



Batford Day Care

BATFORD DAY CARE LIMITED CHILD PROTECTION POLICY

Version	1.0
Based on Model Policy	HCC Child Protection School Liaison Office (CPSLO) Service Model Child Protection Policy for Schools (CSF0034 24-25 V1), Sep 2024
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Target audience:	All Stakeholders

Version	Date	Notes
V 1.0	November 2024	New model policy
V 1.1	November 2025	Significant changes

Batford Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity, and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole Batford Day Care community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any staff member, child or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

Batford Day Care's Child Protection Policy is in line with the quality and standards expected from Hertfordshire Safeguarding Children Partnership (HSCP) and will be monitored by The Board of Directors. This policy will also be reviewed annually or when new legislation requires changes, whichever is the soonest. This policy is approved by The Board of Directors.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Day Care, Holcroft Road, Harpenden AL5 5BQ

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1. Safeguarding Policy Statement

A child-centred approach is fundamental to all aspects of everyday life at Batford Day Care. We strive to create a culture which enables children to express their wishes and feelings and talk about anything that is of importance to them. We believe that every child deserves to receive an education within an environment where they feel safe to learn and develop. We want our children, staff, parents and carers to have confidence and trust in our goals and know that collaborative working is fundamental to create and maintain a child-centred approach to safeguarding.

In practice this means we endorse the key principle that the welfare of a child is paramount, keeping them at the centre of all decision making in our partnership working with them, their families, and those supporting them.

In line with our duties set out in the Children Act (1989, 2004) and Working Together to safeguard children (2023) we are committed to providing support and help as soon as possible, underpinned by our values that children are best looked after within their families, with their parents playing a full part in their lives where possible. We are also committed to ensuring that we work with agencies, including the Local Authority, to access support and targeted interventions for families when we consider that a child is, or may be, at risk of harm.

We hope that parents and carers will support us to undertake our statutory duties to offer early help support and to liaise with agencies to protect children who have suffered or otherwise likely to suffer significant harm without doing so. The core objective of early help support is to prevent any child from being harmed or placed at risk of harm and therefore halt any escalation where possible.

This policy outlines the commitment to our legal duties to safeguard children, the responsibilities for all our staff and the specific roles and responsibilities for our key Designated Safeguarding Leads.

2. Important Safeguarding Contacts

Batford Day Care's In-House Contacts

Organisation / Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Sarah Hedges, Head of Centre	head@batfordnursery.herts.sch.uk Monday-Friday, term time only
Designated Safeguarding Lead (DSL)	Amy Gaitely Day Care Manager	amy.gaitely@batfordnursery.herts.sch.uk Tuesday, Wednesday, Thursday and Friday
Deputy Designated Safeguarding Lead (DDSL)	Sarah Darkins Deputy Day Care Manager	sarah.darkins@batfordnursery.herts.sch.uk Monday, Tuesday, Wednesday and Thursday
Deputy Designated Safeguarding Lead (DDSL)	Zoe Price Day Care Business & HR Manager	zoe.price@batfordnursery.herts.sch.uk Monday, Tuesday, Thursday and Friday
Special Educational Needs Coordinator (SENCo)	Joy Scott Cuckoo Room Lead, EYP, SENCo	joy.scott@batfordnursery.herts.sch.uk Monday, Tuesday, Thursday and Friday

Non Batford Day Care Contacts

Organisation / Role	Name	Contact details
Local Authority Designated Officer (LADO)	Duty LADO	LADO.Referral@hertfordshire.gov.uk lado_referral_form.docx (live.com) <i>Strictly for professionals use only</i>
Hertfordshire County Council Children's Social Care	Customer Service Centre	Children's Services includes SOOHS (Out of Hours Service-Children's Services) – 0300 123 4043
Family Help and Support	Families First website, information for parents, carers and professionals Professionals can access support from Families First Coordinators when supporting a family with an FFA or other support in the EH arena	Families First (hertfordshire.gov.uk)
Prevent	Prevent referrals Parent guidance Advice line for members of the public Channel helpline	Prevent Referrals – prevent@herts.police.uk Prevent National Referral Form 2024 Parents' Booklet (educateagainsthate.com) ACT Early Prevent radicalisation 0800 011 3764 020 7340 7264
NSPCC Helpline	N/A	Call: 0808 800 5000 Email help@NSPCC.org.uk
Police	N/A	Emergency 999, non-emergency 101

3. Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance.

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/keeping-children-safe-in-education) (KCSIE) which sets out the legal duties that all schools and colleges in England must follow to safeguard and promote the welfare of children under the age of 18.

Section 175 of the [Education Act 2002](#), places a duty on schools and Local Authorities to safeguard and promote the welfare of pupils.

[The School Staffing \(England\) Regulations 2009](#), which sets out what must be recorded on the single central record and the requirement for at least 1 person conducting an interview to be trained in safer recruitment techniques.

This policy also meets requirements relating to safeguarding and welfare in the [Statutory framework for the early years foundation stage for group and school providers \(publishing.service.gov.uk\)](#)

The [Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#) (referred to in this policy as the "2018 Childcare Disqualification Regulations") and [Childcare Act 2006](#), which set out who is disqualified from working with children.

[Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children

[Working together to safeguard children - GOV.UK \(www.gov.uk\)](#) DfE guidance outlines what organisations and agencies must and should do to help, protect and promote the welfare of all children and young people under the age of 18 in England

[Hertfordshire Safeguarding Children Partnership | Hertfordshire County Hertfordshire Safeguarding Children Partnership \(HSCP\)](#) The three partners (Hertfordshire County Council, Police and Health) have a joint and equal duty to ensure multi-agency safeguarding arrangements are in place at a local level, and organisations and agencies are clear about how they will work together to safeguard children and promote their welfare of children

[Resolution of Professional Differences including Escalations](#) - effective partnership working is key to keeping children and young people safe from harm. HSCP encourages constructive challenge as part of our culture of learning and partnership working. In May 2025, the HSCP published this revised policy for resolutions and escalations.

[Specific guidance for Schools/Education](#) - schools and educational institutions play a critical role in safeguarding children and young people. It is essential that they adhere to the established resolution process to ensure timely and effective resolution of professional differences.

[Serious Crime Act 2015](#), Female Genital Mutilation Act 2003 which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18

[Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM

[The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children

Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children

[Statutory guidance on the Prevent duty](#), [Prevent duty guidance: England and Wales \(2023\) - GOV.UK \(www.gov.uk\)](#). All schools and colleges are subject to a duty under section 26 of the Counterterrorism and Security Act 2015 to have "due regard to the need to prevent people from being drawn into terrorism"

[The Human Rights Act 1998](#), which explains that being subjected to harassment, violence and/or abuse, including that of a sexual nature, may breach any or all of the rights which apply to individuals under the [European Convention on Human Rights](#) (ECHR)

[The Equality Act 2010](#), which makes it unlawful to discriminate against people regarding protected characteristics (including disability, sex, sexual orientation, gender reassignment and race). This means the managers and directors should carefully consider how they are supporting children regarding these characteristics. The Act allows our setting to take positive action to deal with disadvantages affecting children (where we can show it's proportionate). This includes making reasonable adjustments for disabled children. For example, it could include taking positive action to support girls where there is evidence that they're being disproportionately subjected to sexual violence or harassment

[The Public Sector Equality Duty \(PSED\)](#), which explains that we must have due regard to eliminating unlawful discrimination, harassment and victimisation. The PSED helps us to focus on key issues of concern and how to improve pupil outcomes. Some pupils may be more at risk of harm from issues such as sexual violence; homophobic, bi-phobic or transphobic bullying; or racial discrimination

Escalation of Concerns and Professional Disagreements about Decisions, including Convening an ICPC [4.5.3 Escalation of Concerns and Professional Disagreements about Decisions, including Convening an ICPC \(proceduresonline.com\)](#)

[Information sharing advice for safeguarding practitioners produced by the DfE](#), outlines the importance of sharing information about children, young people, and their families in order to safeguard children. It provides clarity on when and how information can be shared legally and professionally to achieve improved outcomes. It also includes the "Seven Golden Rules for Sharing Information", which provide a framework to support information sharing where practitioners have reason to believe failure to share information may result in the child being at risk of harm. It is non-statutory and has been produced to support practitioners in the decisions they take to share information, which reduces the risk of harm to children and young people and promotes their well-being.

4. Definitions: Safeguarding and Child Protection

All our staff at Batford Day Care are expected to be familiar with the wide range of policies and procedures we have to keep our children safe and always promote their wellbeing.

Safeguarding as defined in Keeping Children Safe in Education (2025), means:

- *providing help and support to meet the needs of children as soon as problems emerge*
- *protecting children from maltreatment, whether that is within or outside the home, including online*
- *preventing impairment of children's mental and physical health or development*
- *ensuring that children grow up in circumstances consistent with the provision of safe and effective care*
- *taking action to enable all children to have the best outcomes.*

Working Together to Safeguard Children (2023) further extends this definition to include:

- *promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children*
- *taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.*

Child/ren: The legal definition of a child in the UK includes everyone under the age of 18.

'**Early Help**' is a term used in Hertfordshire that refers to a wide range of interventions offered by various organisations and partner agencies, as well as services within the County Council and beyond. The primary early help service in Hertfordshire is known as "[Families First](#)" which is in place to help professionals and families find early help and information as soon as problems emerge to prevent issues from getting worse. Support and interventions under the Families First umbrella can help coordinate additional support to that which is available from a family's usual support network as well as more targeted and short pieces of interventions.

Families First Assessments (FFA) are used by practitioners who work with children, young people, parents, and carers where it is considered that the child/family would benefit from early help support. It is used to identify needs, and to organise the right support and services to address those needs at an early stage. The FFA process allows different agencies and services to share information and work together in a coordinated way.

For families with children under 18 (25 if they have a learning need or disability), Families First can help with issues such as parenting, mental and physical health problems, drug or alcohol dependency, domestic abuse, school-related concerns, debt problems, and risk of becoming homeless.

The [Continuum of Need](#) guidance aims to ensure that support in Hertfordshire is offered at the earliest opportunity, with an approach that enables us to work effectively alongside families. The Continuum of Need is a threshold document that supports everyone working with Hertfordshire's children and families to identify the "Level of Need" and the service responses that can be expected. It sets out how we can work together, by placing the child and family at the centre, sharing information, and working with families to help them to find solutions early to prevent their difficulties from escalating. It is not intended to be a prescriptive guide and does not replace professional judgement.

Child in Need: Under the Children Act 1989, local authorities are under a general duty to provide services for children in need for the purposes of safeguarding and promoting their welfare. A child in need is defined under section 17 of the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired without the provision of services, or a child who is disabled. To fulfil this duty, practitioners undertake assessments of the needs of individual children, giving due regard to a child's age and understanding when determining what, if any, services to provide.

Child Protection: Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child who lives or is found in their area is suffering or is likely to suffer significant harm, it has a duty to make such enquiries as it considers necessary to decide whether to take any action to safeguard or promote the child's welfare. Such enquiries, supported by other organisations and agencies, as appropriate, should be initiated where there are concerns about all forms of abuse, neglect, and exploitation whether this is taking place in person or online, inside or outside of the child's home. There may be a need for immediate protection whilst an assessment or enquiries are carried out. Settings are required to cooperate with children's social care when carrying their inquiries and therefore we have a duty to share information when requested to do so.

Significant Harm is the threshold for a child protection response to support and or protect children. Harm is defined in the Children Act 1989 as the ill-treatment of a child or the impairment of their health or development. This can include harm caused by seeing someone else being mistreated, for example by witnessing domestic abuse. The phrase 'significant harm' was introduced by the Children Act 1989. The Act does not define 'significant'. The question of whether or not harm is 'significant' relates to its impact on a child's health or development.

The Gateway is the 'front door' to Hertfordshire's social care. The Gateway Service receives contacts and queries via calls or emails.

Contact - A 'Contact' is where a member of the public or a professional contacts Children's Services about a child who may be a child in need of support or protection, and where there is a request for information or a service.

Referrer - The 'Referrer' is the member of the public or professional contacting Children's Services.

Referral - For this procedure, a 'Referral' is a possible outcome of a Contact, where a social worker or manager considers a statutory response may be required. In some instances, it may be identified that a child may be better supported via other services such as Early Help or Universal Services (e.g. health, schools, family centres, etc.).

The Gateway operates to the principle that every family (child/young person and their parent/carer) has the right:

- to be told when a professional is worried about the safety or wellbeing of their child *by that professional*
- to have their consent obtained when someone wishes to make a request for support on their behalf
- to be front and centre of the plan to keep their child safe and well.

Multi Agency Safeguarding Hub (MASH) is co-located, within the Gateway. It is a partnership comprising of colleagues from Children's Services, Health, Police, and Probation; advisory support is provided by Independent Domestic Violence Advocates and satellite partners. These agencies work together to

improve the quality of the information sharing process when identifying the needs and risks of children and their families. They make decisions at the earliest opportunity and make recommendations about what services and resources the child and family may benefit from.

Although all contacts being assessed by MASH or early help services are important, it is less likely that they will meet the threshold for Child Protection (significant harm).

Abuse is all forms of maltreatment of a child and may involve inflicting harm or 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. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Neglect is a form of abuse and is 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. Section 9 provides the full definition.

Exploitation is a risk to children and young people that takes place outside of their families. Extra familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines and radicalisation.

NB the terms abuse, neglect, and exploitation, and safeguarding issues are rarely standalone events and cannot be covered by one definition or one label alone. In most cases, multiple issues will overlap.

Children Looked After: A child is 'looked after' (in care) if they are in the care of the Local Authority for more than 24 hours. Children can be in care by agreement with parents or by order of a court. The placement providing the care can be a connected person to the child or a Local Authority approved foster carer.

Kinship Care refers to a type of care where a child who cannot be looked after by their birth parents is cared for by relatives or friends. The government in England has launched a [Championing kinship care: the national kinship care strategy](#) to improve kinship carers' financial stability, education, training, and partnership with local authorities and other agencies.

Legal Care Arrangements:

- Informal Kinship Care
- Special Guardianship Order (SGO)
- Child Arrangements Order (CAO)
- Kinship Foster Care
- Private Fostering
- Adoption by a Family Member or Friend

Victim is a widely understood and recognised term, but we understand that not everyone who has been subjected to abuse considers themselves a victim or would want to be described that way. When managing an incident, we will be prepared to use any term that the child involved feels most comfortable with.

Alleged perpetrator(s) and **perpetrator(s)** are widely used and recognised terms. However, we will think carefully about what terminology we use (especially in front of children and their parents and carers) as,

in some cases, abusive behaviour can be harmful to the perpetrator too. We will decide what is appropriate and which terms to use on a case-by-case basis.

5. Equality Statement, Children with Protected Characteristics

Some children are at greater risk of harm, both online and offline, and additional barriers can exist for some children with respect to recognising or disclosing it. At Batford Day Care we are committed to anti-discriminatory practice and ensuring that all children are provided with the same protection regardless of any additional needs, barriers or protected characteristics they may have. As stated in the Equality Act, 2010, we recognise the protected characteristics that may be applicable to our children:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation.

All staff and volunteers understand the importance of recognising that a child may benefit from Early Help intervention, and it is integral to our day care approach to look and listen out particularly for children who:

- is disabled or has certain health conditions and has specific additional needs
- has special educational needs (whether or not they have a statutory Education, Health, and Care plan)
- has a mental health need
- is a young carer
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- is frequently missing/goes missing from education, home, or care
- has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in Alternative Provision or a Pupil Referral Unit
- is at risk of modern slavery, trafficking, sexual and/or criminal exploitation
- is at risk of being radicalised or exploited
- has a parent or carer in custody, or is affected by parental offending
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing alcohol and other drugs themselves
- is at risk of so-called 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
- is a privately fostered child.

Children with Special Educational Needs and Disabilities (SEND)

We know who our children are with special educational needs, disabilities, or additional health needs and recognise that they may face additional barriers, which can include:

- Assumptions that indicators of possible abuse, such as behaviour, mood and injury, relate to the child's impairment without further exploration
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- Assumptions that children with SEND can be disproportionately impacted by things like bullying - without outwardly showing any signs
- Communication barriers and difficulties in managing or reporting these challenges
- cognitive understanding – being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in settings or the consequences of doing so
- Reluctance to challenge carers (professionals may over empathise with carers because of the perceived stress of caring for a disabled child)
- Disabled children often rely on a wide network of carers to meet their basic needs and therefore the potential risk of exposure to abusive behaviour can be increased
- A disabled child's understanding of abuse
- Lack of choice/ participation.

