Hotline
- 0800 0280285 NSPCC whistle blowing advise line
- 0300 1233155 Ofsted whistle blowing hotline

This policy was adopted by the managers and staff in September 2025

Managers signature :.....

Staff Signatures: