

Sunflowers– Policies & Procedures

Safeguarding Children – Child Protection.

This policy is in line with the following legislation and guidance:

- Children Act 1989 and 2004
- The Early Years Foundation Stage Statutory Framework (2026)
- Working Together to Safeguard Children (2026)
- Prevent Duty Guidance (2023)
- Serious Crime Act 2015 (FGM Duty)
- Guidance from North Yorkshire Safeguarding Children Partnership (NYSCP)

The overall aim of our Safeguarding Children Policy

‘Children’ in terms of safeguarding refers to anyone under the age of 18.

At Sunflowers we want to create an environment where each child’s right to grow, learn and develop safely is respected. Children must be protected from abuse of any kind, be this of a physical, emotional/psychological, neglectful, sexual nature. This includes protection from bullying, racist, disability, homophobic or transphobic abuse, gender-based violence, radicalisation or extremist behaviour, FGM, Faith or belief abuse such as witchcraft, ACES (Adverse Childhood experiences), modern slavery, organisational abuse, financial abuse, the impact of new technologies and online risks, poor parenting and the impact of Domestic Violence.

The welfare, protection and safety of every child in our care is a priority and **the responsibility of each member of staff working at Sunflowers**. We achieve this through having a culture of vigilance, an environment where each child’s welfare is promoted and where timely and appropriate safeguarding action is taken for children who may be suffering or likely to suffer harm.

We are committed to following the North Yorkshire Safeguarding Children Board guidance and procedures. Everyone working at our setting is aware of his or her responsibilities towards the children in our care. We have procedures in place to follow if we suspect abuse; neglect or radicalisation and we are able to put the procedures into practice. We will refer to the Children and Families Service when appropriate, and work with other agencies involved, such as the police. We will attend and provide information/reports for strategy meetings, child protection conferences and core groups. We will contribute where appropriate to any child protection plan. We will always take a considered and sensitive approach in order that we can support our children and families.

Specifically:

- We aim to provide a safe, respectful and supportive environment for children in which they feel confident to approach adults and secure in the knowledge that they will be listened to
- We aim to create an open culture and environment where staff are confident to discuss and report safeguarding concerns in an appropriate manner.
- We aim to ensure that children feel able to express their views and preferences, that they have the courage and confidence to tell any adult if they are unhappy
- We aim to ensure that children know that they can speak about their worries or concerns with anyone of their choice, whom they trust, both within and outside the setting.
- We aim to safeguard children who are suffering or are likely to suffer significant harm – this is through the implementation of our robust safeguarding policy, our knowledge of each child and their family and through staff training and support.
- We aim to ensure the children in your care are kept safe both at home and within the setting.
- We aim to raise awareness of all staff of their responsibility to identify and act on any suspected case of abuse, neglect or radicalisation and the procedures to follow

- We aim to raise the awareness of parents about the procedures that the setting will follow if abuse, neglect or radicalisation is suspected. This is through our newsletters and through communication and availability of this policy within the setting.

The Registered Person

The Registered Person is Bruce Warnes. He can be contacted on 07734 906599 / qbs@btinternet.com

It is the overall responsibility of the registered person to ensure that all necessary measures are in place to safeguard children.

Alongside the Nursery Manager/DSL, Bruce will monitor and audit the setting's safeguarding arrangements; Bruce will ensure an annual review of relevant policies and procedures is carried out. The audit will include a scrutiny of the completed welfare checklists for child protection, and suitable people, the training records and the single central record.

The registered person will ensure that safer recruitment measures are in place and at least one member of the interview panel will have undertaken Safer Recruitment training. All staff/ regular volunteers will have the relevant DBS checks to ensure their suitability to work with children. All recruitment advertisements will contain our safeguarding statement. All posts involved are exempt from the provision of the Rehabilitation of Offenders Act.

The registered person will ensure that any allegations against any persons working in the setting are dealt with effectively. (Process as detailed below)

The registered person is responsible for ensuring that all new starters, including volunteers, receive a comprehensive induction.

The registered person is responsible for ensuring that the child protection training record is maintained and monitored.

We will respond, confidentially, swiftly and appropriately to all suspicions or allegations of abuse, and provide parents/carers, children, staff and volunteers with the opportunity to openly voice their concerns. All parties will be treated fairly and with respect.

We will have a systematic approach to dealing with concerns about possible abuse and take guidance from the North Yorkshire Safeguarding Children Board and other statutory childcare authorities

Duty to inform Ofsted

The registered person Mr Bruce Warnes must inform Ofsted of:

The registered person should inform Ofsted of any allegation of serious harm against, or abuse of a child by any person looking after children on the premises, (whether that allegation relates to harm or abuse committed on the premises or elsewhere,) or by the registered person or any person working or employed on the premises, or any other abuse which is alleged to have taken place on the premises, and the action taken in respect of these allegations; any other significant event that is likely to affect the suitability to look after children of the registered person or any person caring for children on the premises. The registered person must also inform Ofsted of any changes to the registration of the setting.

In addition, there is a duty to inform Ofsted of any food poisoning affecting two or more children cared for on the premises; any serious accident or injury to, or serious illness of, or the death of a child while in our care and the action taken.

Notification must be made as soon as is reasonably practicable, but always within 14 days. A registered provider who, without reasonable excuse, fails to comply with these requirements commits an offence.

The Designated Lead Safeguarding Practitioner (DLSP)

The Designated Lead Safeguarding Practitioner (DLSP) is Helen Holmes.

The Deputy Designated lead safeguarding practitioner is Heather Clark-Kelly

The DLSP will be identified to parents through the Staff Photograph Board, Welcome Materials, our policies and other methods.

The welfare of the child is paramount and will always be the priority of the DLSP.

The DLSP has responsibility for:

- Referring a child to Children and Families Service if there are any concerns about suspected abuse, neglect or radicalisation. Any referral should be made using the online portal, which can be found at <https://www.northyorks.gov.uk/children-and-families/safeguarding-children>
- Acting as the main point of contact within the setting, receiving and acting upon any reported concerns. This includes ensuring that the completed paperwork is accurate, correct, fully completed and reviewed as necessary and stored in a secure and safe place.
- Liaising with other agencies and services as appropriate such as Early Help, Social Care, The Lado
- Talking to parents about concerns (where appropriate) and advocating the importance of Safeguarding and Child Protection to parents so that they know we have their child's best interests at the heart of our practice
- Attending multi-agency child protection meetings
- Contributing to Child in Need or Child Protection Plans
- Advocating the importance of Safeguarding and Child Protection to parents, staff, volunteers and students
- Providing training, support, advice and guidance to all staff and ensuring that they are aware of the Safeguarding policy
- Seeking advice and support for staff from relevant agencies where appropriate
- Monitoring child attendance, including non-attendance, accidents logs, pre-existing injury reports, concern forms and incident forms to exclude any possible child protection issues. Ensure any relevant information is recorded and acted upon accordingly.
- Act as a source of support, advice and expertise for all staff, students, volunteers, children and parents who have child protection concerns

- Retain up-to-date knowledge of local child protection procedures, including how to liaise with local statutory children's services agencies and with the local safeguarding partners to safeguard children.
- Maintaining, reviewing and amending this Safeguarding Policy and other related policies and ensure it is fit for purpose.

DSLP Training

The DSLP undergoes comprehensive training, consistent with the training criteria provided in Annex C of the EYFS, at least every two years and updates their knowledge on an ongoing basis, but at least once a year. They in turn support the ongoing development and knowledge of the staff team with regular safeguarding updates

The DSLP will undertake relevant safeguarding children course at the earliest opportunity, subject to course availability. This course is the **NYSCB Level 2 Course "Working Together"**. However specific Safeguarding elements of the Foundation Degree and Early Years Professional study programme are considered relevant to this position.

Our current DSLP, Helen Holmes has undertaken the following training:

- Termly in house safeguarding training.
- Working Together to Understand the Child Protection Conference (October 2010)
- Level 2 Safeguarding Training (October 2010) – NYCC
- Safeguarding Procedures Refresher (May 2012) – NYCC
- Level 2 Safeguarding Training for Designated Lead Practitioner in Early Years Settings (January 2013)
- Level 2 Safeguarding Training for Designated Lead Practitioner in Early Years Update (June 2016)
- Safeguarding Children (June 2018) Online CPD NoodleNow
- Advanced Safeguarding and DSL (April 2019) Online CPD NoodleNow
- Comprehensive Child Protection Pathway (April 2019) - NYCC
- Safeguarding Managers Masterclass (June 2019) – NYCC
- Managing Allegations Against Staff (June 2019) – NYSCB
- NDNA Advanced Safeguarding for designated Safeguarding leaders – (September 2021) Online.
- Advanced Safeguarding and DSL (March 2023) Online CPD NoodleNow
- IDAS Domestic Abuse Awareness (March 2023)
- Advanced Safeguarding and DSL (March 2025) Online – Noodle now
- Safeguarding Update & Changes (September 2025) – NDNA
- Strategic oversight and Leadership in safeguarding (June 2026) – CPOMS
- Advanced safeguarding for DSLP's (June 2026) - NDNA

If Helen (the DSLP) is not at work, she can be contacted on 07742 467729 Helen is available in this role throughout the opening hours of the nursery with the exception of when Helen is on annual leave and other agreed times. During annual leave and other agreed times, the Deputy DLS is Heather Clark-Kelly who can be contacted on 07913 585612

Heather has completed regular Safeguarding Training since 2003. Her most recent training is the **Advanced Safeguarding Course and DSLP** in August 2025.

Responsibilities of staff team

The whole staff team also have responsibility to ensure that children at Sunflowers are safeguarded and protected.

It is NOT the responsibility of staff members to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of children must be recorded and discussed with the DLSP prior to any discussion with parents.

However, all staff have a responsibility to immediately report to the DLSP:

- Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- Any explanation given which appears inconsistent or suspicious
- Any behaviours which give rise to suspicions that a child may have suffered harm e.g. significant changes in behaviour worrying drawings or play
- Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- Any concerns that a child is presenting signs or symptoms of abuse, neglect or radicalisation.
- Any significant changes in a child's presentation, including non-attendance
- Any hint or disclosure of abuse, neglect or radicalisation received from the child, or from any other person, including disclosures of abuse, neglect radicalisation or perpetrated by adults outside of the family or by other children or young people
- Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present), or working at the setting, including:
 - *Failure of staff to follow setting policies and procedures*
 - *Inappropriate conduct e.g. inappropriate sexual comments and behaviours;*
 - *Excessive one-to-one attention beyond the requirements of their usual role and responsibilities;*

- *Taking and/or sharing child abuse images*
- *Any concerns that a child is presenting signs of radicalisation of self or family members, e.g. changes in their behaviour, through play or drawings*
- *Any concerns that the child and/or child's family is practicing signs or witchcraft or other religious and belief based practice.*

What you need to do if you think a child is being abused

As Early Years Practitioners you know the children you care for well. Key Person Relationships are used to build a strong insight into a child's life. The main indicator of abuse, or that something isn't OK, is a change in a child's behaviour. If you've noticed something has changed, this needs further attention.

If abuse, neglect or radicalisation or any other safeguarding concern is suspected then the DLSP should be informed immediately. In the absence of the DLSP, or if the matter relates to the DLSP, the matter should be brought to the attention of the Manager and deputy DLP Heather Clark Kelly. In an emergency where the DLSP or the Deputy DLSP cannot be contacted, then Children and Families Service or the Police will be contacted. If a child is in danger or a child has been the victim of physical or sexual abuse, call 999.