Children Looked After (CLA)

The most common reason for a child to become looked after is as a result of abuse and/or neglect. We therefore ensure that the appropriate arrangements are in place to support these children and keep them safe from further harm. This includes:

- Appropriate staff made aware of a child's looked after status
- Ensure that necessary staff have the skills, knowledge and understanding of the child's needs
- Ensure the child's record contains a clear understanding of their legal status and care arrangements, including the levels of authority delegated to their carer and contact arrangements with birth parents or those with parental responsibility
- Keep contact details of the child's social worker, carer(s) and name and contact details of the virtual school head for DSL to liaise with.

Children with a Social Worker (CWASW)

Virtual School Heads have a responsibility for the strategic oversight of the educational attendance, attainment, and progress of:

- **children looked-after,**
- **children previously looked-after;** and
- **children with a social worker** – defined as any child who has been assessed as being in need under section 17 of the Children Act 1989 and currently has a social worker; it also includes those who

have been assessed as needing, or previously needing, a social worker within the past 6 years due to safeguarding or welfare reasons.

In line with [Promoting the education of children with a social worker and children in kinship care arrangements: virtual school head role extension - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/promoting-the-education-of-children-with-a-social-worker-and-children-in-kinship-care-arrangements-virtual-school-head-role-extension) this has been extended to include:

- **children who have previously had a social worker** – the cohort of children with a social worker and those who have previously had a social worker who are aged from 0 to 18; and
- **children in kinship care arrangements** - this means any friend or family member, who is not a child's parent but raising them for a significant amount of the time, either as a temporary or permanent arrangement.
- **Children who are in Elective Home Education (EHE)**
- **Children Missing from Education (CME)**

In offering advice and information to workforces that have relationships with children with social workers, virtual school heads identify and engage with all key professionals in Hertfordshire and beyond, helping them to understand the role they have in improving outcomes for CWASW e.g. DSL and deputies, social workers, headteachers, governors, special educational needs co-ordinators, mental health leads, other Local Authority partners, including Designated Social Care Officers for SEND.

Batford Nursery School ensures that their Designated Teacher has the appropriate training, so they are able to take the leadership of this crucial area of our safeguarding arrangements in collaboration with our Designated Safeguarding Lead which includes:

- working closely with virtual school heads to ensure that funding is best used to support the child's educational achievement and development needs that are identified in their personal education plans
- collaborating with the virtual school heads to also promote the educational achievement of previously looked after children.

6. Roles and Responsibilities of All Staff and Leadership/ Management

Safeguarding and child protection is **everyone's** responsibility at Batford Day Care. This policy applies to all our staff including permanent, temporary, agency, volunteers, directors and contractors. It also applies to our safeguarding arrangements for off-site activities.

Batford Day Care plays a crucial role in preventative education. This is in the context of a day care approach to preparing children for life in modern Britain, and a culture of zero tolerance of sexism, misogyny/ misandry, homophobia, biphobia, transphobia and sexual violence/ harassment. This will be underpinned by our:

- Behaviour Policy
- Pastoral support system
- Planned programme of relationships, sex and health education (RSHE), which is inclusive and delivered regularly, tackling issues such as:

- Healthy and respectful relationships
- Boundaries and consent
- Stereotyping, prejudice, and equality
- Body confidence and self-esteem
- How to recognise an abusive relationship (including coercive and controlling behaviour)
- The concepts of, and laws relating to, sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, so-called honour-based violence such as forced marriage and FGM and how to access support
- What constitutes sexual harassment and sexual violence and why they're always unacceptable.

Role and Responsibility of all staff (permanent, temporary and agency), volunteers and contractors

➤ **All staff will be required to:**

- read Part One and Annex B of [Keeping children safe in education 2025 \(publishing.service.gov.uk\) \(KCSiE 2025\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101311/Keeping-children-safe-in-education-2025.pdf) and the reviewed version of this guidance at least annually. Staff/volunteers who do not work directly with children are not required to read Part One and can be provided with Annex A (a condensed version of Part One) but to promote good practice we recommend that they do so.

Translated versions of Part One Keeping Children Safe in Education can be found at [Keeping Children Safe in Education Part 1 Translations | LGFL for staff, volunteers, parents and carers](#) whose first language may not be English, should they wish to use this

- read Annex B of Keeping Children Safe in Education which outlines important additional information about specific forms of abuse and safeguarding issues to ensure we have a culture that recognises that children within the specific circumstances can be at greater risk of abuse, neglect and exploitation, and a working knowledge to identify indicators. As good practice, we ask staff who do not directly work with children to also read this chapter
- sign confirmation that they have read the expected sections according to their role, have understood the content and their roles and responsibilities in our day care approach to safeguarding
- promote and raise awareness about the importance of online safety when communicating with parents and carers. This includes making parents and carers aware of what we ask children to do online (e.g. sites they need to visit or who they'll be interacting with online)
- contribute to creating a culture for children who are lesbian, gay, bisexual, or gender questioning to speak out and share their concerns
- contribute to creating a culture for any child defined as having a protected characteristic to speak out and share their concerns (see Section 5).

➤ **All staff will be aware of:**

- Batford Day Care's safeguarding arrangements and systems which is explained to staff as part of their induction and annual update training. As part of staff induction new staff/ volunteers are provided with the following key guidance and information provided by the Day Care Management Team:

- Child Protection Policy
 - Staff Code of Conduct
 - The role and identity of the Designated Safeguarding Lead (DSL) and deputies
 - The Behaviour Policy
 - Online Safety Policy
- our expected safeguarding response to children who are absent from Batford Day Care, particularly on repeat occasions and/or prolonged periods
 - signs of vulnerabilities to look out for in children who may benefit from Early Help support, we explain to staff the Early Help process for children and their families and what their role is in this to support DSLs in ensuring children and their families receive support as soon as problems emerge
 - the importance of Families First Assessments and how they can help identify emerging difficulties and therefore how sharing information, including with other practitioners, can support early identification and assessment
 - what to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals
 - the process for recording and sharing information internally to DSLs and on children's safeguarding records
 - the process of making referrals to the Local Authority Children's Social Care and/or Police where required and the statutory processes that may follow
 - the signs of specific safeguarding issues, such as child-on-child abuse, child sexual exploitation (CSE), child criminal exploitation (CCE), indicators of being at risk from or involved with serious violent crime, FGM, radicalisation and serious violence (including that linked to county lines). **See Annex B of Keeping Children Safe in Education**
 - how to support and speak to children when they may share their worries or make disclosures of abuse, neglect or exploitation and contribute to creating a culture where children feel able to speak with the relevant safeguarding leads
 - the importance of reassuring children that they are being taken seriously and that they will be supported and kept safe
 - the importance of supporting families and providing a culture of support to encourage parents/carers to seek support and engage with our setting and professionals when issues emerge or become a concern
 - children can be at risk of harm inside the home (familial harm) and outside of their home (extra familial harms) and that any form of harm can happen directly or online
 - the fact that children who are (or who are perceived to be) lesbian, gay, bisexual (LGBTQ+) can be targeted by other children
 - what to look for to identify children who need help or protection in accordance with statutory procures under the children act section 17 (child in need) and section 47 (significant harm).

Role and Responsibilities of the Designated Safeguarding Lead (DSL)

Our DSL team includes a member/s of our management team. We also have two Deputy DSLs (DDSL) within our staffing group. Whilst one of the DSLs is referred to the 'lead' and will coordinate the DSL team,

they are all trained at the same level to always ensure that one or more of them are available to carry out all their designated functions in safeguarding.

- The DSL takes lead responsibility for child protection and wider safeguarding arrangements at Batford Day Care. This includes online safety and understanding our filtering and monitoring processes on setting devices and networks to keep children safe online.
- Whilst all our staff are part of our safeguarding culture, it is the role of our DSL to receive information, review and make decisions about any necessary further considerations or actions needed to respond to any safeguarding matters that arise.
- The DSL will act as the main contact in our day care when a child and their family are receiving support from the day care, external agencies and statutory services.
- A DSL will be available during all opening times for staff to discuss any safeguarding concerns. DSLs can work outside of these hours when matters of support or a child protection matter arises.
- If non-urgent matters arise out of day care hours, our DSL can be contacted, if necessary (via email or telephone).
- When the DSL is absent, please contact the day care's Deputy DSL(s). (Please refer to the working pattern/hours noted in the table at the top of the policy). Information is provided throughout the centre (posters in every room; website).
- If the day care DSL and deputies are not available or cannot be reached, in urgent situations call Children's Services (telephone number on page 3).

➤ **The DSL will be given the time, funding, training, resources and support to:**

- provide advice and support to other staff on child welfare and child protection matters
- take part in and/or lead early help support which may include a Families First Assessment and thereafter attend/chair Team Around the Child meetings
- take part in strategy discussions organised by the Local Authority's Children's Social Care and inter-agency meetings and/or support other staff to do so when required
- contribute to the assessment of children (when a child may have suffered harm or is at risk of harm)
- refer suspected cases, as appropriate, to the relevant body (Local Authority Children's Social Care, Channel Programme, Disclosure and Barring Service, and/or Police), and support staff who make such referrals directly
- have a good understanding of behaviours that may impact on a child's engagement and learning that may require consideration through safety/support planning, this includes the impact on themselves but also to other children
- have a good understanding of harmful behaviours that may require risk management, safety planning and/or support in day care, this includes those presented by children within the setting, their parents/carer or associated adults where necessary
- have a good understanding of the filtering and monitoring systems and processes in place at our setting
- assist the day care manager to review and respond to low-level concerns that may arise regarding staff

- share information and/or take part in statutory processes that involve reviewing and analysing of safeguarding practice and policies. This can include meetings held by Hertfordshire Safeguarding Children's Partnership in response to significant safeguarding incidences, child death and/or where a safeguarding practice review is required to determine learning and practice analysis.

➤ **The DSL will also:**

- keep the day care informed of any issues, the conversations with children and their families, universal services and referrals to external agencies and statutory services
- liaise with universal, targeted and statutory agencies, Local Authority workers (Children's Services and other key practitioners) when there are safeguarding concerns as appropriate (includes early help and child protection)
- share information about incidences of sexual violence and sexual harassment with statutory colleagues such as Police and Children's Social Care colleagues to prepare and implement the day care's policies
- be confident about what local specialist support is available to support all children involved (including victims and alleged perpetrators) in sexual violence and sexual harassment
- be aware that children are entitled to have an 'Appropriate Adult' to support and help them in Police investigations or if there is threshold met for them to be searched.

Role and Responsibilities of the Batford Day Care Directors

The Batford Day Care Directors have a strategic role within our leadership and management team and must ensure that all staff always comply with legislation and local guidance.

➤ **The Directors will:**

- facilitate a whole centre approach to safeguarding, ensuring that safeguarding and child protection are at the forefront of, and underpin, all relevant aspects of process and policy development for the setting
- read and understand this child protection policy along with other policies related to safeguarding at each review, ensuring they comply with the law, and hold the Day Care Manager to account for their implementation
- evaluate and approve recommendations/action plans identified through quality assurance activity that the Day Care Manager/DSL undertakes to review safeguarding practice through audits and regular directors reports to ensure that they have regular oversight and hold the Day Care Manager accountable for the practice improvement
- be aware of its obligations under the Human Rights Act 1998, the Equality Act 2010 (including the Public Sector Equality Duty), and our setting's local multi-agency safeguarding arrangements
- ensure all staff undergo safeguarding and child protection training, including online safety according to their roles, and that such training is regularly updated and is in line with statutory guidance and Hertfordshire Safeguarding Children's Partnership
- ensure that all directors:
 - read [Keeping children safe in education 2025](#) part 1

- sign a declaration at the beginning of each academic year to say that they have reviewed the above guidance (see Appendix 2).
- ensure that the nursery school (Sarah Hedges) has appropriate filtering and monitoring systems in place and review their effectiveness. This includes:
 - making sure that the leadership team and staff are aware of the provisions in place, and that they understand their expectations, roles and responsibilities around filtering and monitoring as part of safeguarding training
 - reviewing the DfE's filtering and monitoring standards and discussing with IT staff and service providers what needs to be done to support the setting in meeting these standards.

➤ **The Directors will make sure:**

- the DSL has the appropriate status and authority to carry out their job, including additional time, funding, training, resources and support
- online safety is a running and interrelated theme within the whole-centre approach to safeguarding and related policies
- the DSL has lead authority for safeguarding, including online safety and understanding the filtering and monitoring systems and processes in place
- the day care has effective procedures to manage any safeguarding concerns (no matter how small) that arise. This includes those related to child welfare concerns, low level concerns and allegations made against staff
- that this policy reflects those children with SEND, or certain medical or physical health conditions, can face additional barriers to any abuse or neglect being recognised
- where another body is providing services or activities on the premises (regardless of whether the children who attend these services/activities are children on the setting roll):
 - seek assurance that the other body has appropriate safeguarding and child protection policies/procedures in place and inspect them if needed
 - make sure there are arrangements for the body to liaise with the day care about safeguarding arrangements, where appropriate.
 - make sure that safeguarding requirements are a condition of using the nursery school premises, and that any agreement to use the premises would be terminated if the other body fails to comply
- Where the Day Care Manager is the subject of an allegation, this is to be referred to the Board of Directors (Sarah Hedges (Headteacher), and a Batford Day Care Director is to be consulted in this instance).

Role and Responsibilities of the Day Care Manager

The Day Care Manager will:

- implement this policy and ensure that all staff:
 - are informed of our day care's systems which support safeguarding, including reading and understanding this policy, as part of their induction

- follow the procedures included in this policy, what they should know and do in relation to information sharing and referrals of cases of suspected abuse and neglect
- make this policy available to parents/carers, professionals and the community to ensure there is transparency and clear expectations about the day care's duty to safeguarding and promote the welfare of children and the arrangements for responding to children presenting with needs that may require early help or support to protect them. *(please see website; copy in day care office; shared staff drive)*
- ensuring that the DSL has appropriate time, funding, training and resources, and that there is always adequate cover if the DSL is absent
- act as the 'case manager' representing the day care in the event of an allegation of abuse made against another member of staff or volunteer
- managing cases where there are low-level concerns regarding the conduct of staff, or oversee delegation to the DSL
- ensuring the relevant staffing ratios are met, where applicable
- making sure each child in the Early Years Foundation Stage is assigned a key person
- overseeing the safe use of technology, mobile phones and cameras in Early Years setting

Role and Responsibilities of the DSL

Our DSL takes leadership of promoting the educational attainment of Children with a Social Worker which includes:

- working closely with Virtual School Heads (via Sarah Hedges, Headteacher of Batford Nursery School) to ensure that funding is best used to support the child's educational achievement and development needs that are identified in their personal education plans
- to carry out their duties in line with [Designated teacher for looked-after and previously looked-after children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/designated-teacher-for-looked-after-and-previously-looked-after-children) and extended duties as outlined [Promoting the education of children with a social worker and children in kinship care arrangements: virtual school head role extension - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/promoting-the-education-of-children-with-a-social-worker-and-children-in-kinship-care-arrangements-virtual-school-head-role-extension)
- working closely with our DSL for those children who are supported by a Child in Need or Child Protection Plan to ensure support for the education attainment of these children is appropriately entwined with safeguarding processes.

All staff and directors are required to support HSCP principals to safeguarding children by exercising their professional curiosity at all times. [April 2025 Professional Curiosity](#).

7. Working with Families

[Keeping children safe, helping families thrive - GOV.UK](https://www.gov.uk/government/consultations/keeping-children-safe-helping-families-thrive) underpins the [Children and Wellbeing bill](#) which is a key step towards delivering the government's 'Opportunity Mission' to break the link between young people's background and their future success. It will better put in place support to drive high and rising standards throughout our education and care systems so that every child can achieve and thrive. It outlines the government's commitment to keeping families together and children safe and support

children to live in family settings where children cannot remain at home, including through kinship or foster care, rather than residential care.

