



Batford Nursery School & Day Care

BATFORD NURSERY SCHOOL Safeguarding Policy

Version	2.2
Based on Model Policy	HCC Model Policy on Safeguarding in Schools, Sep 2019
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Target audience:	All stakeholders

Version	Date	Notes
V 1.0	June 2019	New Statement
V 2.0	September 2019	Expanded in line with new model policy
V 2.1	September 2022	Updating of legislation and some minor word changes. No material change in policy.
V2.2	September 2025	See blue highlights: Updated links; added Cyber and Prevent references; and recruitment online searches.

Batford Nursery School and 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 school 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 school member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Nursery School and Day Care, Holcroft Road, Harpenden AL5 5BQ

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1. Context

Safeguarding is 'everyone's responsibility (Keeping Children Safe in Education).

This policy sets out the school's approach to safeguarding and promoting the welfare of children and the school's responsibilities under the Children's Act 2004 to ensure children, young people and vulnerable adults are kept safe from harm. It applies to all aspects of our work and to everyone working for the school, including permanent and temporary employees, volunteers and contractors.

Everything we do holds the interests of our children at its heart. This includes ensuring that we have effective procedures for keeping children safe from abuse, neglect and exploitation.

All employees and volunteers have a responsibility to familiarise themselves with this safeguarding policy and the school's child protection procedures. They are required to maintain a proper focus on the safety and welfare of children in all aspects of their work.

2. Definitions

Safeguarding children is defined in *Working together to safeguard children* (December 2023) as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes - The aim of safeguarding is to enable children to have optimum life chances and to enter adulthood successfully.

It should be noted that Safeguarding is an 'umbrella' term that incorporates child protection. Child Protection is the process and activities undertaken to fulfil statutory obligations to protect specific children who have been identified as suffering, or at risk of significant harm – please see the school's separate policy on Child Protection.

All agencies and individuals should proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

The following other policies have relevance to safeguarding of children:

- Anti-Bullying
- Attendance
- Behaviour Management, including Anti-Bullying, and including Online Safety and Cyber Bullying;
- Child Protection, including Managing Allegations Against Staff
- Children looked After
- Complaints procedure
- Online-safety
- Health and Safety
- Lone Working Risk Assessment
- Medical needs, including Administration of Medicines and Intimate Care
- Food and Drink, including managing Allergens
- Prevent Risk Assessment
- Safer Recruitment
- SEND
- Staff Code of Conduct
- Sun safety
- Wellbeing
- Whistle-blowing



3. Principles

- The welfare of children, and their wishes and feelings are afforded consideration when developing and carry out school activities
- All children will have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion, sexual orientation and culture
- All staff and volunteers have a professional role to identify and respond to the needs of children and report any concerns immediately

We aim:

- To provide all staff (employed, contracted and visiting) with the necessary information / training to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children
- To provide parents, carers and children with information about the school's arrangements to keep children safe
- To ensure safe and consistent best practice across the school
- To demonstrate the school's commitment with regard to safeguarding children

4. Designated Safeguarding Leads

- The Designated Safeguarding Lead (DSL) is the Headteacher, Sarah Hedges
- The Deputy DSLs are: Laura Butler, Gemma Bacon and Jenni Voskanian.
- The Governor with a designated safeguarding linked role is Melissa Campbell.

5. Recruitment

Our recruitment processes for the selection and screening of prospective staff and volunteers will effectively deter and reject the appointment of unsuitable people from working with children. A copy of the school's Safer Recruitment Policy is available on the school website.

We carry out safe recruitment checks on everyone who works or volunteers for us. All job roles require a Disclosure and Barring Service (DBS) enhanced check, [online search](#), and references before the individual joins us.

The School has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences and has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the Local Authority Designated Officer (LADO) and/or HR.

Our school also adheres to the guidance issued by The Department for Education [in 2018 regarding](#) persons who are disqualified under the Childcare Act July 2006: all employees are required to complete a [Childcare \(Disqualification\) Regulations 2018](#) Declaration and have an obligation to inform the Headteacher immediately if they become the subject of an allegation involving a safeguarding concern or abuse against a child.

The school maintains a Single Central Record of all staff, governors, volunteers, contractors and agency workers.