Where staff (professionals) are concerned that the DLSP or other responsible person may not be taking concerns sufficiently seriously or not taking appropriate action and you would like to seek further advice they should contact Social Care (01609 535070(Open 10-4 weekdays)) or the police (999) directly if you feel the child is at significant harm. They should also inform Ofsted. Where their concern is about a person working with children, they should contact the LADO directly. More information can be found on the North Yorkshire Safeguarding Children Partnership on <https://safeguardingchildren.co.uk/about-us/worried-about-a-child/>

Following any information raising concern, the DSLP should consider:

- Any urgent medical needs of the child
- If the child is in immediate danger
- If the child has safe living arrangements
- Whether to make an enquiry to the Children's Social Care to establish if the child is or has been subject of a Child Protection Plan
- Discussing the matter with other agencies involved with the family
- Consulting with appropriate persons e.g. Police, Health Visitor, Children and Families Service
- The child's wishes and any fears or concerns s/he may have.

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to Children and Families Service because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately (including when the child is already an open case to CFS e.g. a looked after child)
- Whether to submit a Police Intelligence Report
- Whether to speak to the LADO for advice (if concerning a member of staff)

OR

- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g. Early Help) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, should be fully documented. All referrals to social care should be accompanied by a standard referral form. In cases where the setting disagrees with decisions by others then they must follow the NYSCB procedures (Resolution of Professional Disagreements) in order to ensure that children are safeguarded.

In the event of a child making a disclosure, staff should not investigate but should, wherever possible, elicit enough information to pass on to the DSLP in order that she can make an informed decision of what to do next.

Staff should:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgments regarding any person alleged to have harmed the child
- explain sensitively to the child that they have a responsibility to refer the information to the DSLP
- reassure and support the child as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next

The Universal Referral Form has been updated and is live on the NYSCB website. The universal referral form can be used to refer to the following services

- Children Social Care
- Disabled Children's Service
- Healthy Child Programme
- Early Help
- Prevent

To access the Universal Referral Form and find out more details please visit:

<https://www.safeguardingchildren.co.uk/Resources/universal-referral-form/>

Training support and supervision

- At Induction, all new staff will be given a copy of this policy, together with other policies and procedures that have an impact on safeguarding children. These policies will be discussed and explained to the new member of staff to ensure their full understanding, particularly with regard to their own individual responsibilities in safeguarding children
- Staff will be trained in how to keep records and what to do about concerns about possible abuse or neglect. General information sharing, non-specific to a particular child, is encouraged including informing new staff of correct procedures.

- We will actively pursue our aim to ensure that all staff members will complete a Basic Awareness Course of Safeguarding Children within the first 3 months of employment. Designated staff will complete Level 2 training within 1 year of taking the position. This will be done on Noodle Now. Full details are kept regarding staff and volunteers attending training courses. Safeguarding Training will be an agenda item at each staff meeting, with a different focus each staff meeting. In addition, each year, one Staff Meeting will be a full Safeguarding Training session as an annual refresher. This will cover all aspects of safeguarding and knowledge of our Child Protection Procedures. **See Safeguarding training log and annual training plan. Our Safeguarding training for both Staff, volunteers and apprentices and the DSLP will cover all aspects set out in the EYFS statutory framework 2026 Annex C.**
- The registered person will ensure that supervision and appraisal practice includes opportunities to discuss welfare concerns and to identify any development or training needs of staff to fulfill their safeguarding responsibilities.
- We will hold staff meetings regularly in order to discuss any safeguarding issues (but not specific cases, it will be related to recent serious case reviews, legislation or local updates). In addition there will be at least one safeguarding training agenda item each staff meeting. Discussions / training will not be limited to these staff meetings. We will hold one designated staff meeting each year, devoted to Safeguarding Issues and updates.
- All staff will undertake Prevent Duty training within 6 months of employment. Training is available through our online Training Provider – Noodle Now or via the Government site.
- All staff will refresh their knowledge and skills (this might be via e-bulletins or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role.
- All staff /volunteers and students have access to and understands the setting safeguarding and child protection policy and procedures

Record keeping and information sharing (Multi Agency Working)

All staff should complete a written record of any concern, even where it is not appropriate to make an immediate referral and these should be passed to the DLSP. The DLSP is responsible for collating and reviewing these records.

These records should be objective and include:

- Statements, facts and observable things (what was seen/heard)
- Diagram indicating the position, size and colour of any injuries (not photograph)
- Words that the child uses, these should NOT be translated into 'proper' words
- Non-verbal behaviours
- Key contacts/meetings with parents/carers and other agencies/ professionals. These should be dated and timed and include a summary of discussions, decisions made, reasons for these and any agreed actions

In most circumstances we will aim to work in partnership with parents and they will be informed of any concerns we have and any intention to involve other agencies such as Children and Families Service. However, if we feel that sharing these concerns with parents might place a child at risk of further or significant harm, then we would not inform parents beforehand. If there is any concern that a child may be suffering or is at risk of suffering significant harm, their safety and welfare must be the overriding consideration.

*All child protection documents will be stored in a file that is separate from the child's main file. They will be kept in the locked office in the DSLPs allocated draw, this will be only accessible to the DLSP, and the setting manager, unless the concerns relate to that person. If the DLSP or Deputy DLSP is implicated, we will seek advice from the LADO and Bruce Warnes will hold and collate the paperwork. Information regarding child protection concerns should be shared with other staff on a need-to-know basis only – This would usually only be information that staff would require to ensure the safety and welfare of the child.

In order to keep children at Sunflowers safe and provide appropriate care for them we have to keep accurate and up to date information on them. Our admission form allows us to collect the following specific information that can help us to properly safeguard children:

- The name / contact details of a child's GP Surgery (Doctors)
- The name / contact details of a child's Health Visitor.
- Whether or not a child is the subject of a Child Protection order or has any current or past contact with Social Services
- Whether or not a child is considered a Child in Need (previously referred to as on the Child Protection Register).
- The name / contact details of a child's Social Worker (if this applies).
- Name of your child's Court Welfare Officer (if this applies).

