



Updated February 2026

Review February 2027

## **Busy Lizzie's Safeguarding Policies and Procedures**

This suite of policies and procedures works in conjunction with our health and safety and other policies and procedures and may overlap with these. Included within this suite is:

- our approach to safeguarding
- reporting and recording concerns
- safer recruitment
- supervision and deployment of staff
- Allegations against staff
- Whistleblowing
- Preventing extremism
- Confidentiality
- Sharing information
- Uncollected child
- Use of devices/online safety
- Safeguarding contacts

### **Purpose and Ethos**

Busy Lizzie's is committed to safeguarding children which includes working to recognise all forms of abuse that may be happening within a family, taking steps to address this abuse, providing a safe and secure nursery environment, working with families to prevent abuse from happening and being vigilant to the potential for extremism and radicalisation within a family.

### **Legal Framework**

Our safeguarding procedures are based primarily on the government guide Working Together to Safeguard Children 2023 in conjunction with the Ofsted Framework, the Early Years Foundation Stage Safeguarding and Welfare Requirements 2024, Keeping Children Safe in Education 2025, Counter-Terrorism and Security Act 2015 and the procedures of the West Sussex Safeguarding Board.

### **Roles and Responsibilities**

To oversee this within the setting we have at least two Designated Safeguarding Lead (DSL) (May also be known as DSL or DSL). They are responsible for ensuring our procedures are up to date, our setting remains a safe place, staff are always aware of signs of abuse that they may need to report and appropriate decisions are made for each individual case.

The DSL receives specific training for this role as well as 2 yearly safeguarding refreshers. All other staff attend safeguarding training and 2 yearly refreshers to ensure they are aware of their responsibilities and able to carry these out.

All new staff including students and volunteers have safeguarding procedures explained to them as part of their induction including ensuring they are aware of what to look for and who to report to with any concerns they might have.

### **Providing a Safe Environment and Preventing Abuse or Neglect**

Busy Lizzie's strongly believe that part of our role is to work to prevent abuse or neglect wherever possible. Therefore, our policy is to:

- Work in a flexible way, adapted to the individual child, to help children feel a sense of belonging in our nursery
- Form relationships with parents/carers/ families from the start with the aim that they will feel able to trust us and come to us when they need help or support

Our aim is for children and their families to feel safe and supported by our nursery. By achieving this we hope to be able to recognise early on when support may be needed and implement this before the situation escalates to a higher need.

To support this, all staff, receive a minimum of termly supervision with the Manager (or other senior member of staff) which is an opportunity to discuss all their Key Children as well as any other children they may wish to discuss. Through this staff can explore any concerns they may have about the child and/or the family and discuss what the best next steps are. This contributes to our efforts to identify potential safeguarding concerns and put support in place at an early stage.

However, we also recognise that there are times when we may not be able to achieve this and so we follow the procedures outlined below to recognise, record and report signs of any kind of abuse or neglect.

### **Responding to and reporting safeguarding concerns:**

All staff are aware of the signs of the different types of abuse (physical, emotional, sexual and neglect) as well as other factors that may concern them about the family (such as child-on-child abuse, exploitation, signs of radicalisation, potential for FGM, trafficking and substance abuse or domestic abuse). In house training is received during induction, refreshed regularly in staff meetings and formal training is received and refreshed on a 2 yearly basis.

If a disclosure is made staff will:

- Respond in a non-judgmental way without any leading questions though they may make comments to find out more using professional curiosity.
- Not make any promises to the child
- Immediately record what was said in the exact wording that it was said
- Inform the DSL who will help them record it on the relevant form and decide about what to do next

When a staff member reports a concern to the DSL they will:

- Discuss the concern with the staff member to get a clear picture of what is going on
- Help them to record it on the relevant form which can then be uploaded onto the online system OR record it directly onto the online system.
- Decide the best next steps which could be talking to the parent/carer, monitoring closely, gaining advice from Integrated Front Door (IFD) and/or making an immediate referral.