In March 2025 the DfE published [The Families First Partnership \(FFP\) Programme Guide](#) this sets out how every child is to be kept safe and have the opportunity to succeed, children's social care is to be reformed and committed to supporting every child to grow up in a safe, stable and loving home, for most children this means growing up within their family and support through early help and family networks.

Family Help will take place at the heart of communities, bringing together local services under a combined, multi-disciplinary practice approach and service offer. The key principles that will inform the delivery of services will include:

- wrapping support around the whole-family at the earliest opportunity – using the expertise of multi-disciplinary practitioners.
- ensuring consistency of relationships between children, families, and their lead practitioner.
- adopting one plan that will stay with families but adapt as needs change.

At Batford Day Care we endorse these principles and will continue to work in partnership and collaboration with children and their families so that they are supported from an early stage by being a part of and leading the conversations about change and aims for their children. We are keen to support families in a strength and solution-based approach, encouraging motivation and confidence to improve their own agency to make safe and positive decisions for themselves and their children.

Our principles include, but are not limited to:

Promoting effective partnership working with parents and carers e.g. build strong, positive, trusting, and co-operative relationships by:

- approaching families and their wider family networks and communities with empathy, respect, compassion, and creativity
- avoiding reinforcing family shame, suffering, and blame
- making efforts to understand the impact of the parental trauma influencing the dynamics and experiences of the family
- using strength-based approaches, working with parents and carers to identify what is working well and how their strengths could support them to effect positive change
- ensuring we work sensitively with parents, carers, and children, to identify and understand the impact of adversity and trauma in their lives; seeking to understand how adversity and trauma might manifest and affect children and parent's engagement and use their expertise to adapt their response with care and compassion
- adapting our responses to meet the diverse needs of parents and carers, including fathers and male carers, and the specific challenges being faced, including parents and carers of disabled children, and where harm is outside the home
- ensuring we understand the family's background, ethnicity, religion, financial situation, ability, education, sex, ages and sexual orientation, and potential barriers these create in seeking and accessing help and support
- being alert and recognising where parents or carers may not be acting in the best interest of the child or where children may be experiencing abuse, neglect, and exploitation as a result of actions by parents, carers, or other individuals in their lives. Practitioners use their skills and expertise to adapt their response to secure engagement
- being mindful of negative stereotypes when making decisions which might lead to false assumptions.

➤ **Communicating effectively verbally and non-verbally by:**

- communicating with respect, being clear, curious and inclusive; adapting to parent's and carer's

needs

- providing materials to children, parents, carers, and families which are jargon free, developmentally appropriate and in a format that is easily understood
- ensuring any materials, such as minutes or reports, capture the day care contribution but also those from the children, parents and carers which must include their views and wishes
- supporting families to access support to translate information where English is not their first language. Our day care will access interpreters where needed including British Sign Language.

Empowering our parents and carers to participate in decision-making to help, support and protect children by:

- creating a safe culture which is an open and accepting forum free from discriminatory or prejudicial judgements
- ensuring the open culture is one which still provides reflection and challenge where the information has the potential to be a risk or influencing factor which may impact on a child's safety and wellbeing
- asking families for their perspective on a situation or issue that arises, ensuring we consider their point of view and factor this in when thinking about support
- promote families' rights to support through use of advocates, family members or a supporter
- ensuring parents and carers are fully aware of who will attend meetings and discussions, if the child will be invited to participate, and the format of the meeting or discussion
- giving parents and carers adequate preparation at every stage, relevant information, a safe and appropriate environment for participation, and suitable access arrangements
- signposting parents and carers to sources of help and support available locally or through the Local Authority
- provide opportunities for feedback and review to ensure acknowledgement of positive progress but also reviewing and discussion of any new or increasing issues to readapt a family's plans
- being transparent about our concerns and why we may need to request support from an outside agency; and the potential actions should our concerns increase for the children
- helping parents and carers to understand what the issues are and how this impacts the child, what decisions could be made, what changes need to be made, why and how, timescales and possible outcomes
- providing information about different types of support, what it involves and expects from parents and carers so they can make an informed choice and decision about which support pathways will be more helpful and effective for them.

8. Confidentiality and Sharing Information

Trusted relationships are at the heart of working with children and their families at Batford Day Care. We strive to uphold good practice and work in partnership with children and families, communicating effectively and listening well so that we have sufficient information to understand and be able to meet their needs.

An open culture is imperative when deciding whether to share information and it is important to get the lawful basis right. The legal framework can appear complex, and a lack of clarity can lead practitioners to assume, incorrectly, that no information can be shared because consent has not been provided. Our

Batford Day Care understands the lawful basis in which our DSLs can share information with other people, agencies and organisations about the children and families we are supporting.

In line with our principles of working with families outlined above, we strive to be transparent, open and clear when we need to discuss any information or concerns that worry us about a child's wellbeing. If we feel that we need to share information, we will explain how information will be shared or used so that families can make an informed choice about whether to consent.

If we feel that we need to share information with services due to concerns about a child's safety or welfare to provide the family with specific support, we will be upfront, transparent and honest about our concerns and the ways in which such services could help the family. We will endeavour to support and encourage the family to consent and engage with such support. We believe that this collaborative approach will support children to have the confidence to speak up and share their views as well as encouraging parents and carers of children at our day care to have a willingness to engage with services that provide support.

If we have a concern about a child's safety and have decided to share information to protect them from a risk of harm, we will endeavour to gain cooperation and understanding from parents and carers. We will strive where possible to always gain consent and where we believe our concerns have increased and warrant the sharing of information to statutory services such as Police and Children's Social Care, we will have made efforts to discuss, explore and provide support to address these with families in a collaborative way beforehand; concerns should not be a surprise to families unless in situations where a one off or unprecedented incident occurs.

However, for a small number of children, seeking parental consent is not always possible and may place a child or others at risk of harm, for example:

- the child would be placed at increased risk of significant harm through the action of gaining this consent
- there would be an impact on a criminal investigation
- a delay in making the referral would impact on the immediate safety of the child.

In situations where our professional or legal duty is exercised to share certain information in the absence of consent, we will inform them as soon as possible if it is safe and appropriate to do so. We will be clear about what we have shared, with whom, the reasons why and how the information will be used.

In any situation where a child or their parent/carer object to consent or particular information sharing and we decide that it is proportionate to do so, a clear rationale, outlining our decisions and the reasons why, will be recorded on the child's file.

In situations where there are allegations of child-on-child abuse, we will notify the parents or carers of all the children involved. If a child or group of children have suffered significant harm or are considered at risk of harm either directly or online, we will have a duty to consider making a referral to Children's Social Care and the Police if a crime has been committed. The process for this can be found in Section 9 and our principles for information sharing and consent will apply, unless we have a legal obligation to report the incident.

In addition to sharing information, our DSLs will endeavour to arrange a meeting with the parents and carers of all children to share information about the incident, plan safety strategies and/or risk management plans. Our DSLs will endeavour to keep families up to date and provide reassurance on any measures being taken, whilst respecting the privacy of each individual child involved.

The [Data Protection Act \(DPA\) 2018](#) does not prevent or limit the sharing of information for the purposes of keeping children safe. Batford Day Care recognises that timely information sharing is essential for effective safeguarding. Whilst we promote collaboration and partnership with our families, fears about

sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children when required.

The following principles apply to Batford Day Care's confidentiality agreement:

- timely information sharing is essential to effective safeguarding.
- the Data Protection Act (DPA) 2018 does not prevent, or limit, the sharing of information for the purposes of keeping children safe
- if staff need to share 'special category personal data', the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if: it is not possible to gain consent; it cannot be reasonably expected that a practitioner gains consent; or if to gain consent would place a child at risk
- staff should never promise a child that they will not tell anyone about a report of abuse, as this may not be in the child's best interests
- if a victim asks the day care not to tell anyone about the sexual violence or sexual harassment:
 - even if a victim doesn't consent to sharing information, staff may still lawfully share it if there is another legal basis under the Data Protection Act that applies
 - the DSL will have to balance the victim's wishes against their duty to protect the victim and other children
 - the DSL should consider the following points:
 - parents or carers should normally be informed (unless this would put the child at greater risk)
 - the basic safeguarding principle is: if a child is at risk of harm, is in immediate danger, or has been harmed, a referral should be made to Children's Social Care where the child resides
 - where a report of rape, assault by penetration or sexual assault is made, this should be referred to the Police. While the age of criminal responsibility is 10, if the alleged perpetrator is under 10, the starting principle of referring to the Police remains.
- regarding anonymity, all staff will:
 - be aware of anonymity, witness support and the criminal process in general where an allegation of sexual violence or sexual harassment is progressing through the criminal justice system
 - do all they reasonably can to protect the anonymity of any children involved in any report of sexual violence or sexual harassment, for example, carefully considering which staff should know about the report, and any support for children involved
 - consider the potential impact of social media in facilitating the spreading of rumours and exposing victims' identities
 - have regard for the Government's publication [Information sharing advice for safeguarding practitioners - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/information-sharing-advice-for-safeguarding-practitioners) includes 7 'golden rules' for sharing information and will support staff who have to make decisions about sharing information with all relevant parties.

If staff are in any doubt about sharing information, they can seek advice from our Day Care Manager, DSL or any person in a position of senior leadership or wider DSL team.

9. Recognise and Respond to Abuse and Neglect and Exploitation (what all staff must know and do if they have concerns)

Abuse, neglect and exploitation

All our staff are aware of what abuse, neglect and exploitation is and have an understanding of the different types of indicators as outlined in Appendix 3 which could suggest a child is suffering or likely to suffer harm.

We encourage our staff to be professionally curious about what to look out for as this is vital for the early identification of abuse, neglect and exploitation so that we are able to identify children who may be in need of help or protection at the earliest opportunity.

Abuse is 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. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse.

Our staff are aware that children may be abused by an adult or adults or by another child or children.

➤ **Physical Abuse**

Physical abuse is 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 (Fabricated Induced Illness FII).

➤ **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
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate

- 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 from participating in normal social interaction
- a child seeing or hearing the ill-treatment of another
- serious bullying (including cyberbullying)
- causing a child to feel frightened or in danger
- 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. It can be difficult to recognise emotional abuse, and children may not always realise they are experiencing it. However, there may be indicators in the way a child behaves and reacts to certain situations.

➤ Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving 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
- **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
- **Online abuse:** sexual abuse can take place online, and technology can be used to facilitate offline abuse.

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

➤ Neglect

Neglect is 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 caregivers)
- ensure access to appropriate medical care or treatment.

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

HSCP [Neglect Tool](#)

[7-minute briefing Parental Neglect of Medical Needs](#)

➤ Exploitation

Exploitation in relation to children refers to the use of children for someone else’s advantage, gratification, or profit often resulting in unjust, cruel, and harmful treatment of the child. These activities

are to the detriment of the child's physical or mental health, education, moral or social-emotional development. It covers situations of manipulation, misuse, abuse, victimization, oppression or ill-treatment.

Our staff are aware that there are several types of child exploitation, including, but not limited to:

- **Child Sexual Exploitation (CSE):** this is a type of sexual abuse where children are sexually exploited for money, power, or status. It can involve contact and non-contact activities and can occur without the child's immediate recognition; this is due to their grooming by the abuser.
- **Child Labor Exploitation:** this involves the use of children in work that is harmful to their physical and mental development. It deprives them of their childhood, potential, and dignity.
- **Child Trafficking:** children are recruited, moved, or transported and then exploited, forced to work, or sold. They are often used for forced labour, sexual exploitation, or illegal activities.
- **Child Criminal Exploitation (CCE):** this is where children are involved in activities of a criminal nature, often in gangs. They may be forced or manipulated into committing crimes, such as selling drugs or stealing.

Safeguarding Issues and Specific Forms of Abuse

All our staff understand that children can be at risk of abuse or exploitation in situations outside their families. They are aware that extra familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), drug taking and/or alcohol misuse, criminal exploitation, child sexual exploitation, serious youth violence, county lines, radicalisation, consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as youth produced sexual imagery) and can put children in danger.

Staff are aware that Extra Familial Harms can present online, in a child's environment/neighbourhood, setting and any place/space that children occupy or access such as:

- Child abduction
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- County Lines
- Children and the Court system
- Children absent from education
- Children with family members in prison
- Cybercrime
- Domestic abuse
- Homelessness
- Mental health
- Modern Slavery and the National Referral Mechanism
- Preventing radicalization
- The Prevent Duty
- Channel
- Sexual violence and Sexual harassment between children in settings
- Serious Violence
- So-called 'honour'-based abuse (including female genital mutilation and forced marriage)

- FGM and the mandatory reporting duty for teachers
- Forced marriage.

[Keeping children safe in education 2025](#) Additional advice and support - there is a wealth of information and resources available in this chapter to support settings.

➤ **Child-on-Child Abuse**

At Batford Day Care we know that children can cause harm to other children. As a day care we have a zero acceptance of child-on-child abuse and create a culture of keeping an open mind and attitude that “it could happen here”. Our staff are aware that even if no reports are being made in our day care, it does not mean it is not happening.

Our staff understand that it is important to challenge inappropriate behaviours between children that are abusive in nature, and we have clear expectations that incidents are not downplayed or suggested to be jovial or part of growing up as this can lead to a culture of unacceptable behaviours and unsafe environments for children and young people.

Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as ‘teenage relationship abuse’)
- physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence, such as rape, assault by penetration and sexual assault
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- upskirting which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

➤ **Domestic Abuse**

The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. The Act introduced the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. They may also experience it within their own intimate relationships.

Our staff understand that these experiences can have a detrimental and long-term impact on their health, well-being, development, and ability to learn. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members.

Our staff are aware that domestic abuse can include intimate partner violence, abuse by family members, teenage relationship abuse and child to parent abuse and that anyone can be a victim of domestic abuse,

regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home.

Types of Domestic Abuse

Domestic Abuse can be, but is not limited to the following, signs to look out for and be professionally curious about:

- Controlling or coercive behaviour
 - Violent or threatening behaviour
 - Physical or sexual abuse
 - Economic abuse
 - Technology-facilitated abuse
 - Psychological, emotional, or other abuse
 - Stalking
-
- Violence against woman and girls (**VAWG**) includes but not limited to harassment, stalking, rape, sexual assault, murder, honour-based abuse, coercive control and while men and boys also suffer from many of these forms of abuse, they disproportionately affect women. [Crime and Policing Bill: reducing violence against women and girls \(VAWG\) factsheet - GOV.UK](#)

Child-to-parent-abuse (CPA) or adolescent-to-parent abuse (APA) is any behaviour used by a child or young person to control, dominate or coerce parents. It can include emotional, verbal, physical or financial abuse and includes “coercive control,” or in other words, the parent or other adult is compelled to change their own behaviours for fear of further abuse.

➤ Female Genital Mutilation (FGM)

Keeping Children Safe in Education (2025) explains that FGM includes ‘*all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs.*’

FGM is illegal in the UK and is considered as a form of child abuse that has significantly harmful and long-lasting consequences. It can also be referred to as ‘female genital cutting’, ‘circumcision’ or ‘initiation’.

Our staff are aware of their mandatory reporting duty and the requirement to immediately contact the Police if they are

- informed by a girl under 18 that an act of FGM has been carried out on her
- observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 (and they have no reason to believe that the act was necessary for the girl’s physical or mental health or for purposes connected with labour or birth).

The duty for staff above does not apply in cases where a child is *at risk* of FGM or FGM is suspected but is not known to have been carried out. In these circumstances, staff know they must report to the DSL who will follow local safeguarding procedures.

Our members of staff who are not practitioners, are aware that if they suspect a child is at risk or that FGM has been carried out, they should report this to the DSL immediately.

➤ Prevent and concerns about extremism

This section remains under review, following the publication of a new definition of extremism on the 14 March 2024.

Batford Day Care is compliant with the Counterterrorism and Security Act 2015 under section 26, we exercise our duty, to have “*due regard to the need to prevent people from becoming terrorists or supporting terrorism*”. This duty is known as the Prevent duty.

The Prevent duty is one of our wider safeguarding obligations. Our DSLs and senior leaders are aware of the revised Prevent duty guidance: for England and Wales, especially paragraphs 141-210, which are specifically concerned with education.