When the child about whom there have been child welfare concerns (whether subject to a child protection plan or not) leaves Setting or transfers to school, the child's welfare file will be transferred to the receiving school or setting using the following protocol:

- The file will be marked 'confidential, addressee only' and sent to the Designated Person, if known, of the receiving setting or school. The file will be delivered by hand if possible; otherwise sent by delivery that can be tracked and signed for. ** Via CPOMS where possible from September '25*
- The DSLP will contact the receiving setting/school by telephone to make them aware that there is a child welfare file and, once sent, ask them to confirm as soon as possible that they have received the file. The setting will keep a record that the file has been received in order to be able to identify its location.
- Parents will be made aware that child welfare records will be transferred, unless this would place the child at risk of acute harm.
- The setting will not keep a copy of transferred records but will keep a record of the current file location and the date the file was transferred.
- If individual child welfare files cannot be transferred for any reason, the setting will archive them for 25 years from the child's date of birth.
- Child Welfare Files will be shared with other agencies including Ofsted and NYSCB, as appropriate in order to safeguard children. This is particularly important should a child leave Sunflowers and we do not know whether they have gone on to another setting or a school.
- We will attend and provide reports for child protection conferences and contribute where appropriate to any Child Protection plan. We will always take a considered and sensitive approach in order that we can support our children and families.

If we have concerns about a child or we are supporting a family in a way which is additional or different to other families, we will endeavour to have open communication with other agencies – these may be (but are not limited to) :

- Other settings or a siblings school
- GP or Health Visitor
- The Police
- Early Help or Social Care
- Dentists
- MAST
- Medical Staff
- Other professional services.

Recording significant injuries that appear to have happened outside Sunflowers

On a day-to-day basis, staff have a responsibility to maintain an awareness of any significant injuries, bruises, etc. that a child may come into Sunflowers with. In these cases parents must be asked to fill in a **previous injury form**. This will be done sensitively and without judgement. There is usually a perfectly reasonable explanation for the majority of injuries and accidents. These forms will normally be kept in a child's normal records.

Staff must fill this form in, ideally alongside the parents, however, if the injury is noticed during the course of the day, this must be discussed with the parent at the earliest opportunity – this will usually be at the end of the child's session, however, this will depend on the seriousness of the injury and whether it will need any special care during the session.

Confidentiality

Staff will ensure confidentiality and that relevant and proportionate information is shared appropriately.

We work within the guidelines set out in Information Sharing Advice for Safeguarding Practitioners 2018 (Department of Education).

The Designated Person may disclose any information about a child to other members of staff on a 'need to know' basis only.

All staff must be aware that they have a professional responsibility to share relevant and proportionate information with other agencies in order to safeguard children.

If a child discloses information that may indicate that they are at risk of abuse or neglect, the staff member must be clear that they cannot promise to keep the information a secret. The staff member should be honest to the child and explain that it will be necessary to tell someone else in order to help them and keep them safe.

North Yorkshire Safeguarding Board guidance will be followed at all times.

Possible Indicators of child abuse

- ▶ Not meeting Norms and milestone's
- ▶ Unexplained injuries or marks
- ▶ Care seeking behaviours
- ▶ Changes in behaviour
- ▶ Disclosures
- ▶ Fear of adults
- ▶ Disclosures through play
- ▶ Behaviour of a sexual nature.

Types of abuse

Abuse: 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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children

Physical Abuse

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

The persistent emotional maltreatment of a child such as to cause severe and 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 cyberbullying), 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, although it may occur alone.

Sexual Abuse

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 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 (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

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 care-givers); or ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Children with special educational needs

Disabled children have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve the Every Child Matters outcomes as non-disabled children. Disabled children do however require additional action. This is because they experience greater risks and '*created vulnerability*' as a result of negative attitudes about disabled children and unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairment (*Safeguarding Children, DCSF, July 2009*) **Sunflowers Day Nursery** will ensure that our disabled children are listened to and responded to appropriately where they have concerns regarding abuse. In order to do this we will ensure that our staff and volunteers receive the relevant training to raise awareness and have access to specialist staff in the event they have concerns regarding abuse of a child.

Extremism and radicalisation

Under the Counter-Terrorism and Security Act 2015, there is a duty 'to help prevent the risk of people becoming terrorists or supporting terrorism'. This includes safeguarding learners from extremist ideologies and radicalisation to prevent them from being drawn into terrorism. This is known as the Prevent Duty.

Children can be exposed to different views and receive information from various sources and some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism; usually it's a gradual process so those who are affected may not realise what's happening. Radicalisation is a form of harm.

The process may involve:

- Being groomed online or in person
- Exploitation, including sexual exploitation
- Psychological manipulation
- Exposure to violent material and other inappropriate information
- The risk of physical harm or death through extremist acts.

Prevent Duty Guidance: for England and Wales, published in April 2021 as part of the UK's Counter Terrorism strategy. (p.10-15 for schools, registered childcare providers and further education).

Prevent Duty, Departmental advice for schools and childcare providers, This non-statutory departmental advice is for Management committees, proprietors, managers and staff in registered childcare settings. The document clarifies what the *prevent* duty means for schools and childcare providers and what actions are necessary to demonstrate compliance with the duty. It also provides sources of information, advice and support.

<https://www.gov.uk/government/publications/prevent-duty-guidance>

If a member of staff has concerns that a child, parent or staff member may be at risk of radicalisation or involvement in terrorism, they will speak with the Designated lead practitioner or Nursery Manager immediately

Child sexual exploitation (CSE)

Child Sexual Exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply affection) as a result of engaging in sexual activities.

Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyber bullying and grooming.

If CSE is suspected, the designated safeguarding lead will complete a Log of Concern and make a referral to Children and families service.

Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any **criminal** activity. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

Other examples include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Child exploitation in terms of 'drug running' is prevalent in our area.

Child trafficking and modern slavery

Child trafficking and modern slavery is when children are recruited, moved, transported and then exploited, forced to work or are sold.

For a child to have been a victim of trafficking there must have been:

- *Action*: recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation
- *Purpose*: sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs.

