

Safeguarding Children

Statement of intent:

'Every child deserves the best possible start in life and the support that enables them to fulfil their potential. A secure, safe and happy childhood is important in its own right.' Statutory Framework for the Early Years Foundation Stage (EYFS).

Goldsmiths SU Nursery has a legal and moral duty to safeguard children under the Children Act 1989 and the Children Act 2004. The nursery adheres to the Government's statutory guidance **Working Together to Safeguard Children 2023**, Keeping Children Safe in Education 2023 and follows any guidance and procedures laid down by the Lewisham Safeguarding Partnership. The nursery also adheres to the **EYFS Safeguarding and Welfare Requirements 2025**.

Aim:

The nursery is committed to safeguarding children. We endeavour to provide a secure environment that is welcoming, safe, stimulating and nurturing. We aim to ensure that all children are kept safe and protected from harm. We recognise that safeguarding is the responsibility of everyone and, as a nursery, aim to ensure mechanisms are in place to support all staff members to understand their individual responsibilities. We also make sure that all visitors, volunteers, students on placement, parents and children are aware of expected behaviours and that all adults are aware of the settings legal responsibilities to safeguard children.

Method:

- The nursery has a robust **recruitment process**, following guidelines laid out by Goldsmiths Students Union and as per the guidance detailed in the Statutory Framework for the EYFS 2025, including Section 3.20 relating to robust reference procedures. A formal, structured interview takes place alongside a trial session working with the children before employment is offered. Two references are sought from senior staff from previous positions. A reference must be from the most recent employer and one from where the candidate most recently worked with children, if there is no employment history then a reference must be sought from the most recent education establishment, for example, a college tutor. References are followed up and verified for their legitimacy and any discrepancies are addressed. Reasons for leaving the last place of employment are ascertained.

-All new staff members are required to be screened through the Disclosure and Barring Service (DBS). An enhanced DBS check is made regarding staff on

acceptance of the post. **Staff are checked annually via the DBS update service to ensure that new information hasn't come to light with regards to their suitability to work with children.**

- All new staff and volunteers enter a thorough **induction process**, which includes ensuring a complete understanding of the settings safeguarding procedures.
- All staff at the nursery attend regular training, at least every two years, and additionally receive regular updates, which are sought by the DSL and Nursery Manager, to ensure that all staff have up to date knowledge and understanding of safeguarding issues. Any safeguarding updates are shared at termly staff meetings, or before if deemed necessary. Training covers recognising signs of abuse relating to physical, emotional, sexual and neglect. Training also covers the importance of vigilance around **child on child abuse** and signs and symptoms of this. *Please refer to the nursery Safeguarding Notice Board for more detailed information regarding signs of abuse.*
- Each staff member attends termly supervision meetings with the Nursery Manager, which include 1 to 1 sessions (appraisals) and room meetings. These meetings foster a culture of mutual support, teamwork and continuous improvement, including opportunities for confidential discussion of any sensitive issues.
- All staff that work within the required ratios are paediatric first aid trained.
- The nursery operates a strict **mobile phone policy**, which states that personal mobile phones and cameras must not be used on nursery premises. *Please refer to our **E Safety Policy** for more information.*
- *the nursery adheres to strict **safer eating** requirements at mealtimes and snack times and also has due regard to the **EYFS Nutrition Guidance 2025**. Please refer to the nursery **Refreshment Policy** for further details, located on the Goldsmiths Students Union website.*

Designated Safeguarding Lead (DSL):

The nursery's DSL is **Nassiba Bensefia**, the Deputy DSL is **Daneele Johnson** who take lead responsibility for safeguarding. Upon starting at the nursery, it is made clear to any new parents, staff or students who the DSL and the Deputy DSL are and their key responsibilities. The names of the DSLs are also displayed on the safeguarding notice board, to remind new staff, visitors or agency staff who to approach with any concerns.

Responsibilities of the DSL include:

- Liaison with local agencies including the Lewisham Safeguarding Children's Partnership (LSCP) and the Early Years Quality and Sufficiency Team (Lewisham Early Years Advisors) when necessary.
- Providing support, advice and guidance for staff on an ongoing basis and regarding any specific safeguarding matters as required.
- Reviewing and updating the nursery's safeguarding policy, in partnership with the manager and all stakeholders. Policies are reviewed annually or updated sooner in the event of any changes to guidance.
- Appropriately acting upon, recording and monitoring any safeguarding issues.
- Attending safeguarding training at least every two years and seeking updates on safeguarding regularly/termly and sharing these accordingly.
- Regularly reviewing accident/ incident books and attendance registers for concerns.