Our staff are aware that children may be susceptible to radicalisation into terrorism. Similar to protecting children from other forms of harms and abuse, protecting children from this risk is a part of our settings safeguarding approach.

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

The Prevent Duty is concerned with all forms of terrorism and extremism. It also includes some forms of nonviolent extremism. For example:

- Right Wing extremism
- Religious extremism
- Environmental and Animal Rights extremism
- School Massacre ideology
- Involuntary Celibate (Incel) ideology

Radicalisation is the process of a person legitimising support for, or use of, terrorist violence.

Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the Government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Although there is no single way of identifying whether a child is likely to be susceptible to radicalisation into terrorism, there are [factors that may indicate concern](#).

Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to Children’s Services [website](#). or [Channel](#), the Government’s programme for identifying and supporting individuals at risk of being drawn into terrorism.

The DfE also has a dedicated telephone helpline, 020 7340 7264, which all staff and governors can call to raise concerns about extremism for a child. In non-emergency situations DSLs can also email counter.extremism@education.gov.uk. In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321.

➤ Concerns about mental health

Mental health difficulties can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Poor or deteriorating mental health can also be a safeguarding

concern in its own right. Our staff know to be alert to behavioural signs that suggest a child may be experiencing mental health or be at risk of developing one.

If a staff member has a concern about a child's mental health, no matter the level of the child's emotional difficulties, they must speak to the day care DSL who will evaluate if the child is at risk of immediate harm, and if so, will escalate to the appropriate level of support.

If a child is experiencing low moods, low self-esteem and general anxiety, our SENCo will be able to provide some advice about some self-accessed support through relevant approved wellbeing websites and apps. If, however, the child is presenting with a concerning level of low mood and anxiety for a period of time then our SENCo in partnership with the DSL will discuss with the child and their parents/carer to explore options of support.

If someone is experiencing suicidal thoughts but they do not need physical input from A&E, then consideration will be given to accessing support from the Single Point of Access (SPA) Team/Crisis team. If a referral for targeted mental health support is required, then a referral through SPA will be made.

If, however, a child/young person is at immediate risk the day care will recommend they need to be sent to A&E or dial 999.

What all staff need to do to respond if abuse, neglect and exploitation is suspected or been disclosed.

At Batford Day Care we adopt a whole centre approach and safeguarding is everyone's responsibility. Staff and volunteers, and governors must comply with our safeguarding procedures as set out below:

➤ **Concerns about child-on-child abuse**

In most circumstances, incidences of children hurting other children will be dealt with under our day care's behaviour policy (available on the website). Our child protection policy will apply to all incidents that raise safeguarding concerns where the alleged behaviour:

- is serious, and potentially a criminal offence
- could put children in the day care at risk
- is violent
- involves children being forced to use drugs or alcohol
- involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, upskirting or sexually inappropriate pictures or videos (including the sharing of nudes and semi-nudes).

If a child makes an allegation of abuse against another child:

- staff must record the allegation on CPOMs (or a *Record of Concerns* sheet if CPOMs not available) and report to the DSL. Staff should not investigate the matter
- the DSL will assess and consider the relevant next steps which may include, speaking with the child and parents, accessing relevant consultation lines provided to settings by the Local Authority, making a request for support to Children's Services as well as the Police if the allegation involves a potential criminal offence or the Child and Adolescent Mental Health Service (CAMHS), if appropriate
- the DSL will consider whether a risk assessment or a safety and support plan would be beneficial for any children involved, including the victim(s), the child(ren) against whom the allegation has

been made and any others affected, with a named person they can talk to if needed. This should include consideration of all aspects and areas of the settings environment and beyond, for example off-site activities.

- the DSL will speak to the child and their parent/s or carers to share the concerns, gain their views and consent to liaise with other agencies if there are any identified risks and unmet needs
- if the incident is a criminal offence day care have a duty to report this and thereafter work closely with the Police (and other agencies as required) while protecting children and/or taking any measures to manage risk. For incidences which involve significant harm and/or a potential criminal offence, the DSL will endeavour to gain consent but may override this should not gaining consent increase the risk to a child
- our DSLs are committed to ensuring that where concerns are raised about child-on-child abuse, incidences are taken seriously and dealt with fairly. DSLs will consider all information available to them and ensure that any action or decision is proportionate for all children involved, and that such decisions do not disproportionately impact on their access to education, although at times some restrictions or adaptations may be required to manage identified risk.

Creating a culture where children feel safe at Batford Day Care and minimising the risk of all forms of abuse.

We recognise the importance of taking proactive action to minimise the risk of any form of abuse, neglect and exploitation irrespective of from whom and where this comes from, including child-on-child abuse. Creating a supportive environment where children can feel confident in reporting incidents is key to our safeguarding culture in Batford Day Care.

We expect all staff to:

- challenge any form of derogatory or sexualised language or inappropriate behaviour between peers, including requesting or sending sexual images
- be vigilant to issues that particularly affect different genders, for example, sexualised or aggressive touching or grabbing towards female children, and initiation or hazing type violence with respect to boys
- ensure our curriculum helps to educate children about appropriate behaviour and consent
- ensure children are able to easily and confidently report abuse using our reporting systems (empowering children to express any worries or concerns with key adults).
- reassure victims that they are being taken seriously
- be alert to reports of sexual violence and/or harassment that may point to environmental or systemic problems in the day care or elsewhere that could be addressed by us updating policies, processes and the curriculum, or could reflect wider issues in the local area that should be shared with our safeguarding partners
- support children who have witnessed sexual violence, especially rape or assault by penetration. We will do all we can to make sure the victim, and alleged perpetrator(s) and any witnesses are not bullied or harassed
- consider intra-familial harms (adults close to the child and family) and any necessary support for siblings following a report of sexual violence and/or harassment.

Our staff are trained to understand:

- how to recognise the signs of child-on-child abuse, and know how to identify it and respond to reports
- even if there are no reports of child-on-child abuse in a setting, it does not mean it is not happening – staff should maintain an open mind and attitude of “it could happen here”
- if they have any concerns about a child’s welfare, they should act on them immediately rather than wait to be told; and always speak to the DSL should they be unclear
- children may not always make a direct disclosure and therefore they must be aware that:
 - children can show signs or act in ways they hope adults will notice and react to; it may be that their difficulties emerge from behaviour when they do not have the language to express themselves
 - a friend of the child may share information to a staff member or make comments; professionally curiosity is key, do not fear exploring the information and asking open ended questions
 - staff overhear a conversation between children
 - a child’s behaviour may change suddenly with no clear reason or precipitating event that might offer some explanation
 - some children can face additional barriers to telling someone, for example they have a disability, special educational need, age gender, ethnicity and/or sexual orientation etc.
 - one child’s concerning/abusive behaviour towards another could be an indicator of that child having been harmed themselves.

If a child makes a disclosure to a member of staff or volunteer

All staff are aware they should always be prepared as children can disclose spontaneously to anyone anywhere.

We consider the term ‘the child’s voice’ to represent not only what children say directly, but rather the many ways that children communicate with us, including both verbal and non-verbal communication. The child’s lived experience means seeing and understanding their experiences from their point of view, our staff understand that it is very important to always record exactly what a child has said rather than interpret this from an adult/ their own perspective.

Batford Day Care is situated within the county of Hertfordshire which has a rich and diverse population. We cannot, and do not, assume that all children and their families have the ability, understanding, language and resilience to convey any difficulties they may experience. It is key to our day care’s ethos to recognise the needs of children and their families and to recognise and provide support where English may not be their first language and/or the children or family members have special educational needs; and without doing so may impede their ability to represent their voice, wishes and feelings.

All staff know that we place the voice of children at the centre of everything we do and endeavour to place their best interests at heart. We ensure we know who our children are, staff are encouraged to be curious by speaking and listening to children whilst respecting any protected characteristics. We hope our children have confidence and trust in our staff, believing they will be taken seriously and be supported with their issues or concerns sensitively.

Staff also know that children may not always feel ready or know how to tell someone that they are being abused, neglected or exploited and do not always recognise their experiences as harmful.

We listen to children by:

- showing patience regardless of a child's age as we know they can find it hard to find the words to express themselves
- encouraging children to tell their story in their own words
- avoiding the use of leading questions or suggesting what may have happened, instead we maintain genuine curiosity, and only ask open-ended questions / prompts.

We reassure children by:

- making sure a child does not feel they are in trouble and that they have done the right thing in speaking to staff
- we let a child know it is not their fault as children are often made to feel blame by those harming them
- never promising confidentiality and being transparent about our obligations to share information if we are concerned that they are at risk of harm
- helping children to understand how we plan to support them and their family and let them know what action we will need to take next to support them.

Batford Day Care: Reporting systems for children

Batford Day Care is committed to ensuring that all children feel safe and comfortable to share and report any concerns and/or allegations about their life at home, in the community, online or regarding a member of staff or other children in the day care. As outlined above, all our staff are clear on the importance of listening and supporting children when making disclosures, and the need to reassure them.

Where there is a safeguarding concern, we will take the child's wishes and feelings into account when assessing information, considering necessary actions and any subsequent implementation of advice or support.

To achieve this, we have:

- Clear systems in place for children to report abuse, knowing they will be listened to and supported
- Accessible reporting systems which are well promoted and understood by the children so they can easily report concerns via this pathway should they wish
- A clear culture and ethos in our day care that promotes taking concerns seriously and offers children opportunities to safely express their views and any worries they may have.
- The day care operates a Key Person approach. All children are aware of their Key Person and are encouraged to tell and share any concerns with an adult.
- Batford Day Care's Aims and Values Statement commit to ensuring that all children feel safe and valued, and actively promote this through our Curriculum Aspirations, with circle times, group activities and appropriate resources to encourage children to share their feelings and concerns, and to understand how to feel safe. This includes eSafety learning opportunities.
- Child Voice: The day care uses the Colour Monster story and puppets to support children in identifying and talking about their feelings.
- Build positive relationships with the children and parents to create an ethos of trust and openness, enabling them to feel safe, and able to express any concerns.

Recording concerns

Our staff know that reporting concerns is a procedural requirement when safeguarding and promoting the welfare of children. Our staff are clear that they must:

- record all conversations relating to any level of concerns on our CPOMs recording system (or if unavailable a Record of Concerns form); ensuring that the record is as detailed as possible, is factual, does not contain assumptions or personal judgement and captures the child's account in their own words
- inform the DSL about their concern as soon as possible; where the concern involves a disclosure or concern that the child is at risk of harm they must inform the DSL immediately.

Our staff are aware that such information is confidential and should be shared with the DSL only who may hold additional information about the child and their family and therefore can form a view on its significance and whether any action is required. Staff will not share information amongst themselves and will not share the information outside of the formal reporting process unless asked to by the DSL. This ensures that information is shared without delay enabling the DSL to carry out any necessary functions of their role whilst upholding confidentiality for the child and their family.

What Batford Day Care staff should do if they have concerns about a child

Batford Day Care is committed to ensuring that all children feel safe and comfortable to share and report any concerns and/or allegations about their personal experiences at home, in the community, online or regarding a member of staff or other children in the day care. As outlined above, all our staff are clear on the importance of listening to and supporting children when making disclosures, and the need to reassure them.

Our staff are aware that children can share information with anyone in our day care but there are clear reporting processes when such information sharing raises concern about their welfare. Children may talk about worries and anxieties around friendships and day care life which they need to support with but on other occasions they may share information about their family life which indicates that the children and their family may be in need of help and/or fear or experiences which cause staff to be concerned about whether they have been harmed or are at risk of being harmed. Where such situation arises, our staff are clear on the reporting processes.

Any member of staff, including agency workers, contract workers, volunteers, directors and visitors at Batford Day Care who has any concerns about a child's welfare should:

- maintain an attitude of 'it could happen here' where safeguarding is concerned and always act in the best interests of the child. Never promise a child confidentiality
- reassure the child they have done nothing wrong and if appropriate explain to them how they will be supported and who you will need to share information with
- record what the child or others have disclosed using their language - or describe what you have seen or suspect and your rationale for this. Also ensure you make a note of any injuries observed or described by the child (*if it is the latter two*)
- consider if the child needs medical attention and if so, prioritise ensuring they receive this
- you must never delay reporting your concerns about the welfare of a child and always act immediately by reporting/speaking to the day care's DSL/deputies
- record what the child or other has disclosed in their language or describe what you have seen or suspect and your rationale for this (*if it is the latter two*)

The DSL or deputy will:

- use Hertfordshire threshold guidance to initially assess the concerns raised and consider the impact on the child's welfare, at the same time their safety. They will also review the child's record to establish if there have been any previous concerns (records help to establish relevant history and risk factors for example even if a concern appears low level on the surface, a series of incidents can highlight patterns of ongoing abuse and neglect.) The DSL will use the Continuum of Need to support their analysis and rationale for any decision
- DSL or deputy will speak to the child to verify their wishes and feelings, contact the child's parents or carers to either inform them of the concerns and also to gauge their view (it will be at the discretion of the DSL team to carefully consider if this action may place a child at further risk, e.g. if the child has disclosed abuse and neglect caused in the family home)
- if the child has not suffered significant harm as defined by the Children Act, the DSL may also decide to seek advice through the range of Hertfordshire departmental non child protection

advice lines. The purpose of these is to support DSLs to consider the best options to engage children and their families with an offer of early help support, preventing escalation where possible but also request for support via Children's Services where necessary. Examples of this are managing any support for the child internally via the day care's own pastoral support processes and/or undertaking a Families First Assessment

- if it is immediately apparent that a child has suffered significant harm or is at risk of harm e.g. suffered abuse, neglect and/or exploitation, the day care's DSL will make a referral to Children's Social Care to request support at the earliest opportunity; consent will be gained where appropriate. If there has been a crime committed within the circumstances of the abuse, they will also report this to the Police.

➤ **What will the Local Authority Children's Social Care do?**

Within one working day of a referral being made, a social worker should acknowledge its receipt to the day care's DSL and decide about the next steps and the type of response that is required. This will include determining whether:

- the child requires immediate protection, and urgent action is required
- any services are required by the child and family and what type of services
- the child is in need and should be assessed under section 17 of the Children Act 1989. Working Together to Safeguard Children provides details of the assessment process
- there is reasonable cause to suspect the child is suffering, or likely to suffer, significant harm, and whether enquiries must be made, and the child assessed under section 47 of the Children Act 1989. Working Together to Safeguard Children provides details of the assessment process
- further specialist assessments are required to help the Local Authority to decide what further action to take
- the DSL or deputies should follow up if this information is not forthcoming.

Anyone working/volunteering with children can make a referral, if in an emergency staff are unable to locate or do not have time to inform DSL of a serious concern, the following process must be followed without delay.

Making a referral to Children's Services and/or requesting support

Professional referrals are made using the online referral form located on Hertfordshire Safeguarding Children Partnership [website](#). (consent is needed from parents and carers, unless to do so may place a child at risk).

If someone is in danger or a crime has also been committed call the Police on 999.

Out of hours (17:30-08:00 and weekends) call **0300 123 4043**.

- Members of the public (non-day care staff), parents, carers, children and young people can call Children's Services at any time of the day or night on 0300 123 4043.

This link provides leaflet for parents and carers [HSCP Family Leaflet \(hertfordshire.gov.uk\)](#)

What children and young people need to know and do to report safeguarding concerns (abuse neglect and exploitation)

At Batford Day Care we cultivate a culture of openness and transparency and want to make it clear to all our children that we are available at any time to listen to you and will always take your concerns seriously, however small you may consider them to be.

Our pledge is:

- we will ensure we provide you with the space away from public areas for you to talk
- we will listen without judgement and endeavour to respect your wishes and feelings
- we want you to feel safe and we will be honest about our duty to prioritise your wellbeing and longer-term safety, this means, depending on the circumstances, we cannot offer you total confidentiality. We understand that this may create uncertainty, but we are confident that often when matters are dealt with as they emerge the longer-term prospects can be much improved for you and your family
- we will respect your place but if we consider that you have suffered significant harm or are at risk of harm, we will need to share this information so that you and your family can be offered the right support. We will be clear on what information needs to be shared, with whom and how it might be used
- when the concerns suggest you may benefit from early help support this may include considering support to your parents and carers with matters that will improve your situation
- we will provide a named mentor for you so that you can have the confidence and trust to know that you have someone to go to at day care if you are feeling vulnerable and experiencing difficulties
- your education and welfare are important to us, and we want to reassure you that your experience at Batford Day Care remains positive, and you feel safe.