Modern slavery includes slavery, servitude and forced or compulsory labour and child trafficking. Victims of modern slavery are also likely to be subjected to other types of abuse such as physical, sexual and emotional abuse.

Signs and symptoms for children include:

- Being under control and reluctant to interact with others
- Having few personal belongings, wearing the same clothes every day or wearing unsuitable clothes
- Being unable to move around freely
- Appearing frightened, withdrawn, or showing signs of physical or emotional abuse.

Forced marriage

A forced marriage is defined as 'a marriage in which one, or both spouses, do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure.'

'Honour' based abuse (HBA)

HBA is described as 'incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.' (*Keeping children safe in education*). Such abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their 'honour' code. It is a violation of human rights and may be domestic, emotional and/or sexual abuse such as being held against their will, threats of violence or actual assault. It often involves wider family networks or community pressure and so can include multiple perpetrators.

Signs and symptoms of HBA include:

- Changes in how the child dresses or acts, such as not 'western' clothing or make-up

- Visible injuries, or repeated injury, with unlikely explanations
- Signs of depression, anxiety or self-harm
- Frequent absences
- Restrictions on friends or attending events.

Where incidents of HBA are shared by our own staff, students or volunteers, we will respect confidentiality at all times and not share information without their permission. However, we will share this information without permission in cases of child protection, or where we believe there is an immediate risk of serious harm to the person involved.

Female Genital Mutilation (FGM)

Female Genital Mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. It is carried out on children between the ages of 0 and 15, depending on the community in which they live. FGM is extremely harmful and has short and long term effects on physical and psychological health.

FGM is internationally recognized as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

Under Section 5B of the Female Genital Mutilation Act 2003, all professionals have a mandatory duty to report known cases of FGM in under 18s to the police.

Breast Ironing

Breast Ironing includes procedures that intentionally alter or injure the female developing breasts for non-medical reasons. It is carried out on girls as they approach puberty to 'de-sexualise' them. Often the intentions behind breast ironing are of a protective nature. Breast Ironing is extremely harmful and has short- and long-term effects on physical and psychological health. Breast Ironing is internationally recognized as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

Sunflowers Day Nursery takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM/Breast Ironing. Any indication that FGM is a risk, is imminent, or has already taken place will be dealt with under the Child Protection procedures outlined in this policy.

Child abuse linked to faith or belief CALFB (including witchcraft).

Abuse linked to faith or belief is where concerns for a child's welfare have been identified, and could be caused by, a belief in witchcraft, spirit or demonic possession, ritual or satanic abuse features; or when practices linked to faith or belief are harmful to a child.

County lines.

County Lines is **where illegal drugs are transported from one area to another**, often across police and local authority boundaries (although not exclusively), usually by children or vulnerable people who are coerced into it by gangs. The 'County Line' is the mobile phone line used to take the orders of drugs. Criminals running County Lines will set up a base in **a rural area or small town for a short time**, taking over the home of a vulnerable person, 'cuckooing' them. Gangs will often use "unsuspecting" children to take

the drugs. These will be children who may be intelligent, succeed at school “the good ones”. People and the police will be less suspicious of them.

Cuckooing

Cuckooing is a form of county lines crime. In this instance, the drug dealers take over the home of a vulnerable person in order to criminally exploit them by using their home as a base for drug dealing, often in multi-occupancy or social housing properties. At Nursery, we may become aware of this by a families change in living arrangements, different relationships. Knowing our families well is the key to be able to intervene and provide support when needed.

Signs and symptoms include:

- An increase in people, particularly unknown people, entering or leaving a home or taking up residence
- An increase in cars or bikes outside a home
- A neighbour who hasn't been seen for an extended period
- Windows covered or curtains closed for a long period
- Change in resident's mood and/or demeanour (for example, secretive, withdrawn, aggressive or emotional)
- Substance misuse and/or drug paraphernalia
- Increased anti-social behaviour.

Domestic Abuse

The Government defines domestic abuse as “Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality”.

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse. It's important to remember domestic abuse:

- can happen inside and outside the home
- can happen over the phone, on the internet and on social networking sites
- can happen in any relationship and can continue even after the relationship has ended
- both men and women can be abused or abusers.

Staff need to understand what is required of them if children are members of the household where domestic abuse is known or suspected to be taking place. Our policy includes action to be taken regarding referrals to the Police and Children and Young People’s Services and any action to be taken where a member of staff is the alleged perpetrator or victim of domestic abuse. At **Sunflowers Day Nursery** we will follow our safeguarding policy and report any suspected concerns regarding Domestic Abuse to the relevant agency. Any suspected of domestic abuse will be treated on an individual basis after initial concerns have been dealt with. The Nursery manager/DSLP/Room leaders will work with the family and offer support and guidance to ensure the impact of the abuse is limited, examples of this support could be working with early help, daily/weekly phone calls or chats, setting up social groups/parents groups for support, contacting IDAS.

All children can witness and be adversely affected by domestic abuse in the context of their home life. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children.

Where incidents of domestic abuse are shared by our own staff, students or volunteers we will respect confidentiality at all times and not share information without their permission. However, we will share this information, without permission, in cases of child protection or where we believe there is an immediate risk of serious harm to the person involved.

- **IDAS - 03000 110 110**

IDAS is the largest specialist charity in Yorkshire supporting anyone experiencing or affected by domestic abuse or sexual violence.

- **Relate - 0300 003 0396**

You can talk to Relate about your relationship, including issues around domestic abuse.

- **National Domestic Violence Helpline -0808 2000 247**

A 24 hour free helpline run in partnership between Women's Aid and Refuge.

- **Men's Advice Line - 0808 801 0327**

Advice and support for men experiencing domestic violence and abuse.

Parental Alcohol or Drug misuse.

Across the UK, many parents use alcohol, drugs and/or other substances recreationally. For many, whilst there may be periods of binge use, the overall impact on their daily functioning is likely to be minimal as will be the impact on children and young people in their household.