Protecting Children from Harm

Prior to new children starting at the nursery, there is a range of statutory information that staff are required to obtain and keep records of through the admissions process. This is inclusive of full name, address/es, gender, date of birth, named persons with parental responsibility, legal contact and the name of the person the child normally lives with. This information is updated annually or sooner when required. Staff continue an open dialogue with parents throughout their time at the nursery. At the point of entry, the admissions forms must include details of **emergency contacts**, including the parents' contact details plus two or three other emergency contacts, one of which must be a local contact.

Whenever unexplained or unusual changes are observed in a child's behaviour, physical condition or appearance (including concerning marks or bruising), or if a child discloses information that a member of staff feels concerned about, an entry will be recorded in the nursery's incident folder, after the conversation with the child (if age appropriate) about the concern. Reassurance and active listening are key during these conversations..

Entries may include:

- Child's name and date of birth/Timed and dated observation/Accurate and factual description of the child's behaviour and/ or appearance
- Site maps to record bruises or marks
- Exact words spoken by child/Exact words spoken by adult or parent in relation to the incident, e.g. for example a parent's response when asked about a mark, incident or change in a child
- Name and signature of staff member, DSL/Manager and parent

- Any further action taken

Staff must share these incident reports with parents, in order to gain their explanation and alleviate any concerns, unless we feel that this will place the child at imminent risk of harm. Should this be the case, or should any further concerns be raised, advice would then be sought from the DSL/Manager and where there remains a cause for concern and it is considered that a child or parent would benefit from further services, an appropriate referral would be made by contacting the **Lewisham Multi Agency Safeguarding Hub (MASH), now also referred to as Family First Contact Point (FFCP)**

The Early Help Team can offer advice if the staff member is unsure of next steps necessary for intervention/ support.

Details of these services can be found at the end of this document.

A child must be referred within the borough that they live. Wherever possible, consent will be sought from a parent before any outside professionals are involved with a child unless it is deemed that by doing this the child would be at immediate risk. In these situations, the outside professional will decide when the parents are contacted.

Once a child is referred to MASH, they will make an assessment of the child's needs and decide what services and provisions are necessary.

If we believe that a child may be at immediate risk of harm, then the staff member raising the concern, in liaison with the nursery manager or DSL, will contact MASH immediately or Children's Social Care (out of hours care) or the Police. The telephone number for Children's safeguarding services can be found at the end of this policy and on the safeguarding notice board.

The nursery has the right to share any information regarding a child's protection with other professionals involved. Safeguarding a child's welfare overrides the need to keep information confidential. We do, however, understand the sensitivity of any such disclosures and information is only shared on a 'need to know' basis.

Female Genital Mutilation (FGM)

FGM became illegal in the United Kingdom under the Female Genital Mutilation Act 2003 and as amended by the Serious Crime Act 2015, section 73. It is important to be aware that this includes taking a child abroad to undergo FGM overseas.

FGM comprises all procedures involving partial or total removal of external female genitalia or other injury to the female genital organs whether for cultural or non-therapeutic reasons. Please refer to the Safeguarding notice board, for further information. FGM is often carried out for cultural or social reasons, it has no medical benefits and carries a number of risks to the individual.

The nursery will do everything in its power to ensure that no child in its care is subject to FGM. The nursery staff are aware of signs to look out for relating to FGM, including physical signs or children being taken out of nursery for extended periods, we reserve the right to ask parents where they are travelling to.

Should a member of staff have any concerns about a child, the DSL will be informed, and a decision made as to whether a referral to MASH need be made and a FGM Protection Order sought.

Any incidents will be treated in the strictest confidence. Safeguarding the children in our care is always a priority and the nursery will not tolerate any form of child abuse.

Allegations against a staff member, student or volunteer:

The nursery makes every attempt to ensure that all adults working with children understand the nature of their work and responsibilities relating to it. They are placed in a position of trust and therefore receive clear and regular advice on appropriate and safe behaviours for working with children. All staff, students and volunteers have a duty to disclose any concerns they have about the conduct of others or about the welfare of any child within the setting.

-Staff are alert to inappropriate behaviours displayed by other adults or staff at all times. The nursery encourages a culture where concerns are readily listened to and can be raised and discussed without fear of reprisal.