What you can do to report concerns:

- you can speak to any member of staff of your choice. Those staff will listen and support you, but we have a team of DSLs in our day care who have a specific role to support children and therefore it is likely that the staff members will talk to them or arrange for you to.

If you are being abused, neglected or exploited you can call Children's Services at any time of the day or night on **0300 123 4043**.

If you are in immediate danger and/or think a crime has/is being committed, you can call the Police on **999**.

You can contact the NSPCC Helpline by calling 0808 800 5000 or email help@nspcc.org.uk

Please see the above information, detailing Batford Day Care's approach to supporting very young children to disclose safeguarding concerns.

Risk management and safety planning

RAMP - When there has been a report of sexual violence, or and harassment, the DSL (or a deputy) will make an immediate Risk and Needs Assessment for both the alleged victim and the perpetrator. The RAMP is to enable the DSL to use their critical thinking and consider what the needs of any child/ren are, analyse what are the risks and what measures can be put in place to protect children and keep them safe from further harm. Risk assessments will be recorded (paper or electronic) and kept under review.

The risk assessment is not intended to replace the detailed assessments of other expert specialist assessments, but the DSL will seek and share information from other agencies where required to inform the setting's understanding from a multi-agency perspective so that a holistic approach in supporting and protecting children can be strengthened.

We are aware that children who are victims of sexual violence and sexual harassment will find the experience stressful and distressing, this can also impact on the family and can cause the child adverse effect on their educational attainment and can be exacerbated if the alleged perpetrator(s) attends the same setting or college. The RAMP will take this into account and plan accordingly on the gravity of a situation and treat incidents on a case-by-case situation.

Keeping Children Safe in Education, Part Five Sexual Violence and Sexual Harassment provide statutory duty for settings and colleges.

The RAMP is the responsibility of Batford Day Care Management Team, and it is critical that parents and carers place confidence and trust in our setting by working with us and supporting the plan.

All settings and colleges are at liberty to adopt any form of risk management and safety planning protocols, at Batford Day Care we use the following types of risk management to not only support children presenting with Harmful Sexual Behaviour but more commonly we experience a range of specific safeguarding issues that vulnerable children and young people are faced with, examples of these cited in Part one and Annex B KCSiE.

Risk Assessment Management Plan (RAMP) for Harmful Sexual Behaviour (HSB)

The RAMP framework provides DSLs in our setting /college the means to:

- Assess the needs and risk of children and young people when they have presented with Harmful Sexual Behaviour (for age-appropriate exploratory sexual behaviours, use Safety and Support Plan framework).
- Guidance and evidenced based resources to support DSLs critical thinking and analysis using a multi-agency approach to identify risk and strengths.
- Template to support and manage risk by developing a day today plan to safeguard and promote the welfare of Children and Young People (CYP), monitor and review their progress.

Safety and Support Plan (S&SP) for all safeguarding issues and specific forms of abuse and harm

The S&SP framework provides DSLs in our setting to:

1. Assess the needs and risk of children and young people when they have presented with vulnerabilities associated with themes set out in part one and Annex B 'Keeping Children Safe in Education' this includes all forms of child-on-child abuse. (If CYP is presenting with high problematic and Harmful Sexual Behaviour use the RAMP framework).
2. Guidance and evidenced based resources to support DSLs critical thinking and analysis using a multi-agency approach to identify risk and strengths.
3. Template to manage risk by, with a day-to-day support plan therefore safeguard and promote the welfare of CYP, monitor and review their progress.

10. Online Safety and Filtering

We recognise the importance of safeguarding children from potentially harmful and inappropriate online material, and we understand that technology is a significant component in many safeguarding and wellbeing issues. Batford Day Care ensures that our DSL takes lead responsibility for online safety and understanding the filtering and monitoring systems and processes we have in place, alongside their safeguarding and child protection duties.

To address this, Batford Day Care aims to:

- Have robust processes (including filtering and monitoring systems) in place to ensure the online safety of children, staff, volunteers and directors;
- Protect and educate the whole day care community in its safe and responsible use of technology, including mobile and smart technology (which we refer to as 'mobile phones').
- Set clear guidelines for the use of mobile phones for the whole day care community:
 - No mobile phones or digital recording devices are to be used in the day care setting (unless a day care-owned device). This is supported by posters throughout the setting, and regular reminders to parents.
- Establish clear mechanisms to identify, intervene in and escalate any incidents or concerns, where appropriate.

Our approach to online safety is based on addressing the following 4 categories of risk as identified in Keeping Children Safe in Education 2025:

Content – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation and extremism

Contact – being subjected to harmful online interaction with other users, such as pressure from another child(ren), commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes

Conduct – personal online behaviour that increases the likelihood of, or causes harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and

Commerce – risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

To meet our aims and address the risks above, we will educate children about online safety as part of our curriculum. For example:

- The safe use of social media, the internet and technology.
- Keeping personal information private.
- How to recognise unacceptable behaviour online.
- How to report any incidents of cyber-bullying (in an age-appropriate way).

We will also:

- Train staff, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying, the risks of online radicalisation, and the expectations, roles and responsibilities around filtering and monitoring. All staff members will receive refresher training as required at least once each academic year.

- Educate parents/ carers about online safety via our website, communications sent directly to them. We will also share clear procedures with them, so they know how to raise concerns about online safety.
- Make sure staff are aware of any restrictions placed on them with regards to the use of their mobile phone and cameras, for example that:
 - Staff are allowed to bring their personal phones to the day care for their own use, but will limit such use to non-contact time when children are not present
 - Staff will not take pictures or recordings of children on their personal phones or cameras.
- Make all staff, volunteers and directors sign an agreement regarding the acceptable use of the internet in the setting, use of the day care's ICT systems and use of their mobile and smart technology
- Put in place robust filtering and monitoring systems to limit children's exposure to the 4 key categories of risk (described above) from the day care's IT systems. Filtering and monitoring are both important parts of safeguarding children and staff from potentially harmful and inappropriate online material.
- Batford Nursery School's Governing body have overall strategic responsibility for filtering and monitoring and need assurance that the standards are being met.

To do this, the nursery school has identified and assigned:

- a member of the senior leadership team (DSL) and a governor, to be responsible for ensuring these standards are met.
- the roles and responsibilities of staff and third parties, for example, external service providers.

The senior leadership team are responsible for:

- procuring filtering and monitoring systems
- documenting decisions on what is blocked or allowed and why
- reviewing the effectiveness of your provision
- overseeing reports

They are also responsible for making sure that all staff:

- understand their role
- are appropriately trained
- follow policies, processes and procedures
- act on reports and concerns.

Senior leaders work closely with governors, the designated safeguarding lead (DSL) and IT service providers (Interm IT) in all aspects of filtering and monitoring.

The DSL should take lead responsibility for safeguarding and online safety, which includes overseeing and acting on:

- filtering and monitoring reports
- safeguarding concerns
- checks to filtering and monitoring systems

The IT service provider has technical responsibility for:

- maintaining filtering and monitoring systems
- providing filtering and monitoring reports
- completing actions following concerns or checks to systems

The IT service provider works with the senior leadership team and DSL to:

- procure systems
 - identify risk
 - carry out reviews
 - carry out checks
- Carry out an annual review of our approach to online safety, supported by an annual risk assessment that considers and reflects the risks faced by the whole centre
 - Provide regular safeguarding and children protection updates including online safety to all staff, at least annually, to continue to provide them with the relevant skills and knowledge to safeguard effectively
 - Review the child protection and safeguarding policy, including online safety, annually and ensure the procedures and implementation are updated and reviewed regularly.

This section summarises our approach to online safety. For full details please refer to our online safety policy.

11. Managing Safeguarding Concerns or Allegations made about staff, including supply staff, volunteers, and contractors

This section is compliant with:

- [KCSiE, Part four](#)
- Hertfordshire Safeguarding Children Partnership Procedures Manual, [Section 5.1.5 Managing Allegations Against People who work with Children and Young People](#)
- [Developing and implementing a low-level concerns policy \(Farrer & Co\)](#), which provides detailed guidance and examples.

This section of our policy is a reflection and extension of Batford Day Care's wider *code of conduct for employees*.

All staff and volunteers at Batford Day Care hold positions of trust and are expected to uphold safe working practices outlined in our code of conduct for employees.

A 'position of trust' refers to any role where an adult holds power or influence over a child due to the nature of their work (either paid or voluntary). As defined in the [Sexual Offences Act 2003 \(Sections.16-24\)](#) and further clarified by the [Crown Prosecution Service](#), **it is a criminal offence for anyone in a position of trust to engage in sexual activity with a child in their care – even if that child is aged 16 or 17 and legally considered to have reached the age of sexual consent (16)**; this includes both in-person and online interaction, within or outside of employed/voluntary hours.

A **breach of trust** occurs when an adult working or volunteering with children crosses established boundaries in their professional relationship with a child or young person through inappropriate

behaviour that involves an abuse of their position or authority. The behaviour itself does not need to be illegal to constitute a breach of trust – even when the child or young person is over the age of consent (16). Examples include:

- A 19-year-old Youth Worker at a youth club initiating a personal relationship with a 16-year-old club member.
- A teacher engaging in an intimate or sexual relationship with a Sixth-Form student.

These behaviours undermine professional integrity and breach safeguarding standards and Batford Day Care's *code of conduct for employees* regardless of legal consent due to the imbalance of power and the professional duty of care.

[Section 11 of the 2004 Children's Act](#) states that schools and colleges should have clear policies aligned with HSCP Procedures for dealing with safeguarding concerns or allegations against those working in or on behalf of schools and colleges in a paid or unpaid capacity, i.e. members of staff, including supply teachers, volunteers and contractors. These policies must clearly distinguish between:

Allegations – a claim or assertion that someone has done something illegal or wrong, typically one made without proof. The *Harm Threshold* (see section *Managing Allegations*, below) for an allegation is when a person working or volunteering with children in a position of trust has or may have:

- Behaved in a way that has or may have harmed a child/young person.
- Possibly committed a criminal offence against/related to a child/young person.
- Behaved toward a child/young person in a way that indicates he or she would pose a risk of harm; *
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children/young people; *

**These categories can include behaviour that may have happened outside of an organisation that might make an individual unsuitable to work with children/young people.*

Concerns about the quality of care/practice - is an accusation, not of a child protection nature, that the care/practice provided does not meet the expected standards. As with quality in other fields, it is an assessment of whether something is good enough and whether it is suitable for its purpose.

Complaints – an expression of dissatisfaction about actions or the lack thereof. Concerns may reflect a worry requiring reassurance, while complaints assert that something is unacceptable

Levels of Concern and Allegation

There are two levels of Concerns and Allegations relating to adults (in both paid and voluntary roles) working with children either directly and/or online:

1. Low-Level Concerns

These are behaviours by one or more adults (paid or voluntary) which are inconsistent with Batford Day Care's *code of conduct for employees* but do not meet the Harm Threshold (see above under definition of Allegations) and are referred to as 'Low-Level Concerns'. Examples include repeated breaches of Batford Day Care's *code of conduct for employees* in relation to safeguarding.

2. Allegations

These are behaviours by one or more adults (paid or voluntary) that do meet or may meet the Harm Threshold (see above under definition of Allegations). Such cases require referral within **one working day** to the **Local Authority Designated Officer (LADO)** and potentially other statutory bodies such as the police or children's social care.

Low-Level Concerns and Allegations may emerge as a result of either observed suspicions or direct disclosures made by a child. In assessing the potential harm and impact to a child or young person, DSLs will consider the four categories of abuse – physical, emotional, sexual and neglect – as well as any safeguarding elements related to exploitation. Detailed definitions of these terms can be found in Chapters 4 and 9 on this policy.

The Harm Test is explained in the Disclosure and Barring service Guidance: [Making barring referrals to the DBS and Section 31\(9\) of the Children Act 1989 \(as amended by the Adoption and Children Act 2002\)](#).

Managing Low-Level Concerns (those that DO NOT meet the Harm Threshold for Allegation)

As part of our whole school approach to safeguarding, we are committed to fostering an open and transparent culture where all concerns involving adults working in or on behalf of Batford Day Care (including supply teachers, volunteers, and contractors) are addressed promptly and appropriately.

Creating an environment where all concerns can be shared responsibly, with the right person, recorded accurately, and handled with care is essential to keeping our children and young people safe.

We aim to:

- Enable all stake holders to identify inappropriate, problematic, or concerning behaviour early and encourage them to do so.
- Reduce the risk of abuse by acting preventatively.
- Ensure that all adults working/volunteering in or on behalf of our setting understand and adhere to professional boundaries consistent with our ethos and values at Batford Day Care.
- A 'Low-Level' Concern does not imply insignificance. It refers to any behaviour – however minor – that causes a sense of unease or a 'nagging doubt' about whether an adult's behaviour:
- Is inconsistent with Batford Day Care's *code of conduct for employees* including inappropriate conduct outside of work, and
- Does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Examples may include (but are not limited to):

- Being over friendly with children
- Having favourites
- Taking photographs of children on their mobile phone, contrary to setting policy
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or
- Humiliating children.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse. Low-level concerns may arise in several ways and from a number of sources. For example: suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken.

The role of the Case Manager for Low-Level Concerns

In our setting, the Case Manager is a senior leader—for example, the Day Care Manager, or Designated Safeguarding Lead (DSL). If concerns involve the Day Care Manager, the Headteacher of Batford Nursery School or the Chair of Governors of Batford Nursery School.

When a Low-Level Concern is raised (including third-party reports), the Case Manager or their nominated deputy will:

- Speak with the person who raised the concern (unless this was raised anonymously)
- Speak with the individual subject to the concern
- Identify and interview any other involved parties or witnesses

The information gathered will help us to categorise the type of behaviour and determine what further action may need to be taken. This information will be recorded in writing along with the rationale for our decisions and action taken.

The Case Manager or a nominated deputy will respond to reports of Low-Level Concerns in-line with the settings' internal due processes for managing safe-staffing, our response may include the following:

- Prioritise the safety and wellbeing of any alleged victim and all other pupils
- Share details only with those who need to know to maintain confidentiality
- Conduct further inquiries with relevant children, staff, parents, or witnesses
- If there are reasonable grounds, launch a formal internal investigation following the settings internal processes
- Consult Human Resources on possible breaches of the staff code of conduct
- Inform the subject of the concerns and outline available support during the inquiry
- Determine when to allow the subject to present their account
- Review all evidence and decide on an outcome
- If no risk of harm is found, consider additional training or monitoring for the staff member
- If new information raises serious risk or meets the harm threshold, refer the matter to the LADO

Batford Day Care fosters a safeguarding culture where every staff member is professionally curious. We:

- Clarify expected staff behaviour and help them distinguish it from concerning conduct
- Encourage prompt reporting of Low-Level Concerns
- Address unprofessional behaviour early and support corrective measures
- Handle concerns sensitively and in proportion to their nature
- Use reported concerns to identify and address any weaknesses in our safeguarding systems

Record keeping for Concerns and Allegations

It is vital that our stakeholders know how to share information about concerns for professionals and volunteers working with children. To ensure safe working practice:

- All staff and volunteers must record the details of the Low-Level Concerns and submit them to the DSL'S
- Records are confidential, stored securely, and comply with the Data Protection Act 2018 and UK GDPR

- If a pattern of inappropriate behaviour emerges, the Case Manager will decide on disciplinary action, or if the Harm Threshold is reached, refer to the LADO (per KCSiE Part Four, Section One)
- We will review and revise relevant policies or training to address any setting-culture factors that enabled the behaviour
- Records of concerns are retained by Batford Day Care until the individual reaches retirement-age or for the next ten years, whichever period is longer

Managing Allegations (those that DO MEET the Harm Threshold for LADO)

When concerns/allegations meet the harm threshold Batford Day Care is required to comply with both Part Four of KCSiE and Hertfordshire Safeguarding Children Partnership Procedures Manual [Section 5.1.5 Managing Allegations Against Adults Who Work With Children and Young People](#)

All staff and volunteers at Batford Day Care are required to immediately report any level of concerns about behaviour and/or conduct of an adult working/volunteering with children towards a child to leadership and management.