For a proportion of children and young people, their parents or carers are dependent on drugs alcohol and/or other substances. The misuse of these substances can dictate the way the family functions, and parents may struggle to recognise and meet the needs of their children.

Children living with parents or carers experiencing substance addiction may experience physical and/or emotional abuse and neglect. However, substance misuse is often hidden and not discussed, which makes it difficult for those outside the family to spot the signs and offer support.

What to do

As with any form of abuse, if you have concerns, speak to the DLSP.

- Check young people have safe relationships – in their family, with their peers and with our staff team. Create a culture where it's okay to talk, even about the most difficult things.
- Know the signs and know what to do – use your knowledge of each child and your knowledge of the indicators of when something isn't right, use your safeguarding procedures and be confident to raise parental substance misuse as a possibility.
- Keep a chronology – parental substance misuse may not be apparent from one event but an accumulation of several different concerns and observations. These must be noted at the time to allow the building of a bigger picture of the experiences of the child or young person.
- Multi-agency working – while your primary concern will remain the child's safety, Sunflowers may need to work closely with other agencies to ensure the child and their family are getting the support they need.
- Promote safeguarding – There are several factors which reduce the impact of parental substance misuse on children:
 - the child being able to ask for help;
 - parents being willing to acknowledge their difficulties and seek help and support;
 - positive relationships between the parent and child;
 - social support being available to the family;
 - the parent and child having good general physical and mental health;
 - having one parent who does not misuse substances;
 - being able to maintain daily routines.

- Take action – and keep taking action until you know children and young people are safe.

Peer on peer/Bullying -(the setting has a separate Anti Bullying Policy)

While bullying between children is not a separate category of abuse, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying can have a disastrous effect on a child's wellbeing and in very rare cases has been a feature in the suicide of some young people.

Children may be harmed by other children or young people. Staff will be aware of the harm caused by bullying and will use the Sunflowers Day Nursery **anti-bullying procedures** where necessary. However, there will be occasions when a child's behaviour warrants a response under child protection rather than anti-bullying procedures. In particular, research suggests that up to 30 per cent of child sexual abuse is committed by someone under the age of 18.

The management of children and young people with sexually harmful behaviour is complex and Sunflowers Day Nursery will work with other relevant agencies to maintain the safety of the provider. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator. Staff, who become concerned about a child's sexual behaviour, including any known online sexual behaviour, should speak to the DLSP as soon as possible.

Child absences

If a child does not attend a booked session, the main carer will be contacted by 11am (or later for afternoon sessions). If contact cannot be made, further attempts via email or other contacts will be made. Unexplained absences will prompt further investigation and possible referral to health or early help services. Persistent unexplained absence with safeguarding concerns will result in a referral to the North Yorkshire Children's Safeguarding Board (NYCSB).

Monitoring attendance:

- Parents should notify the nursery of planned absences and sickness
- If a child is late by more than one hour, parents/emergency contacts will be called
- Home visits or police contact may be considered if no contact is possible, Police can be asked to perform a welfare check. Call 101.
- Absences of children with child protection plans are reported immediately to social care

Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent.
- A person who is not a parent but has parental responsibility.
- A close relative.
- A Local Authority.

For more than 28 days and where the care is intended to continue. It is a statutory duty for **Sunflowers Day Nursery** to inform children and families services where we are made aware of a child or young person who may be subject to private fostering arrangements.

We will encourage all parents/carers to notify Children and Families Service about existing or planned arrangements for private fostering. If this is not done we will inform Children and families services.

Whistleblowing

The setting has a separate whistle-blowing policy that aims to help and protect both staff and children by:

Reviewed and updated August 2026 HH

- Preventing a problem getting worse;
- Safeguarding children and young people;
- Reducing the potential risks to others.

The earlier a concern is raised, the easier and sooner it is possible for the setting to take action.

The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers.

Link to e-policy social network, camera and phone including smart watches

Please see the above policy for further information.

Sunflowers ensures responsible use of all ICT technologies (computers, iPads, phones, cameras, etc.) to protect children, staff, and the nursery's reputation.

Mobile phones and devices with imaging/sharing capabilities are **not allowed** in nursery except for nursery iPads. Signs, induction training, and the staff handbook reinforce this. Staff must report any breaches immediately.

Allegations against staff, volunteers

In the event of an allegation being made against a person who works with children that they have:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates s/he would pose a risk of harm to children

The setting protects staff from allegations by enforcing policies and procedures to support them when dealing with positive behaviour, lone working and nappy changing. We will apply the same principles and follow the NYSCB procedures when dealing with an allegation against staff. (See Managing Allegations Against Staff Document www.safeguardingchildren.co.uk)

Actions to be taken

If any parent/carer, staff member or child should have cause for concern or a complaint about a member of staff, volunteer or others working in or on behalf of the setting they should immediately report this concern to the DSLP or the registered person Mr Bruce Warnes (See Whistleblowing Policy) If the allegation is about the registered person it needs to be reported to the Local Authority Designated Officer (duty LADO) (01609 532477)

There is also a LADO Referral Form which must be completed and returned within one working day.

<http://www.safeguardingchildren.co.uk/resources?tagSearch=Lado+Referral+Form&sortCriteria=&yt0=Search> <http://www.safeguardingchildren.co.uk/admin//uploads/one-minute-guide/allegationsomg.pdf>

- The DSLP/registered person will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs. In some cases this may result in moving the member of staff involved to another area of the setting, or onto a different duty. It is important to consider how you will protect and support the staff member at this point as well as the children.
- The DSLP/registered person will contact the Duty Local Authority Designated Officer (LADO) to inform them of the allegation and to seek advice on how to move forward with the investigation,

including discussion of whether the member of staff should be suspended on full pay whilst any investigation is undertaken. We will work together with other agencies and follow the NYSCB procedures.