In the case of a decision to talk to the parent/carer about the concern:

- The DSL will record what was said in the conversation either on the paper form to be uploaded or directly onto the online system
- Based on the conversation, decide whether no further action is required, whether the situation should be monitored, advice should be sought or a referral should be made.

In the case of a decision to monitor:

- The DSL will consider what kind of things need to be monitored (for example clothing, absence, parental mental health)
- The DSL will ensure all staff members are aware of the situation and what to look out for and report
- The DSL will regularly review the situation to decide if further action needs to happen

In the case of further advice being sought from IFD the DSL will then carry out whatever action is recommended.

In the case of a decision to make a referral, usually parents/carers will be informed that this is happening, however on occasion Busy Lizzie's may decide to make a referral without parental knowledge if they feel that informing the parents would put the child at risk of further harm.

In some circumstances where we believe the child is at risk of immediate harm and/or a crime has been committed, including where a person under 18 has been a victim of FGM we have a duty to report these straight to the police.

### **Busy Lizzie's Safer Recruitment Policy**

It is our responsibility to ensure that adults working with children are safe to do so. We meet this responsibility through our safer recruitment policy. All records will be stored according to GDPR and data retention policy and logged on the single central record for recruitment checks.

**To ensure that our recruitment is as safe as possible the manager will:**

- Attend safer recruitment training and update every 3 years
- Share the information with training with others involved in the recruitment process
- Ask applicants for any position to bring a form of ID and any other documents relevant to ensure they have the right to work in the UK.
- Ask to see the certificates for any qualifications they may have
- Use the interview to ask about any gaps in employment or anything else that could be concerning such as frequent change in employment

**If a position is offered, then Busy Lizzie's will:**

- Contact 2 referees with a minimum of 1 from the applicants most recent employment. Where possible the applicant would have a referee who is able to comment on their safety to work with children.
- Initiate an enhanced DBS check which will involve viewing identity documents including proof of address
- Request that the staff member complete a self-declaration which asks them to volunteer information about any criminal history

- Withdraw any offer if information comes to light suggesting they may not be safe to work with children.

#### **Throughout a person's employment Busy Lizzie's will:**

- Annually check a staff members update service OR initiate a new DBS check every 3 years
- Ask staff members during appraisals if there has been changes to their criminal history including that of people they are living with (disqualification by association)
- Take any allegations from children/parents or staff seriously and notify LADO immediately
- Follow any actions given by LADO including suspending or terminating an employee's contract.

### **Supervision and Deployment of Staff Policy**

#### **Policy Statement**

Our nursery is committed to ensuring that children are cared for by suitably qualified and experienced staff at all times. Effective supervision and thoughtful deployment of staff are essential to safeguarding children, promoting high-quality learning, and maintaining a safe and nurturing environment.

#### **Aims**

We aim to:

- Ensure children are supervised appropriately at all times.
- Deploy staff to meet children's individual needs and maintain required ratios.
- Support staff wellbeing, professional development, and reflective practice through supervision.
- Maintain high standards of safeguarding, teaching, and care.

#### **Staff Ratios and Qualification Requirements**

We will:

- Meet or exceed statutory EYFS staff-to-child ratios at all times.
- Ensure at least one suitably qualified person with paediatric first aid is present on site and on outings.
- Deploy qualified staff appropriately across rooms and age groups.
- Maintain suitable contingency arrangements for staff absence.

#### **Deployment of Staff**

The nursery manager or leader will ensure:

- Children are always within sight or hearing of a member of staff.
- Staff are positioned to supervise indoor and outdoor areas effectively.
- High-risk times (arrivals, mealtimes, toileting, outings, transitions) are well staffed.
- Key persons are available to support their assigned children where possible.
- Staff breaks are organised without compromising ratios or supervision.

#### **Staff Supervision and Support**

Supervision provides an opportunity for reflection, support, and professional development. We will:

- Provide regular planned supervision meetings for all staff.
- Offer additional supervision where concerns or additional needs arise.
- Discuss safeguarding, wellbeing, workload, and professional development.
- Keep confidential written records of supervision meetings.

### **Induction and Ongoing Training**

We will:

- Provide a structured induction for all new staff, students, and volunteers.
- Ensure staff understand safeguarding, health and safety, and nursery procedures.
- Support continuous professional development and mandatory training.