These are Batford Day Care’s procedures for managing cases of concerns/allegations that meet the Harm Threshold and may indicate a person is a risk of harm to children if they continue to work in their present position, or in any capacity with children and young people. This is the process and the threshold criteria we apply if it is alleged that anyone working in our setting, including agency, volunteers and contractors has:

<i>Behaved in a way that has, or may have harmed a child/young person</i>	<i>Possibly committed a criminal offence against/related to a child/young person</i>	<i>Behaved toward a child/young person in a way that indicates he or she would pose a risk of harm</i>	<i>Behaved or may have behaved in a way that indicates they may not be suitable to work with children/young people</i>
Harm Threshold	Criminal Threshold	Suitability Threshold	Transferable Risk Threshold
<p><u>Examples:</u></p> <p>Sexual abuse, including grooming, both directly or online</p> <p>Physical abuse</p> <p>Emotional abuse</p> <p>Neglect</p> <p>Exploitation</p> <p>Any form of abuse and neglect that has caused a child significant harm (as defined in the Children Act 1989)</p>	<p><u>Examples:</u></p> <p>Adult has been arrested / reported for downloading indecent images of a child</p> <p>Any sexual act that meets a criminal threshold</p>	<p><u>Examples:</u></p> <p>Adult has been the subject of criminal procedures</p> <p>Caused harm or possible harm to a child or adult at risk</p> <p>Failed to understand or comply with the need for clear personal and professional boundaries in the workplace</p> <p>Conduct concerns or breach of policies that are more serious than</p>	<p><u>Examples:</u></p> <p>Concerns about the adult’s ‘reckless’ behaviour and conduct in their personal and private life that could bring the setting into disrepute</p> <p>Criminal misuse of substances, alcohol, drugs</p> <p>Criminal acts of dishonesty or violence against another person</p> <p>Sexual violence and harassment towards another adult or child</p> <p>Internet crime</p>

		Low-Level Concerns e.g. persistent, concerning behaviour	
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➤ **What happens when an allegation is made against staff or a volunteer?**

The Day Care Managers may undertake initial inquiries to gather key information. They will assess whether the allegation meets the Local Authority Designated Officer (LADO) threshold, if it does, they will make a referral to LADO giving consideration to our setting's staff code of conduct, managing allegations policy and [5.1.5 HSCP procedures](#). If necessary, they will complete a LADO referral within one working day.

If the allegation does not meet the harm threshold for LADO, our Day Care Manager will follow the day care's Low Level Concerns policy.

➤ **Role of the Local Authority Designated Officer**

➤ The LADO does not have a public facing role. They do not, for example, liaise directly with children and their families, nor do they directly investigate allegations. Their role is as follows:

- **Case management** - oversee the process and ensure it is working, not to investigate.
- **Consultation** - provide advice and guidance to employers and voluntary organisations.
- **Monitoring** - the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.
- **Liaison** - with the Police, Children's Services, and other partner agencies (managers of the subject of allegation).

Role of the day care's Case Manager for Allegations

This will be a staff member in a senior role e.g. Day Care Manager/Headteacher/or Chair of Governor of Batford Nursery School, if the concerns are about the Day Care Manager:

- Clarify facts of the concerns/allegation (not investigate) before contacting the LADO.
- Take part in Strategy Meetings to liaise with other partner agencies.
- Undertake internal planned inquiries/fact finding.
- Take part to review the progress of the case in which there is a Police officer investigation.
- Operate a thorough disciplinary process when appropriate.
- Ensure a properly managed conclusion and outcome to process.

➤ **LADO Principles and Response**

Timelines - any allegation of abuse must be dealt with fairly, quickly, and consistently in accordance with the safeguarding and child protection procedures, this is best practice to provide immediate safety for child/ren and make safe arrangements for the person who is the subject of the allegation. It is crucial that employers **make a referral to LADO within one working day**.

Objectivity - it is not permissible for a member of staff to conduct (though their involvement may still be required) an enquiry about suspicion or allegation of abuse with respect to a:

- relative
- friend

- colleague, supervisor/supervisee or someone who has worked with her/him previously in any of these capacities.

If, following the conclusion of child protection processes, further enquiries are pursued for the purpose of disciplinary, regulatory or complaint investigation, they should be arranged in a way that avoids the repeated interviewing of children or other vulnerable witnesses.

Confidentiality - information about an allegation must be restricted to those who have a need to know in order to:

- protect children
- facilitate enquiries
- avoid victimisation
- safeguard the rights of the person about whom the allegation has been made and others who might be affected
- manage disciplinary/complaints aspects
- A media strategy should be developed with no improper or inadvertent releases of information to the media, in accordance with the Association of Chief Police Officers (ACPO) guidance (now known as [The National Police Chiefs' Council \(NPCC\)](#)).

Support - parents/carers of a child(ren) involved should be:

- Informed of the allegation as soon as possible, provided provision of information and advice at that stage does not impede the enquiry, disciplinary or investigative processes, and may need to be told immediately, e.g. a child requires medical treatment.
- Helped to understand the process involved and kept informed about the progress of the case.
- Told that there has been an enquiry or disciplinary process (but no detail is to be provided in relation to any internal hr processes).
- When necessary, helped to understand the outcomes reached (but see above proviso in relation to the provision of advice).
- The employer should keep the subject of the allegation informed of progress in the case and arrange to provide appropriate support (via occupational health or equivalent). If the person is suspended, (s)he should be kept informed of development in the workplace and if a member of a trade's union or professional association.

Monitoring - the LADO should monitor the progress of cases either fortnightly or monthly depending on its complexity either via review Strategy Discussions or by liaising with Police and/or Children's Services colleagues, or employer as appropriate. The Designated Officer should keep records to ensure that every case is dealt with without undue delay.

If the Strategy Discussion/initial evaluation have decided that a Police investigation is required, the Police Joint Child Protection Investigation Team (JCPIT) should also set a target date for reviewing the progress of its investigation and consulting the Crown Prosecution Service (CPS) to consider whether to charge the individual/continue to investigate/close the investigation. Whenever possible that review should take place within four weeks of the decision to initiate a criminal investigation.

If the investigation is to continue, dates for subsequent reviews, ideally at fortnightly (at most monthly) intervals, should be set at the meeting.

Target Timescales - it is in everyone's interest for cases to be dealt with as quickly as possible, consistent with a fair and thorough investigation. Timescales (which are not performance indicators) will depend on nature, seriousness, and complexity of allegation(s) though in general (based upon data about allegations against education staff):

- 80% of cases should be resolved within one month

- 90% within three months.

All but the most exceptional should be completed within twelve months (it is unlikely cases requiring a criminal prosecution or complex Police investigation can be completed in less than three months).

Reporting Concerns and Allegations

Concern/Allegation about	Report to
Member of staff (including volunteers, supply staff and contractors)	Day Care Manager (or other with leadership status) If the allegation is against supply staff or contractor, leadership, management will pass on report to the adult's employer at their agency/company.
Day Care Manager	Headteacher/ Chair of Governors of Batford Nursery School Your website or Child Protection policy will have details of the above.
If you are worried that the concerns raised have not been taken seriously or escalated.	Batford Day Care Directors Police 101 Children Services 0300 123 4043 NSPCC Whistleblowing Helpline 0800 028 0285 NSPCC Whistleblowing Email help@nspcc.org.uk
Concerns/Allegations relating to an incident that happened when an individual or organisation has used day care premises for running activities for children e.g. community groups, sports and faith associations, or service providers that run extra-curricular activities)	Day Care Manager, Headteacher As with any safeguarding allegation, DSL will follow their safeguarding policies and procedures, including informing the LADO.

Concern about the Quality of Care/Practice: If a stakeholder is concerned about a matter that is not of a child protection nature, but general queries about the perceived quality and standard of certain practice in our setting and it is considered that something is not good enough or/suitable for its purpose.

Please speak to Day Care Manager/DSL/DDSL or the Headteacher of Batford Day Care.

Complaints: if a stakeholder is unsatisfied with any aspects of how we implement and comply with safeguarding policies and procedures, to keep children and young people safe in our setting.

Please refer to our *Complaints Procedures* which will advise as part of the stages, to share any initial queries and concerns with the Day Care Manager/DSL or a Director. Your feedback is important to us, and we would like to ensure to have an opportunity to reassure our stakeholders that any expression of dissatisfaction however made, about actions taken or a lack of action' is a priority to understand so that we can find a solution and support a complainant.

Our Complaints Procedures can be found on our day care website.

Whistleblowing

At Batford Day Care we strive to create a culture of openness, trust and transparency to encourage all staff to confidentially share any concerns they have about poor or unsafe practice, concerns or allegations

against staff or the day care's safeguarding practice and arrangements so they can be addressed appropriately.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the day care's safeguarding procedures and arrangements.

Examples where Whistleblowing may apply:

- Child(ren) or staff member's health and safety are being put in danger
- failure to comply with a legal obligation or statutory requirement
- attempts to cover up the above, or any other wrongdoing that is in the public/day care's interest
- do not delay! Your concerns should be taken seriously and investigated, and your confidentiality respected
- you should report your concern to the Day Care Manager or DDSL, and if concerns are about the Day Care Manager, report to the Headteacher/Head of Centre/Director (Sarah Hedges).

If, for any reason, there are difficulties with following the above procedure, you can whistle blow directly to Children's Social Care on 0300 123 4043 and/or the Police on 999, or to the NSPCC Whistleblowing Helpline 0800 028 0285 help@nspcc.org.uk

12. Record Keeping

Batford Day Care holds records confidentially, safely, securely and in line with our records retention schedule.

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. If you are in any doubt about whether to record something, discuss it with the DSL.

Records will include:

- A clear and comprehensive summary of the concern
- Details of how the concern was followed up and resolved
- A note of any action taken, decisions reached, and the outcome.

Concerns and referrals will be kept in a separate child protection file for each child (either paper recorded or electronically).

Any non-confidential records will be readily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to know/ access them.

Safeguarding records relating to an individual child will be retained for the student until they reach their 25th birthday or 31st birthday if there is an EHCP in place (Information Records Management Society 2022). [eBook: Ultimate Guide to Electronic Records Management | Laserfiche](#)

Safeguarding records which contain information about allegations of sexual abuse were being retained for the Independent Inquiry into Child Sexual Abuse (IICSA). This has now concluded, and the Home Office sent a letter to schools advising that files no longer needed to be kept indefinitely. However, the recommendations from the inquiry have stated:

Recommendation 17: Access to records The UK government should direct the Information Commissioner's Office to introduce a code of practice on keeping and accessing records which relate to child sexual abuse. The code should require records about child sexual abuse and allegations of child sexual abuse to be kept for 75 years, with appropriate review periods.

Batford Day Care will follow the recommendation 17.

Receiving in and transferring child records to other education provisions

If a child for whom the day care has, or has had, safeguarding concerns moves to another setting, the DSL will ensure that their safeguarding information file is forwarded as soon as possible, securely, and separately from the main child file.

To allow the new setting to have support in place when the child arrives, this should be within:

- **5 days** for an in-year transfer, or
- **the first 5 days** of the start of a new term.

In addition, if the concerns are significant or complex, and/or social services are involved, the DSL will speak to the DSL of the receiving setting and provide information to enable them to have time to make any necessary preparations to ensure the wellbeing and safety of the child.

Retention, archiving and destruction of records

For records that are not transferred to another setting, for example the child leaves the country or is going to be home educated, we have:

- A clear retention policy
- Secure and appropriate system to archive with restricted access
- We have a written assurance from our provider of our electronic recording systems (CPOMS) that all records are maintained securely which includes any archived records.

Storage, retention, and destruction of our child protection files is also made clear in our data management policy.

13. Safeguarding Training and Development

All staff receive approved safeguarding and child protection training (including online safety) so that everyone understands the expectations, applicable to their role and responsibilities. We ensure that all staff and volunteers' continuous professional development (CPD) is maintained and keep a record of this. In addition to statutory training all staff receive regular updates and CPD via email, e-bulletins, and staff meetings.

Induction

- Child Protection Policy - which should amongst other things include the policy and procedures to deal with child-on-child abuse
- Behaviour Policy - which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying
- Code of Professional Conduct for employees.
- Safeguarding response to children who are absent from education, particularly on repeat occasions and/or prolonged periods and
- Role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies)
- Copies of/ given links to Part One KCSiE (What day care staff should know and do) or Annex A, (condensed version for volunteers and non-teaching staff if appropriate).

At Batford Day Care we access training in line with our statutory requirements in Keeping Children Safe in Education, local expectations set out by Hertfordshire Safeguarding Children Partnership and recommendations of good practice by HCC's Child Protection School Liaison Service.

An overview of our training is as follows:

Introduction of safeguarding children level 1 (all staff)

Prevent duty training (all staff)

FGM training (all staff)

Cyber training (all staff)

Safer recruitment training (Managers)

DSL training (Managers)

Safe Recruitment – interview panels

At least 1 person conducting any interview for any post at the day care will have undertaken **safer recruitment** training. This will cover, as a minimum, the contents of Keeping Children Safe in Education, and will be in line with local safeguarding procedures.

More information can be found in our Safer Recruitment Policy.

14. Quality Assurance, Improvement and Practice

Batford Day Care endeavours to provide education and learning where children feel safe and are kept safe by all staff. One way we review and monitor our practice is through auditing: it is important that we are aware of the level of our day care's compliance to key guidance such as KSCiE. We want to be open, transparent and reassure all our stakeholders, including regulators, what we are proud of and what we need to strengthen to meet our own ambitions for standards. It is therefore standard practice that we factor in an on-going auditing schedule objectivity and scrutiny by our directors, all senior leadership, children, and their parents/carers.

This policy will be reviewed **annually** by the Day Care Management Team. At every review, it will be approved by the Board of Directors.

15. Additional Associated Safeguarding Policies and Procedures

See below additional associated safeguarding policies for Batford Day Care:

Attendance Policy

Behaviour Management Policy

Code of Conduct for Employees

Complaints Policy

Health and Safety Policy

Online Safety Policy

Equality Statement

Supporting Children with Medical Needs Policy

Curriculum Aspirations

Privacy Notice

Staff Disciplinary Policy

Staff Grievance Policy

Whistleblowing Policy

Appendix 1: Declaration for all Batford Day Care staff

Declaration for all Batford Day Care staff to verify they have read and understood Batford Day Care’s Child Protection Policy and other key guidance

Setting name: **Batford Day Care Limited**
 Year: **2025-2026**
 Return declaration to: **Amy Gaitely (DSL)**

Statutory Guidance and Batford Day Care’s Child Protection Policy	Date and Verification When Completed
1. Batford Day Care’s Child Protection Policy (Arrangements for safeguarding and promoting the welfare of children in your setting)	
2. Part One of KCSiE 2025 Safeguarding information for all staff, what you should know and do to safeguard children	
3. Having read the above guidance, I understand my role and responsibilities to comply with these	I agree or I do not agree and require further support from DSL
4. I have read and understood the following policies: <ul style="list-style-type: none"> - Behaviour Management Policy - Code of Conduct for Employees - Equality Statement and Objectives - Health and Safety Policy (BNS) - Online Safety Policy - Safeguarding Policy - Supporting Children with Medical Needs Policy - Whistleblowing Policy 	
5. I am aware of who Batford Day Care’s DSL’s and Deputy(s) DSLs for safeguarding are (please complete):	DSL: Amy Gaitely and Sarah Hedges Deputy DSLs: Sarah Darkins and Zoe Price
6. If I need support or I am worried about the wellbeing and safety of a child(ren) or suspect they are being harmed, I have the means to report this and/or discuss any concerns with the DSL/ DDSL team in my setting	I agree or I do not agree and require further support from DSL
7. I know that further guidance, together with copies of the policies mentioned above, are available in hard copy and online at:	Shared staff drive – SharePoint>Policies https://www.batfordnursery.herts.sch.uk/ Copy of all policies in the day care office

Declaration:

I have read my setting’s Child Protection Policy and the associated guidance as above and agree that I understand my role and responsibilities in relation to safeguarding children and promoting their welfare at Batford Day Care.