- All providers must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). The providers must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. Failure to do so without reasonable excuse is a criminal offence.
- Sunflowers will 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.
- As with all child protection matters, the situation will be dealt with confidentially and information only shared on a need to know basis
- Consideration should be given throughout to the support and information needs of children, parents and staff where applicable
- Gross misconduct procedures may be implemented (see Disciplinary policy) or the Complaints procedure depending on the findings.
- Suspension of a staff member will be considered where a child is at risk of significant harm; allegations require a police investigation, where the allegation could result in possible dismissal or where suspension would facilitate a comprehensive and unhindered investigation
- Accurate and detailed records will be kept securely in a locked office.
- A comprehensive summary of the allegation, how it was followed up; the decisions made and the action taken will be kept securely in a locked cabinet for 10yrs after the allegation is made. The staff member/volunteer will be given a copy.
- If the allegations are proven to be false, the staff member/volunteer will be informed formally both verbally and in writing of the allegation and that it is without foundation. They will also be informed that no further action will be taken and offered support as necessary.

Sharing low-level concerns

On occasion, inappropriate, problematic or concerning behaviour by staff or other adults is observed but does not meet the threshold for significant harm. This may be classed as a 'low-level' concern, although this does not mean that it is insignificant.

We define a low-level concern as:

- Any concern, no matter how small, that an adult working with children may have acted in a way that is inconsistent with our Staff code of conduct, including inappropriate behaviour outside of work
- A concern that may be a sense of unease or a 'nagging doubt' and does not meet the harm threshold or is serious enough to refer to the LADO.

We encourage a culture of openness, trust and transparency, with clear values and expected behaviour, monitored and reinforced by all staff. All concerns or allegations, however small, will be shared and responded to. All concerns will be shared with the DSL, or other nominated person, as in our reporting procedures. We encourage concerns to be shared as soon as reasonably practicable and preferably within 24 hours of becoming aware of it. However, it is never too late to share a low-level concern.

It is not expected that staff will be able to determine whether the behaviour in question is a concern, complaint or allegation before sharing the information. If the DSL is in any doubt as to whether the information meets the harm threshold, they will consult the LADO.

Occasionally a member of staff may find themselves in a situation which could be misinterpreted or appear compromising to others. If this occurs, staff are encouraged to self-report to the DSL. Equally, a member of staff may have behaved in a manner which, on reflection, falls below the standards set in our Staff behaviour policy. If this occurs, staff are encouraged to self-report to the DSL. We encourage staff to be confident to self-refer and believe it reflects awareness of our standards of conduct and behaviour.

When the DSL receives the information, they will need to determine whether the behaviour:

- Meets, or may meet, the harm threshold (and so contact the LADO)
- Meets the harm threshold when combined with previous low-level concerns (and so contact the LADO)
- Constitutes a 'low-level' concern
- Is appropriate and consistent with the law and our Staff behaviour policy.

The DSL will make appropriate records of all information shared, including:

- With the reporting person
- The subject matter of the concern
- Any relevant witnesses (where possible)
- Any external discussions such as with the LSP or LADO
- Their decision about the nature of the concern
- Their rationale for that decision
- Any action taken.

This constitutes a record of low-level concern. We retain all records of low-level concerns in a separate low-level concerns file, with separate concerns regarding a single individual kept as a chronology. These records are kept confidential and held securely, accessed only by those who have appropriate authority. Records will be retained at least until the individual leaves their employment.

If the low-level concern raises issues of misconduct, then appropriate actions following our Disciplinary procedures will be taken. Records will be kept in personnel files as well as in the low-level concerns file.

Early Help - Early Help is not a designated team; it is the way that everyone works together to support the needs of families.

The aim of Early Help is to build on people's strengths and resources to manage their own dilemmas, resolve their own difficulties and prevent further problems in the future. Early Help is the response offered by all services in contact with children, young people and families when an unmet need is identified as identified in Working together to Safeguard Children.

Initially Sunflowers will support families as best they can, but if we feel extra or additional support is needed or a family feels extra support is needed, Sunflowers can refer to early help. The first step would be to contact the early help consultant (Elain Shaw - elaine.Shaw@northyorks.gov.uk), they can signpost Sunflowers or the family for further help or other services, If the early help consultant feels further support is needed an early help assessment will be carried out, using the link below.

<https://safeguardingchildren.co.uk/Resources/early-help-assessment-form/>

Curriculum and Child Safety

Sunflowers' curriculum promotes children's self-belief, confidence, and safety awareness, including personal safety, stranger danger, and expressing feelings.

External visitors must be accompanied by a DBS-checked staff member at all times.

Safer Recruitment

We, Sunflowers Day Nursery, have a duty to ensure that people looking after children are suitable to fulfill the requirements for their role. The setting will follow Safer Recruitment practices including verifying qualifications and ensuring appropriate DBS and reference checks are undertaken in line with the EYFS statutory framework (September 2026). References and DBS will be obtained **before** staff and volunteers are recruited. Please refer to our Robust Recruitment Policy for more information about suitable references. We will not allow people whose suitability has not been checked, to start work or volunteer. All references must have a section for the previous employer to provide information on whether the applicant is suitable to work with children and they should provide any facts of any substantiated safeguarding concerns/allegations that meet the harm threshold,

Staff **MUST** 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). **Heather Clark Kelly, Helen Holmes and Bruce Warnes have completed Safer Recruitment Training, one of whom will always be present at interviews.**

Any staff, student and volunteer aged 16 and over will have had an enhanced DBS done & References obtained before they start work/placement at Sunflowers. Other visitors, students and volunteers under the age of 16 who have not got a current DBS clearance, will under no circumstances, be left alone with a child or help with personal care needs. At all times such people will be accompanied by a member of the staff, DBS checked as above.

See Appendix 1 for our DBS Policy.

Safer Eating – Please see Nutrition and Mealtime policy.

Sunflowers has a separate 'nutrition and mealtimes at Sunflowers' policy where full details can be found, this policy is underpinned by the EYFS Nutrition guidance September 2025. At Sunflowers we take nutrition and safe eating very seriously. Eating is a lovely part of the day where the children come together either one to one, in small groups or as a whole room. It's a chance for children to sit together talk and question, however, it can also present a potential risk from choking, anaphylaxis/allergic reaction and slips from spillages. Rigorous procedures are in place to cover the safety of food. This includes steps from purchasing to how the food is stored, prepared and served. Staff are aware of the different risks to different children at different stages of development. All staff hold a Paediatric First Aid Certificate, this covers what to do in the event of choking.