### **Managing Staff Absence or Shortage**

If staffing levels are affected:

- We will seek suitable cover staff where possible.
- Room organisation may be adjusted while maintaining safety and ratios.
- If safe ratios cannot be maintained, we will follow emergency procedures, which may include limiting admissions or temporary closure.

### **Students, Volunteers, and Visitors**

- Students and volunteers are never left unsupervised with children.
- They do not count in statutory ratios unless permitted by EYFS and appropriately qualified.
- All visitors must follow nursery safeguarding and supervision procedures.

### **Safeguarding Responsibilities**

All staff must:

- Remain vigilant to children's safety and wellbeing.
- Follow safeguarding and whistleblowing procedures.
- Report concerns immediately to the Designated Safeguarding Lead (DSL).

## **Allegations against staff**

Should there be an allegation made against a member of staff (this could be made by another member of the team, a child, a parent, or a member of the public) then Busy Lizzie's will follow the procedures outlined below:

If it is considered in any way that the member of staff has –

- behaved in a way that has harmed a child 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 they are unsuitable to work with children

The Local Authority Designated Officer (contact details below) will be informed so that they can guide the setting through what needs to be done. If the allegation was made directly to the police or social care then the LADO should still be informed. These procedures will be followed regardless of whether the allegation is about a concern in or out of the setting.

Busy Lizzie's will keep clear records of the allegation and will be guided by the LADO over what should be done for example in regard to informing/supervising/suspending the staff member, informing the parents of the child/ren involved, whether further investigations are required by the setting and/or the final decisions made once the investigation is complete.

## **Whistleblowing:**

Busy Lizzie's encourage all staff to be aware of their right to whistle-blow, which is to report any concerns that they may have about another member of staff. This is encouraged to further safeguard children, to ensure all policies & procedures are being kept to and to prevent minor concerns becoming major concerns. These concerns will be listened to, recorded and investigated appropriately. Staff are also encouraged to report concerns directly to the LADO should they feel they are not being dealt with seriously by Busy Lizzie's.

## **Preventing Extremism & Radicalisation**

Busy Lizzie's take the Prevent strategy very seriously which came into place from July 1st 2015 within Section 26 of the Counter-Terrorism and Security Act 2015. Within this strategy we have a duty to be aware of signs that a child or family may be vulnerable to radicalisation. Where we have concerns Busy Lizzie's will record these and contact either the Sussex Police Prevent Team or the Local Channel Panel Chairs for advice. This advice may be sought without parental knowledge and we would then follow any instructions given on the matter though parental consent is required before support can be put in place. However, if we are concerned that the child may be at risk or immediate harm then we may place a referral to MASH/IFD which may be without any parental consent or knowledge. If we are concerned that a crime has been or is about to be committed this would be reported directly to the police.

We also have a duty of care in promoting fundamental British values which aims to help children develop resilience to radicalisation and promote effective decision making so that they may be able to challenge any extremist views they may be subject to. This is all promoted on a daily basis through the way in which we support children's Personal, Social and Emotional development as well as their Understanding of the World. For example, children are taught to respect each other, consider and make choices through play and discussions, understand their own feelings, alongside others and begin to distinguish right from wrong.

In conjunction with these examples, children are given opportunities to explore other faiths, traditions and cultures from around the world, so that they can appreciate the diversity around them and feel confident to challenge gender, cultural and racial stereotypes.

### **Confidentiality**

Confidentiality will be maintained whenever possible and staff, students or volunteers will not suffer any personal detriment or victimisation as a result of raising any genuine concern about a child, child's family, misconduct or malpractice within Busy Lizzie's.

In the event of a safeguarding or Prevent concern, then confidentiality will be maintained by discussing the concern in a private area of the setting and staff involved reminded of their duty of care and to keep confidential information to themselves so that children are not put in potential danger.

In the event of whistle-blowing, management will do their utmost best to protect the identity of the whistle blower when they raise a concern and do not want their name disclosed, however, it must be appreciated that during the investigation process the source of the information may be revealed should a statement by the whistle blower be requested as part of evidence. In the event of this happening, prior notice will be given and the opportunity to discuss the consequences with management will be offered.