Signed and returned to DSL on

Appendix 2: Declaration for Directors

Declaration for Directors to verify they have read and understood Batford Day Care's Child Protection Policy and other key guidance

Setting name: Batford Day Care Limited

Year: 2025-2026

Return declaration to: Amy Gaitely (DSL)

Statutory Guidance and Batford Day Care's Child Protection Policy	Date and Verification When Completed
1. Batford Day Care's Child Protection Policy (Arrangements for safeguarding and promoting the welfare of children in your setting).	Click or tap to enter a date.
2. Part One of KCSiE 2025 Safeguarding information for all staff, what you should know and do to safeguard children.	Click or tap to enter a date.
3. Having read the above guidance, I understand my role and responsibilities to comply with these.	I agree or I do not agree and require further support from DSL
4. I am aware of who Batford Day Care's DSL's and Deputy(s) DSLs for safeguarding are (please complete):	Click or tap to enter a date.
5. If I need support or I am worried about the wellbeing and safety of a child(ren) or suspect they are being harmed, I have the means to report this and/or discuss any concerns with the DSL/ DDSL team in my setting.	I agree or I do not agree and require further support from DSL
6. I know that further guidance, together with copies of the policies mentioned above, are available in hard copy and online at:	Shared staff drive – SharePoint>Policies https://www.batfordnursery.herts.sch.uk/ Copy of all policies in the day care office

Declaration:

I have read my setting's Child Protection Policy and the associated guidance as above and agree that I understand my role and responsibilities as a director in relation to safeguarding children and promoting their welfare at Batford Day Care.

Signed and returned to DSL on

Appendix 3: Abuse, Neglect and Exploitation

Indicators of Physical Abuse	Indicators of Emotional Abuse
<p>Bruises:</p> <ul style="list-style-type: none"> • Commonly on the head but also on the ear, neck or soft areas (abdomen, back and buttocks) • Defensive wounds commonly on the forearm, upper arm, back of the leg, hands or feet • Clusters of bruises on the upper arm, outside of the thigh or on the body • Bruises with dots of blood under the skin • A bruised scalp and swollen eyes from hair being pulled violently • Bruises in the shape of a hand or object • Bruises on non-mobile babies. <p>Burns or scalds:</p> <ul style="list-style-type: none"> • Can be from hot liquids, hot objects, flames, chemicals, or electricity • These may be on the hands, back, shoulders or buttocks. Scalds in particular may be on lower limbs, both arms and/or both legs • A clear edge to the burn or scald • Sometimes in the shape of an implement, for example, a circular cigarette burn • Multiple burns or scalds. <p>Bite marks:</p> <ul style="list-style-type: none"> • Usually oval or circular in shape • Visible wounds, indentations or bruising from individual teeth. <p>Fractures or broken bones:</p> <ul style="list-style-type: none"> • Fractures to the ribs or the leg bones in babies • Multiple fractures or breaks at different stages of healing • Risks and vulnerability factors • Physical abuse can happen in any family, but babies and children who have a disability are at a higher risk of suffering physical abuse (Jones et al, 2012). <p><i>This list is non-exhaustive and covers the more typical indicators</i></p>	<ul style="list-style-type: none"> • Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person • Not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate • 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 from participating in normal social interaction • A child seeing or hearing the ill-treatment of another • Serious bullying (including cyberbullying) • Causing a child to feel frightened or in danger • Exploitation or corruption of children. • Lack confidence • Struggle to control strong emotions • Struggle to make or maintain relationships • Display behaviour that is inappropriate to their stage of development (for example not being able to play, developing language late or using language you may not expect of a child their age. <p>Older children may:</p> <ul style="list-style-type: none"> • Struggle to control strong emotions or have extreme outbursts • Seem isolated from their parents • Lack social skills or have few, if any, friends • Use language, act in a way or know about things that you wouldn’t expect them to know for their age • Risk and vulnerability factors • Children from any background can be at risk of emotional abuse. But some are more vulnerable than others. <p><i>This list is non-exhaustive and covers the more typical indicators</i></p>

Indicators of Sexual Abuse	Indicators of Neglect
<p>Not all children will realise they are being sexually abused, particularly if they have been groomed, but there may be physical, behavioural and emotional signs that indicate a child has experienced sexual abuse.</p> <p>Physical indicators include:</p> <ul style="list-style-type: none"> • Bruising • Bleeding • Discharge • Pain or soreness in the genital or anal area • Sexually transmitted infections (Lindon and Webb, 2016) • Girls who are being sexually abused may become pregnant at a young age. <p>Emotional and behavioural indicators include:</p> <ul style="list-style-type: none"> • Being afraid of and/or avoiding a particular person (including a family member or friend) • Having nightmares or bed-wetting • Being withdrawn • Alluding to 'secrets' • Self-harming • Running away from home • Developing eating problems • Displaying sexualised behaviour or having sexual knowledge that is inappropriate for their stage of development • Misusing drugs or alcohol. <p><i>This list is non-exhaustive and covers the more typical indicators</i></p>	<p>Neglect can be difficult to spot. Having one of the signs doesn't necessarily mean a child is being neglected. But if you notice multiple signs that last for a while, they might show there is a serious problem. Children and young people who are neglected might have:</p> <ul style="list-style-type: none"> • Poor appearance and hygiene, being smelly or dirty (unkempt) • Being hungry or not given money for food • Having unwashed clothes, the wrong clothing, such as no warm clothes in winter • Health and development problems, regular illness or infections • Anaemia • Body issues, such as poor muscle tone or prominent joints • Medical or dental issues • Missed medical appointments, such as for vaccinations • Not given the correct medicines • Poor language or social skills. <p><i>This list is non-exhaustive and covers the more typical indicators</i></p>

Indicators of Child Criminal Exploitation CCE	Indicators of Child Sexual Exploitation CSE
<ul style="list-style-type: none"> • Having money or things they can't or won't explain • Being found or stranded in other locations • Committing petty crimes like shoplifting/vandalism • Exclusion/unexplained absences from setting • Self-harm or significant changes in emotional well-being • Missing episodes • Being secretive about time online • Taking drugs and abusing alcohol 	<ul style="list-style-type: none"> • Self-harm • Being secretive • Sharp changes in mood or character • Having money or things they can't or won't explain (i.e.: clothes/food/jewellery/drugs) • Having an older boyfriend or girlfriend • Associating with older people who don't appear to be parent/carer/family • Involved in criminal activities like selling drugs or shoplifting.

<ul style="list-style-type: none"> • Being withdrawn or showing volatile behaviour • Carrying weapons • Relationships with controlling or significantly older individuals or groups • Unexplained injuries and refusing to seek medical help • Making more calls/texts, having multiple or new phones • Gang-association and/or isolation from peers/social networks. <p><i>This list is non-exhaustive and covers the more typical indicators</i></p>	<ul style="list-style-type: none"> • Looking dishevelled or tired • Physical signs of abuse • Seen out late when they should be at their setting. • Spending a lot of time in one area • Others speaking on their behalf • Alcohol/Drug use • Sexually transmitted infections • Pregnancy. <p><i>This list is non-exhaustive and covers the more typical indicators</i></p>
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Appendix 4: Safeguarding Issues and Specific Forms of Abuse

The DSL and management team should ensure that there are safeguarding arrangements in place to recognise and respond to children in these circumstances. To achieve this effectively the DSL should:

Ensure that all staff understand that children and young people (CYP), in these circumstances, could be susceptible to risk and harm from these safeguarding issues and specific forms of abuse and know what to look out for and how to respond (report to DSL).

All staff must read Annex B as part of staff induction and ongoing updates and training.

Ensure that all staff at Batford Day Care adopt whole centre approach for example share the belief that ‘it can happen here’.

Reassure and be clear to all staff, children, parents and carers what arrangements you have in place to safeguard CYP if affected by these specific forms of harm.

Consider how the day care’s curriculum teaches CYP to keep themselves safe from these specific harms both directly and online.

Safeguarding Issues, Child-on-child abuse	Safeguarding descriptor, links for further learning
Bullying	<p>Including cyberbullying, prejudice-based and discriminatory bullying.</p> <p>Cyber Aware - NCSC.GOV.UK Helping Children Deal with Bullying & Cyberbullying NSPCC cyberbullying teachers.pdf (proceduresonline.com) 5.1.13 Bullying (proceduresonline.com) Cyberbullying Guidance Childnet</p>

Abuse in intimate personal relationships between children	<p>Sometimes known as ‘teenage relationship abuse’.</p> <p>Teenage Relationship Abuse The Children's Society (childrenssociety.org.uk) Expect Respect - Women’s Aid (womensaid.org.uk) Controlling-Behaviour-in-Relationships-talking-to-young-people-about-healthy-relationships.pdf (womensaid.org.uk)</p>
Physical abuse	<p>Such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)</p> <p>School strategies for preventing and tackling bullying</p> <p>No place for bullying Ofsted publication (publishing.service.gov.uk) How to talk to your children about bullying UNICEF 5.1.7 Children Who Abuse Others (proceduresonline.com)</p>
Sexual violence	<p>Such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence) sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.</p> <p>Sexual violence and sexual Harassment KCSiE Harmful sexual behaviour (HSB) or peer-on-peer sexual abuse NSPCC Learning 5.3.10 Online Safety (proceduresonline.com) harmful-sexual-behaviour-pathway-2021.docx (live.com) brooks traffic light tool - Search (bing.com) harmful-sexual-behaviour-strategy-2021-23.docx (live.com) Review of sexual abuse in schools and colleges - GOV.UK (www.gov.uk) Overview Harmful sexual behaviour among children and young people Guidance NICE</p>
Consensual and non-consensual sharing of nude and semi-nude images and/or videos	<p>Also known as sexting or youth produced sexual imagery.</p> <p>Sharing nudes and semi-nudes: advice for education settings working with children and young people (publishing.service.gov.uk) Sharing nudes and semi-nudes: how to respond to an incident (overview) (updated March 2024) - GOV.UK (www.gov.uk) Sharing nudes and semi-nudes: how to respond to an incident (overview) (publishing.service.gov.uk)</p>
Upskirting	<p>This typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm.</p> <p>Upskirting: know your rights - GOV.UK (www.gov.uk)</p>
Initiation/hazing type violence and rituals	<p>This could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element.</p> <p>Who, what, why: Why is hazing so common? - BBC News</p>
	<p>Please note: CSE, CCE, domestic violence, mental FGM, forced marriage, serious violence are set out below.</p>

Specific Forms of Abuse in Annex B of KCSiE, 2023	Safeguarding descriptor and links for further learning
<p>Child Abduction and community safety incidents</p>	<p>Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends and acquaintances); and by strangers.</p> <p>Other community safety incidents in the vicinity of a school can raise concerns also, for example, people loitering nearby or unknown adults engaging children in conversation.</p> <p>Home - Action Against Abduction</p> <p>5.3.6 Safeguarding Children from Abroad (including Children who are Victims of Trafficking and Unaccompanied Asylum Seeking Children) (proceduresonline.com)</p>
<p>Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)</p>	<p>Both CSE and CCE are forms of abuse that occur where:</p> <ul style="list-style-type: none"> • an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or • through violence or the threat of violence. <p>CSE and CCE can affect children, both male and female, and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.</p> <p>5.3. 11 Children and young people affected by exploitation and serious violence (HSCP Procedures on line)</p>
<p>Child Criminal Exploitation (CCE)</p>	<p>CCE can include children being forced or manipulated into:</p> <ul style="list-style-type: none"> • transporting drugs or money through county lines • working in cannabis factories, shoplifting, or pickpocketing • committing vehicle crime • threatening/committing serious violence to others • becoming trapped by exploitation, as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt • coerced into carrying weapons such as knives/carry a knife for self-protection • children involved in CCE often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and not treated as victims despite the harm they have experienced • the experience of girls can be very different to that of boys and the indicators may not be the same, especially as they are at higher risk of CSE: girls are at risk of CCE too. <p>Criminal exploitation of children and vulnerable adults: county lines - GOV.UK (www.gov.uk)</p> <p>Child exploitation disruption toolkit - GOV.UK (www.gov.uk)</p>

	<p>Child sexual and criminal exploitation - Hertfordshire Grid for Learning (thegrid.org.uk)</p> <p>Criminal exploitation and gangs NSPCC</p>
Child Sexual Exploitation (CSE)	<p>CSE is a form of child sexual abuse and may involve:</p> <ul style="list-style-type: none"> • physical contact, assault by penetration (rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing • non-contact activities like involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet • can occur over time or be a one-off and may happen without the child’s immediate knowledge for example through others sharing videos or images of them on social media • includes 16- and 17-year-olds who can legally consent to have sex. Some children may not realise they are being exploited as they believe they are in a genuine romantic relationship. <p>CEOP Education (thinkuknow.co.uk)</p> <p>Child exploitation disruption toolkit - GOV.UK (www.gov.uk)</p> <p>5.3.4 Hertfordshire's Strategy to Prevent Child Sexual Exploitation (proceduresonline.com)</p>
County Lines	<ul style="list-style-type: none"> • County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of “deal line” • This activity can happen locally as well as across the UK - no specified distance of travel is required • Children are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims • Children can be targeted and recruited into county lines in a number of locations including any type of school (including special schools), further and higher educational institutions, pupil referral units, children’s homes and care homes • Children are also increasingly being targeted and recruited online using social media. <p>See CCE resources above</p> <p>Criminal exploitation of children and vulnerable adults: county lines - GOV.UK (www.gov.uk)</p>
Children and the Court System	<ul style="list-style-type: none"> • Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed • Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful

	<p>for children</p> <ul style="list-style-type: none"> The Ministry of Justice has launched an online child arrangements information tool with clear and concise information: may be unusual for parents and carers. <p>Get help with child arrangements - GOV.UK (justice.gov.uk)</p> <p>Our resources for professionals Cafcass</p>
<p>Children who are absent from education</p>	<p>All staff should be aware that children being absent from school or college, particularly repeatedly and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities. This may include:</p> <ul style="list-style-type: none"> abuse and neglect such as sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines it may indicate mental health problems, risk of substance abuse risk of travelling to conflict zones risk of female genital mutilation, so-called ‘honour’ based abuse or risk of forced marriage. <p>Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. It is important that staff are aware of their school’s or college’s unauthorised absence procedures and children missing education procedures.</p> <p>Children missing from education - Hertfordshire Grid for Learning (thegrid.org.uk)</p>
<p>Children missing from home</p> <p><i>(NB this is not in Annex B but to illustrate the separate processes)</i></p>	<p>Use school’s CP procedures to escalate to Children’s Services/Police.</p> <p>Operation Encompass for MISSING CYP is Hertfordshire’s system for sharing information quickly with schools to safeguard children following the success of supporting children who have witnessed Domestic Abuse.</p> <p>5.4 Children and young people who go missing from home / care</p>
<p>Children with family members in prison</p>	<p>Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health.</p> <p>The National Information Centre on Children of Offenders (NICCO) provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.</p> <p>NICCO (National Information Centre on Children Offences)</p> <p>5.6.5 Children Visiting Prisons (proceduresonline.com)</p>
<p>Cybercrime</p>	<p>Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either:</p> <ul style="list-style-type: none"> ‘cyber-enabled’ (crimes that can happen off-line but are enabled at scale and at speed on-line)