6. Training

Anyone interviewed for a post with the school will be asked to explain their understanding of safeguarding but all appointees will be provided with training. Our training and supervision procedures will ensure that unsuitable people can be deterred or rejected from working with children.

We are committed to ensuring that everyone who works for us understands their safeguarding responsibilities and keeps their knowledge up to date. All staff will receive safeguarding induction from the Headteacher, usually within seven days of commencing employment. There is annual refresher training for all staff and, mandatory two-yearly intervals (EYFS Statutory Framework, Sept 2025), the whole staff attends Level One Safeguarding Children, delivered by the CPSLO.

The Designated Safeguarding Leads undertake two-yearly Level Two safeguarding refresher training. If specific areas of risk in the school's safeguarding practice are identified, these will be discussed at staff meetings.

7. Security

The security measures put into place at Batford Nursery School have taken into account the need to balance maintaining a welcoming environment whilst ensuring the safety of all our children and staff. A security risk assessment will be completed and reviewed annually: findings will be used in the review of this security policy and shared with staff.

The school will take all reasonable efforts to control access to the buildings and grounds of the school to prevent unauthorised access to children and to ensure the personal safety of staff and other users of the building. The access control procedures for the buildings are:

- The library entrance door and the external doors to the day care rooms are locked at all times and opened only to known adults for the drop-off and collection of children
- There is controlled entry from the outer lobby to the reception space and the door is not left open unattended.
- Staff use the electronic sign-in system when entering and exiting the building.

7.1. Visitors, contractors and maintenance personnel:

The control of visitors, contractors and maintenance personnel is a fundamental part of our site security policy for the safeguarding of both people and property.

- Appropriate checks will be undertaken in respect of visitors and volunteers coming into school.
- Visitors will be expected to sign in and out via the online eReception system, and to display a visitors badge whilst on school site.
- Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (children or adults) to feel unsafe. Such behaviour will be treated as serious and may result in the perpetrator being excluded from the school grounds.

7.2. Cyber Security

All staff undertake annual Cyber training and receive updates throughout the year, to ensure that all information and data held electronically stays secure and is only accessed by authorised staff.

8. Digital images

The use of digital images in schools is a complex area. The school has a clear and sufficiently detailed policy which covers the taking and use of digital images and video of children and takes steps to ensure that it is understood and enforced.

The use of personal cameras and mobile phones or other digital devices is not permitted in school other than in the staff room or school offices.

The school recognises the importance and usefulness of including the children's use of technology within the classroom, such as iPads, which bring opportunities for children across all age ranges to explore and learn in an explorative and creative way. The use of a technology item, such as an iPad,

is likely to have a camera and children may be using the camera as part of their learning experience. However the use of iPads and other tablet equipment can also present risks if children are left to use the equipment in an unsupervised environment. It is therefore understood that the school will ensure that all usage of iPads within the school will be supervised by an adult at all times.

Staff and parents sign our ICT Acceptable Use Agreements. This includes a section for staff on the use of digital images and clarification about the position regarding the use of personal mobile phones/cameras for taking pictures. Where volunteers are supporting school staff, they should abide by the same rules as school staff as far as is reasonable

9. Other safeguarding themes

9.1. Anti-Bullying

Batford Nursery School recognises the right of our children to develop with confidence in an environment that is safe and free from the emotional and physical distress that can be seen as a result of bullying. It is the responsibility of the Headteacher to ensure that procedures are in place that will monitor and address anti-bullying issues and this is covered in the school's Behaviour Management Policy, available on the school's website.

9.2. Attendance

Although attendance at nursery school is non-statutory, in accordance with the school's Attendance Policy, absences are rigorously pursued and recorded. The school, in partnership with the appropriate agencies, takes action to pursue and address all unexplained absences in order to safeguard the welfare of children and young people in its care.

9.3. Child Protection

The school's Child Protection policy is available on the school website. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

All Child Protection concerns will be managed in accordance with the Hertfordshire Safeguarding Children Partnership Inter-Agency Child Protection Procedures. A copy of these procedures can be found on the Hertfordshire Safeguarding Children Partnership website.

Children's Services telephone number **0300 1234043 (including out of hours)**

9.4. Complaints

The school has a Complaints Procedure available to parents and staff who wish to report concerns. This can be found on the school website. All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific procedures for Managing Allegations against Staff.

9.5. Confidentiality

All staff will understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the child and staff involved, but also to ensure that information being released into the public domain does not compromise evidence.