Staff are required to consider confidentiality in terms of information that they may share or discuss outside of the setting. They have a duty not to disclose any identifying information about children and they are also required to consider how they share information on social media and in public places, including but not limited to interactions with parents outside of the setting.

### **Sharing information**

Busy Lizzie's have a Privacy Policy which follows GDPR 2018 in regards to storing, retaining and sharing personal information. Safeguarding information is kept for as long as is necessary after a child leaves our nursery and may be shared with other parties where Busy Lizzie's decide there is a clear and legitimate reason for doing so. To make this decision we will refer to the guidance outlined within the government guidance document for Information Sharing for Practitioners.

Safeguarding information/ records may be shared with other settings once the child leaves us or other professionals in a child's life. The amount of information and how it is shared will be decided on case-by-case basis and may be shared without the parents' consent if we feel it is in the child's best interest to do so.

Where a decision is made to share information, we will record who it has been shared with, when and whether parents gave their consent. If we do not have consent, we will record our reasons for deciding not to gain consent before sharing the information.

### **Uncollected Child**

In the event of a late collection, we would contact the primary carer to find out what was happening. If we are unable to get hold of them, we would then make our way down our other contacts provided for that child.

In the event of not being able to get hold of anyone linked to the child Busy Lizzie's would then decide whether to make an emergency call to IFD and/or the police depending on the circumstances. Our decision

would be influenced by the time of day that the child was supposed to be collected. For example, if the child was supposed to be collected earlier in the day, we would give the family as much time as possible to make contact, however this may not be possible towards the end of the day as staff members may not be able to stay much later to supervise the child.

### **Busy Lizzie's Online Safety and Devices Policy**

Staff are required to store their personal mobile phones in the provided box to ensure they will not be able to use their phones around children. They will be given access to these during their breaks and/or on other requested occasions which MUST be approved by the manager (or senior member of staff in charge that day). These occasions must be supervised and/or undertaken away from children. In some situations, the manager may allow mobile phones to be stored in the kitchen purely to allow the relevant staff member to answer a specific, important, phone call though where possible staff member should give out the nursery number so that this is not necessary.

Busy Lizzie's keeps a record of devices belonging to the nursery that allow online access. Staff must not let children use these devices unsupervised. Staff should only use these devices for purposes relating to the nursery. If children are going to be shown or involved in the use of anything online staff must check first to ensure it is suitable. This could include checking results to a question on a search engine or watching videos that may be shown to children.

Access to screens and the internet is limited in our setting due to our belief in the benefits of screen free time. However, Busy Lizzie's is aware of our wider responsibility to promote online safety and raise awareness about the potential impact of screen time on children's development and emotional/mental wellbeing. Therefore, we will consider opportunities to discuss this with children in an age-appropriate way and to share information with parents. This will usually be done in a generalised way, however there may be times when we consider a targeted approach when there are specific concerns about a child/family.

### **Other aspects of safeguarding**

Busy Lizzie's has a duty to protect children from harm which can include a wide range of other aspects covered in alternative written or practiced policies and procedures. Examples of these include but are not limited to, smoking/vaping, medication, outings, healthy lifestyles, support for children with additional needs and all aspects of health and safety.

### **Contacts:**

Integrated Front Door (MASH and Early Help) – 01403 229900, [wscildrengservices@westsussex.gov.uk](mailto:wscildrengservices@westsussex.gov.uk)

Ofsted - 0300 123 1231

LADO -Consultation Contact Number: **0330 222 6450** (Available 09.00 – 17.00)

LADO Service Contact Number: (Available through the MASH) **01403 229900**

LADO Service email address: [LADO@WestSussex.gov.uk](mailto:LADO@WestSussex.gov.uk)

Prevent – Online referral form at [www.sussex.police.uk/advice/advice-and-information/t/prevent/prevent/](http://www.sussex.police.uk/advice/advice-and-information/t/prevent/prevent/) or phone 999 if it is an emergency