- All nursery staff work in a transparent way and adhere to good practice guidance, such as always working in pairs, ensuring doors are left open and changing areas are made as visible as possible. **However, children's privacy is considered and balanced with safeguarding and support needs.** For example, children are afforded an appropriate level of privacy when toileting, during nappy changing and during dressing/undressing of wet/soiled clothes.

Allegations against a staff member may be made by a child, parent, another member of staff (**please also refer to our Whistle Blowing Policy**), or any member of the public. Any allegations or concerns raised will always be readily listened to and taken seriously.

Should you have any concerns, you should initially speak to the DSL, Nassiba Bensefia or Daneele Johnson in the absence of Nassiba, or Karen Roe, the Nursery Manager accordingly. You should avoid speaking directly to the staff member about your allegation, in the first instance. **The allegation should be referred to the LADO (Local Authority Designated Officer) within 24 hours of becoming aware of the allegation.**

You may also contact the NSPCC Helpline for any advice or support. Details of the LADO and the NSPCC can be found at the end of this policy.

The framework for managing allegations should be used in respect of all cases in which it is alleged that a person who works with a child has:

- 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 in a way that indicates they may pose a risk of harm to children
- behaved towards a child, or behaved in other ways that suggests they may be unsuitable to work with children

Attendance Policy

Whilst attendance at nursery is not compulsory, we expect a high level of attendance as consistency of attendance is key to children feeling secure and settled at the nursery and helps to promote successful learning and good outcomes for children.

Please call the nursery as early as possible (from 8.30am) if your child is not attending on a particular day and provide the reason for their absence. Please do not email this information as staff are often unable to access emails until the afternoon. Furthermore, responding to emails is time consuming for staff when time is better spent working directly with the children.

If we do not receive a phone call regarding your child's absence then we will promptly follow up on any absences (no later than the second day of absence).

We are obliged to take absences very seriously as, in extreme cases, repeated or prolonged absence can be an indicator of neglect or vulnerability, requiring referrals to local children's social care or the police.

Parents must provide at least two emergency contact numbers for each child, in addition to parents contact details, one of which must be a local contact. Please inform the nursery immediately if your contact details change at all.

Local Support for Parents

Family Hubs are welcoming, friendly and safe spaces that families and young people feel they belong to and can connect and grow. Family Hubs are great places to get advice, support and guidance for parents and their families, from pregnancy to young people.

The Hubs provide access to professionals such as family navigators, early years practitioners, health visitors, midwives and a variety of other services such as advice on benefits or employment. They also welcome people from the community to set up their own groups or activities within Family Hub buildings.

They offer 'stay and play' sessions and more focused courses or groups on a wide range of subjects, parents can also pop in to talk to one of the staff team. Their doors are open to everyone, and parents are directed to the support they need.

Further Information and Linked Policies

This policy should be read in conjunction with all other nursery policies, located on our website, which all promote the wellbeing of children, including those listed below. **Please also refer to the Safeguarding Notice Board, situated by the staircase near the caterpillar room for further information about safeguarding:**

- **Whistle Blowing Policy**
- **E safety Policy (including mobile phone policy)**
- **Advice for Parents regarding Online Safety**
- **Refreshments Policy (including safer eating procedures)**

Safeguarding Contacts:

Nursery Contacts:

Key Nursery Contact Details:

020 7919 7111 = Nursery

Nassiba Bensefia, Designated Safeguarding Lead

nassiba@goldsmiths.org

Daneele Johnson, Deputy Designated Safeguarding Lead

daneele@goldsmithssu.org

Karen Roe, Nursery Manager

karen.roe@goldsmithssu.org

External Services below:

Lewisham Safeguarding Children Partnership (for updates and training needs)

safeguardingpartnership@lewisham.gov.uk

020 8314 3396

Early Help Team (for advice/low level concerns)

(Family Thrive Duty Team)

020 8314 7333

Concerns Regarding a Child:

Lewisham's MASH Team

Family First Contact Point (FFCP)

020 8314 6660

Out of office hours/Emergency Duty Team

020 8314 6000

Concerns Regarding a Staff Member:

Local Authority Designated Officer (LADO)

lewishamLADO@lewisham.gov.uk

020 8314 7280

The online referral form is located on the LSCP website, LADO section.

NSPCC

help@nspcc.org.uk

0808 800 5000

Support for Parents:

Website = lewishamfamilyhubs.org.uk

Email = Family.Hubs@Lewisham.gov.uk

020 8314 9545

Practitioners can also refer families to this support service:



Family.Hub.Referrals@lewisham.gov.uk