	<ul style="list-style-type: none"> • ‘Cyber dependent’ (crimes that can be committed only by using a computer). <p>Cyber-dependent crimes include:</p> <ul style="list-style-type: none"> • unauthorised access to computers (illegal ‘hacking’), for example accessing a school’s computer network to look for test paper answers or change grades awarded • ‘Denial of Service’ (Dos or DDoS) attacks or ‘booting’. These are attempts to make a computer, network, or website unavailable by overwhelming it with internet traffic from multiple sources • making, supplying or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence, including those above. <p>Meeting digital and technology standards in schools and colleges - Guidance - GOV.UK (www.gov.uk)</p> <p>Cyber Choices - National Crime Agency</p> <p>Test Your Internet Filter</p> <p>Verify that your Internet Filter is blocking illegal, harmful, and inappropriate content.</p> <p>when-to-call-the-police--guidance-for-schools-and-colleges.pdf (npcc.police.uk)</p>
Domestic Abuse (DA)	<ul style="list-style-type: none"> • DA encompass a wide range of behaviours and may be a single incident or a pattern of incidents • Abuse can be psychological, physical, sexual, financial, or emotional • Children can be victims of DA abuse e.g. see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse) • DA can have a detrimental and long-term impact on their health, well-being, development, and ability to learn. <p>Domestic abuse: recognise the signs - GOV.UK (www.gov.uk)</p> <p>Helplines briefing: The impact of domestic abuse on children and young people from the voices of parents and carers (nspcc.org.uk)</p> <p>5.1.9 Domestic Abuse (proceduresonline.com)</p> <p>5.1.9 Domestic abuse (HSCP procedures on line)</p>
Homelessness	<p>Being homeless or being at risk of becoming homeless presents a real risk to a child’s welfare. The DSL (and deputies) should be aware of contact details and referral routes into the Local Housing Authority so they can raise/progress concerns at the earliest opportunity.</p> <p>Indicators that a family may be at risk of homelessness include:</p> <ul style="list-style-type: none"> • household debt • rent arrears • domestic abuse and anti-social behaviour

	<ul style="list-style-type: none"> the family being asked to leave a property. <p>This is also a safeguarding issue, and DSL should seek advice from Children’s Social Care where a child has been harmed or is at risk of harm.</p> <p>Homelessness - Citizens Advice</p> <p>Stats and facts Centrepoint</p> <p>Professional Resources - Shelter England</p>
Mental Health (MH)	<p>Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children’s experiences can impact on their mental health, behaviour, attendance, and progress at school.</p> <p>Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering exploitation.</p> <p>Only appropriately trained professionals should attempt to make a diagnosis of a MH problem.</p> <p>Education staff are well placed to observe children day-to-day and identify those whose behaviours that suggest they may be experiencing a MH problem or be at risk of developing one.</p> <p>Mental Health First Aid Kit Childline</p> <p>Introducing the Sandbox: New online mental health digital advice and guidance service for 10-25s - Hertfordshire Grid for Learning (thegrid.org.uk)</p>
Modern Slavery and the National Referral Mechanism	<p>Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including:</p> <ul style="list-style-type: none"> sexual exploitation forced labour, slavery and servitude forced criminality the removal of organs. <p>Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in Statutory Guidance.</p> <p>Modern slavery: how to identify and support victims - GOV.UK (www.gov.uk)</p> <p>Hertfordshire Modern Slavery Partnership - Hertfordshire Grid for Learning (thegrid.org.uk)</p> <p>Safeguarding Children from Abroad (including Children who are Victims of Trafficking and Unaccompanied Asylum Seeking)</p>
The Prevent duty/ Preventing Radicalisation and Channel	<p>Children may be susceptible to extremist ideology and radicalisation.</p> <ul style="list-style-type: none"> Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces

	<ul style="list-style-type: none"> • Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups • Terrorism is an action that endangers or causes serious violence to a person/people, causes serious damage to property, or seriously interferes or disrupts an electronic system. <p>Channel is a voluntary, confidential support program which focuses on providing support at an early stage to people who are identified as being susceptible to being drawn into terrorism.</p> <p>The Prevent duty should be seen as part of schools and college’s wider safeguarding obligations.</p> <p>Prevent duty guidance - GOV.UK (www.gov.uk)</p> <p>Prevent in Education - Hertfordshire Grid for Learning (thegrid.org.uk)</p> <p>5.3.9 Prevent Guidance (HSCP procedures) Channel and Prevent Multi-Agency Panel (PMAP) guidance - GOV.UK (www.gov.uk)</p>
<p>Sexual Violence and Sexual Harassment between children in schools and colleges</p>	<p>Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur:</p> <ul style="list-style-type: none"> • online • through a group of children sexually assaulting • sexually harassing a single child or group of children. <p>Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school or college. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physically and verbally) and are never acceptable.</p> <p>Keeping children safe in education - GOV.UK (www.gov.uk)</p> <p>[Title] (publishing.service.gov.uk)</p> <p>brooks traffic light tool - Search (bing.com)</p>
<p>Serious Violence</p>	<p>Indicators, which may signal children are at risk from, or are involved with, serious violent crime:</p> <ul style="list-style-type: none"> • increased absence from school • change in friendships or relationships with older individuals or groups • significant decline in performance • signs of self-harm • significant change in wellbeing • signs of assault or unexplained injuries • unexplained gifts or new possessions. <p>Anything which could also indicate they have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.</p>

	<p>Advice to schools and colleges on gangs and youth violence - GOV.UK (www.gov.uk)</p> <p>Hertfordshire Serious Violence Strategy & Delivery Plan</p>
<p>Female Genital Mutilation (FGM)</p> <p><i>So-called 'honour' based abuse (includes both Female Genital Mutilation and Forced Marriage)</i></p>	<p>FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.</p> <p>Whilst all staff should speak to the DSL (or a deputy) any concerns about FGM, there is a specific legal duty on teachers they must report this to the Police.</p> <p>Multi-agency statutory guidance on female genital mutilation - GOV.UK (www.gov.uk)</p> <p>Child Abuse Linked to Faith or Belief – National FGM Centre</p> <p>Female genital mutilation, honor based violence and forced marriage - Hertfordshire Grid for Learning (thegrid.org.uk)</p>
<p>Forced Marriage</p>	<p>Forcing a person into a marriage is a crime in England. A forced marriage is:</p> <ul style="list-style-type: none"> • one entered into without the full and free consent of one or both parties • where violence, threats or any other form of coercion is used to cause a person to enter into a marriage • threats can be physical or emotional and psychological. <p>A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example).</p> <p>Nevertheless, some perpetrators use perceived cultural practices to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.</p> <p>Apply for a forced marriage protection order: Overview - GOV.UK (www.gov.uk)</p> <p>Multi-agency practice guidelines: Handling cases of Forced Marriage (proceduresonline.com)</p> <p>Forced marriage Childline</p>

Appendix 5: Operation Encompass Safeguarding Statement

Amy Gaitely (DSL/Director) has completed the online Operation Encompass Key Adult training for the day care.

Our setting is part of Operation Encompass.

Operation Encompass is a national Police and education early intervention safeguarding partnership which supports children and young people who experience Domestic Violence and Abuse, and which is in place in every Police force in England and Wales.

Children were recognised as victims of domestic abuse in their own right in the 2021 Domestic Abuse Act.

Operation Encompass means that the Police will share information with our day care about **all** Police-attended Domestic Abuse incidents which involve any of our children PRIOR to the start of the next day care day.

Once a Key Adult (DSL) and their deputy/ies (DDSLs) have attended either an Operation Encompass briefing or completed the online Operation Encompass Key Adult training they will cascade the principles of Operation Encompass to all other day care staff and directors. All day care's staff and directors can undertake the online training.

Amy Gaitely (DSL) undertook training on **17th September 2025**

Sarah Darkins (DDSL) undertook training on **17th September 2025**

Zoe Price (DDSL) undertook training on **16th September 2025**

The Operation Encompass information is stored in-line with all other confidential safeguarding and child protection information.

As a staff we have discussed how we can support our children who are experiencing Domestic Violence and Abuse on a day-to-day basis and particularly following the Operation Encompass notification. We have used the Operation Encompass Handbooks to inform our thinking.

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

We have used the Operation Encompass Key Adult Responsibilities checklist to ensure that all appropriate actions have been taken by the setting.

When the Day Care Manager, DSL or DDSLs leave the day care and other staff are appointed, they will ensure that all Operation Encompass log-in details are shared with the new manager and that the new member of staff will undertake the Operation Encompass online training.

Appendix 6: KCSiE 2025 Changes

Keeping Children Safe in Education updates 2025

The [Department for Education](#) released an 'information only' version of Keeping Children Safe in Education (KCSiE) in July 2025. It mainly contained administrative changes; the final version will be released in September 2025.

Looking ahead, future iterations of KCSiE will include the elements of the [Children's Wellbeing & Schools Bill](#), implementation of the [12 recommendations from the Casey Audit](#) of group-based child sexual exploitation and abuse, and the Violence Against Women and Girls (VAWG) strategy (also due to be published in the summer of 2025). In addition, the [Crime and Policing Bill](#) brings in substantial new measures around the mandatory reporting of Child Sexual Abuse.

In the meantime, schools' management/governance can review safeguarding and Child Protection policies and ensure they align with these changes as part of our whole school approach to ensure these are shared with all staff through internal, continuous learning e.g. annual updates, bulletins, staff briefings/meetings and statutory safeguarding children training.

Notable changes or key information in relation to changes are highlighted in yellow for your ease of reference. The highlight should be removed when you publish your version to your stakeholders.

'What's New':

Part one, [Safeguarding information for all staff](#):

No changes currently but there may be some added in the final version to be published and effective from 1st September 2025. Schools, colleges, and trust need to look out for these and make the changes accordingly.

Part two, [The management of safeguarding](#):

Opportunities to teach safeguarding, page 36, para' 128. KCSiE expect to publish revised guidance on Relationships, Sex, and Health Education this summer and will signpost in the in September final version. Schools should prepare to review and adapt curriculum and safeguarding responses accordingly.

Online Safety, page 38, para' 135. Expanded Definition of safeguarding harms to include Misinformation, Disinformation and Conspiracy Theories (including fake news). This reflects the growing concern over the influence of digital content on pupil wellbeing; it is essential to protect children from harmful and inappropriate online material, both in and outside of school.

Filtering and Monitoring, page 40, para' 142. Link added to the [Plan technology for your school - GOV.UK](#) service, which schools can use to assess themselves against the [filtering and monitoring standards](#) and receive personalised recommendations on how to meet them. Schools are expected to assess and regularly review their online safety arrangements, including new technology use in the classroom.

Page 41, para' 143 Link added to DfE guidance on the use of [generative AI in Education 2025](#)

Additional guidance on "appropriate" filtering and monitoring can be found at: [Appropriate Filtering and Monitoring - UK Safer Internet Centre](#)

Information security and access management, para' 144 wording amended in the [Cyber security standards](#) to help improve cyber resilience. Broader guidance on cyber security including considerations for governors and trustees can be found at [National Cyber Security Centre – NCSC](#).

Alternative Provision (AP), page 47, para' 169-170. Information added that clarifies and reflects existing AP guidance, this includes what schools must do when they place a child/young person in AP for example:

- Obtain written confirmation that safeguarding checks have been completed on AP staff
- Be informed of any staff changes that could affect pupil safety
- Keep accurate records of the child's location (address and any satellite sites)
- Review placements regularly to ensure the child is attending and the environment is safe
- If concerns arise, the school must immediately review and, if necessary, terminate the placement.
- State schools must share daily attendance registers with the DfE
- Clearer expectations on managing admissions and unauthorised absences
- Integration of safeguarding and attendance policies to be strongly encouraged

Children who are absent from education, page 49, para' 177. Updated to clarify that '[Working together to safeguard attendance](#)' is now statutory guidance.

Virtual School Heads (VSH), page 54, para' 199. Amended to reflect role of VSH, remit extended to include promoting the educational achievement for children in Kinship care not just those in the care of the local authority. In Hertfordshire this has also been extended for Elective Home Education (EHE) and Children Missing Education (CME).

Children who are lesbian, gay, bisexual, or gender questioning 56, para' 204. While not yet published, KCSiE states that the DfE expects to release updated RSHE guidance and guidance on gender-questioning children during summer 2025. If this is released in time, KCSiE will signpost to the new guidance in the September update. Schools should prepare to review and adapt curriculum and safeguarding responses accordingly.

Para 205, Removal of 'spectrum', and 'disorder' in line with the [SEND code of practice](#).

Part three, [Safer recruitment](#):

Direction for Section 128 checks, page 74, para' 260. signpost you to **paragraphs 266- 267.** Reference to [Teacher Regulation Agency](#) 'Employer Access Service' removed and replaced with new link to GOV.UK page [Individuals prohibited from managing or governing schools](#).

Recruitment checks, page 85, para' 319. Using [Individuals prohibited from managing or governing schools](#) can check if a person they propose to recruit as a governor is barred as a result of being subject to a Section 128 direction. There is no requirement for schools to record this information on the single central record, but they can if they choose to.

Alternative Provision (AP), page 87, para' 331. Information added that clarifies and reflects existing AP Guidance. Management to ensure schools obtain written confirmation from the AP that appropriate safeguarding checks have been carried out on individuals working at the establishment. This includes written confirmation that the AP will inform the commissioning school of any arrangements that may put the child at risk.

Part four, [Safeguarding concerns or allegations made about staff, including supply teachers, volunteers and contractors](#):

Record Keeping, page 106, para' 422. Amended to correct the title of [The Information Commissioner Employment Practices Code](#) which provides some practical advice on record retention.

Part five, [Child-on-child sexual violence and sexual harassment](#):

Safeguarding and supporting the alleged perpetrator(s) and children and young people who have displayed harmful sexual behaviour, page 140, para' 545. Link added to the Lucy Faithfull Foundation's '[Shore Space](#)'. which offers a confidential chat service supporting young people concerned about their own or someone else's sexual thoughts and behaviours.

Annex A. No change

Annex B. [Further information on specific forms of abuse and safeguarding issues:](#)

Annex B page 157. Header removed, The Prevent duty and Channel, now on page 158.

Annex B page 163. Link added to the Child Sexual Abuse Centre's [Resources for education settings | CSA Centre.](#)

Annex B page 164. Link added to the [Preventing Child Sexual Exploitation | The Children's Society.](#)

Annex C, D, E no change.

Annex F Table of changes. [Annex F: Table of changes.](#) In September 2025 DSL will update any additional changes added to the above.

Appendix 7: The Seven golden rules for sharing information (including personal information)

- 1. All children have a right to be protected from abuse and neglect. Protecting a child from such harm takes priority over protecting their privacy, or the privacy rights of the person(s) failing to protect them.** The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) provide a framework¹ to support information sharing where practitioners have reason to believe failure to share information may result in the child being at risk of harm.
- 2. When you have a safeguarding concern, wherever it is practicable and safe to do so, engage with the child² and/or their carer(s), and explain who you intend to share information with, what information you will be sharing and why.** You are not required to inform them, if you have reason to believe that doing so may put the child at increased risk of harm (e.g., because their carer(s) may harm the child, or react violently to anyone seeking to intervene, or because the child might withhold information or withdraw from services).
- 3. You do not need consent to share personal information about a child and/or members of their family if a child is at risk or there is a perceived risk of harm.** You need a lawful basis³ to share information under data protection law, but when you intend to share information as part of action to safeguard a child at possible risk of harm⁴, consent may not be an appropriate basis for sharing. It is good practice to ensure transparency about your decisions and seek to work cooperatively with a child and their carer(s) wherever possible. This means you should consider any objection the child or their carers may have to proposed information sharing, but you should consider overriding their objections if you believe sharing the information is necessary to protect the child from harm.
- 4. Seek advice promptly whenever you are uncertain or do not fully understand how the legal framework supports information sharing in a particular case.** Do not leave a child at risk of harm because you have concerns you might be criticised for sharing information. Instead, find out who in your organisation/agency can provide advice about what information to share and with whom. This may be your manager/supervisor, the designated safeguarding children professional, the data protection/information governance lead (e.g., Data Protection Officer⁵), Caldicott Guardian, or relevant policy or legal team. If you work for a small charity or voluntary organisation, follow the NSPCC's safeguarding guidance.
- 5. When sharing information, ensure you and the person or agency/organisation that receives the information take steps to protect the identities of any individuals (e.g., the child, a carer, a neighbour, or a colleague) who might suffer harm if their details became known to an abuser or one of their associates.**
- 6. Only share relevant and accurate information with individuals or agencies/organisations that have a role in safeguarding the child and/or providing their family with support and only share the information they need to support the provision of their services.** Sharing information with a third party rarely requires you to share an entire record or case-file – you must only share information that is necessary, proportionate for the intended purpose, relevant, adequate and accurate.
- 7. Record the reasons for your information sharing decision, irrespective of whether or not you decide to share information.** When another practitioner or organisation requests information from you, and you decide not to share it, be prepared to explain why you chose not to do so. Be willing to reconsider your decision if the requestor shares new information that might cause you to regard information you hold in a new light. When recording any decision, clearly set out the rationale and be prepared to explain your reasons if you are asked.