Safer Sleeping – Please see Safer Sleeping Policy

Sunflowers has a separate 'Safer Sleeping policy' where full details can be found, this policy is underpinned by the DfE Safer Sleeping Guidance from April 2026 and best practice guidance from the Lullaby Trust. At Sunflowers we take safe sleeping very seriously. Staff are trained using resources from the Lullaby Trust and have attended a dedicated staff training session. Staff understand that recent sleep based tragedies at nurseries have been down to safeguarding problems within settings and a lack of understanding of safe sleep requirements.

Dangerous dogs

We will have animals visiting nursery from time to time from for example a petting farm, family's pet, animals for special occasion e.g. reindeer at Christmas. At all times we will ensure a through risk assessment has been completed. Any animal that visits will **NOT** be a banned dog breed. This aligns with the EYFS September 2026 update section 3.82.

OTHER POLICIES TO BE READ IN CONJUNCTION WITH THE CHILD PROTECTION POLICY:

Confidentiality Policy
Supervision Policy/(STUDENT YOUNG PERSON AND VOLUNTEER POLICY)
Health & Safety Policy
All emergency procedures
Robust Recruitment Policy
SEN Policy
Behaviour Policy.
Whistle blowing Policy.
Baby Sitting Policy
E SAFETY - Social Networking Policy/Mobile phones and cameras Policy
Nutrition and mealtimes policy

Contact details for Child Protection issues:

Sunflowers Contacts

DLSP – Helen Holmes - 07742 467729

Deputy DLSP - Heather Clark-Kelly – 07913 585612

Registered person – Bruce Warnes - 07734 906599

Safeguarding Referrals:

- **Multi-agency screening team (MAST)(Open 10-4)** – 01609535070 (Professionals only)
- **North Yorkshire Children & Families Service:** 01609 780 780 (24/7)
- **Police (emergencies):** 999
- **Customer Contact Centre (24 hours)** - : 0300 131 2131
- **Email:** social.care@northyorks.gov.uk

Allegations against staff:

- **Local Authority Designated Officer (LADO):** 01609 532 477

When contacting the Customer Contact Centre the referrer should:

- Clearly identify themselves, their agency/relationship with the child(ren) and family,
- Give details of where they can be contacted.
- Provide as much relevant family information as possible and, clearly stating the name of the child, the parents/carers and any other children known to be in the household, the dates of birth and addresses, any previous addresses known, ethnicity and religious status (if known)
- Provide details of any special needs or communication needs of either the child or any family member
- State why they feel the child is suffering, or is likely to suffer, significant harm.
- Share their knowledge and involvement of the child(ren) and family
- Share their knowledge of any other agency involved
- Indicate the child's, parent's/carer's knowledge of the referral and their expectations
- Ensure they record within their agency files the concerns and action taken

COMMUNICATE THE PROCEDURE TAKEN ABOVE WITH THE MANAGEMENT TEAM/DESIGNATED PERSON

This policy is not limited to the actions outlined above.

If you feel a child is in danger it is important that everyone SPEAKS UP – pass on any concerns you may have to the DLSP immediately.

Appendix 1: Policy outlining our procedure for DBS Checks and Ongoing Staff Suitability

1. Enhanced DBS Checks

- In line with the EYFS Statutory Framework (England, effective from 1 September 2026), all staff who work in early years settings and who have unsupervised access to children, must have an enhanced DBS check including a barred list check.
- No staff member may begin such duties until their DBS certificate has been verified. (This includes ensuring it is the correct level — enhanced for the child workforce.)
- Sunflowers uses UCHECK (in collaboration with the NDNA) to source enhanced DBS checks.

2. Update Service

- Staff are strongly encouraged to subscribe to the DBS Update Service, which allows settings to check, online and more efficiently, whether any new information has been added to the original DBS certificate.

- If a staff member joins from another setting, and is already on the Update Service, the setting must verify that:
 1. the DBS disclosure is an enhanced disclosure for the child workforce, and
 2. that it includes a barred list check;
 3. and the original DBS certificate must be seen and signed (or otherwise formally recorded) to confirm points 1 & 2.
-

3. Staff Not on the Update Service

- If a staff member is *not* on the DBS Update Service — whether because they choose not to join, because their subscription has lapsed, or for any other reason — a new enhanced DBS check must be carried out every 3 years.
 - This is to ensure ongoing compliance with safeguarding, in line with sector best practice and the sectors expectations for robust suitability checks.
-

4. Ongoing Suitability

Safeguarding is not a one-off check. The following ongoing procedures support assurance that staff remain suitable to work with children:

- All staff must complete an Annual Declaration of Suitability. This is a written confirmation that there have been no changes in their personal or legal circumstances — for example, any new cautions, convictions, warnings or barred-list status — that would affect their suitability.
- Managers must conduct regular supervision meetings and performance reviews during which suitability is discussed. This includes reminding staff of their duty to notify the Designated Safeguarding Lead of any changes.
- Any concerns about a staff member's suitability (for example, behaviour, disclosures, changes in legal status) must be reported immediately to the Designated Safeguarding Lead Practitioner (DSL). Appropriate action (investigation, risk assessment, possible dismissal) will follow in accordance with legal obligations and internal procedures.

5. Legal & Regulatory References

- Early Years Foundation Stage (EYFS) Statutory Framework, England — sections on “Safeguarding and Welfare Requirements”
- DBS Checks: Childcare Providers guidance published by GOV.UK/Ofsted
- Other relevant legislation:
 - The Childcare Act 2006, especially around disqualification under section 75.
 - The Rehabilitation of Offenders Act and its Exceptions Orders — because in early years settings, certain “spent” convictions must still be disclosed.