Safeguarding information will be stored and handled in line with the Data Protection Act 2018. The Designated Safeguarding Lead (DSL) will normally obtain consent from the parent to share sensitive information with outside agencies. Where there is good reason to do so (e.g. to help to protect a child), the DSL may share information without consent and will make clear records of the reason for the information being shared.

Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that parents do not have an automatic right to see them. The School will retain this information on the pupil file and transfer to the next school/archive the information in line its Data Retention policy. The school will only share information about children with adults who have parental responsibility for a pupil. Please see Hertfordshire's Pupil Safeguarding Records Guidance at http://www.thegrid.org.uk/info/welfare/child_protection/proformas/index.shtml for further information.

9.6. Curriculum

The school is committed to ensuring that children are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. The planned environment and ethos encourages all children to feel that they can be heard and listened to which is further supported through our Key Peron system. Staff use circle time sessions to teach children how to manage risks. The curriculum aspirations enable children to develop their personal, social and emotional skills.

9.7. Health & Safety

We have a Health & Safety Policy together with a comprehensive suite of risk assessments, which demonstrate the consideration we give to minimising any risk to the children when on the school premises and when undertaking activities out of school under the supervision of our staff.

At all times there has to be appropriate staffing levels and, when off-site on local walks, appropriate and agreed pupil / adult ratios are maintained. The lead adult always assesses trips as to the level of risk and all trips are finally authorised by the Headteacher.

Our school has lone working risk assessments in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

A copy of the Health and Safety Policy is published on the school's website.

9.8. Inclusion and Diversity

Some children may be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

Our school ethos promotes and accepts the differences between all children and adults. In practice, this is about ensuring inclusion of individuals and treating them fairly and equally, no matter the diversity of their race, gender, age, disability, religion or sexual orientation.

Promoting equality and diversity in education is essential for both teachers and children. The aim is to create a classroom environment where all children can thrive together and understand that individual characteristics make people unique and not 'different' in a negative way.

In line with Keeping Children Safe in Education, to ensure that all of our pupils receive equal protection, we will also give special consideration to additionally vulnerable groups (as outlined in our Child Protection Policy), for example children with disabilities or special educational needs. Special consideration is also given in the provision of safeguarding information and resources in accessible formats for adults with communication needs.

9.9. Managing Allegations against Staff and Volunteers

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour and actions of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in **Hertfordshire** Safeguarding Children Partnership Inter-agency Procedures and Part 4 of 'Keeping Children Safe in Education', DfE are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The Hertfordshire LADO Service can be contacted on **0300 123 4043**.

9.10. Online security

We have an online safety policy, which is published on the school's website.

Our policy includes how we teach children to stay safe when using the internet in and out of school- including the risks of sharing content and images online and tackling bullying, including cyber bullying. Cyber-bullying will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

The School will ensure that appropriate filtering and monitoring systems are in place to ensure that children and staff are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

9.11. Partnership with Other Services partners

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are part of the Hertfordshire Safeguarding Children Partnership. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

9.12. Partnership with Parents

Batford Nursery School is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

The school shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted. We are committed to working with parents positively, openly and honestly. The school will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents to discuss any concerns they may have with their child's key person.

9.13. Safer Working Practice

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

The Teachers' Standards (DfE, Dec 2021) are augmented by standards of personal and professional conduct e.g. ethics and behaviour, in and out of school. Teachers are expected to 'uphold public trust in the profession by showing tolerance and respect for the rights of others, not undermining fundamental British values and ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability'.

All staff will be provided with a copy of our school's code of conduct and staff handbook at induction. These set out sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

9.14. Abuse of Position of Trust

All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a child aged under 18, where the adult is in a position of trust in respect of the child, even if the behavior is consensual.

10. Acting on safeguarding concerns

If anyone is concerned that a child is at risk of being abused or neglected, they should not ignore their suspicions and should not assume that someone else will take action to protect that person.

Concerns about children should be referred immediately to the school's Designated Safeguarding Lead, who will follow the school's Child Protection policy to investigate and refer to other agencies if appropriate.

We will promote a culture in which staff feel confident and safe to highlight any concerns about individual children or about poor or unsafe practice in regard to children. Such concerns will be addressed sensitively and effectively in a timely manner in accordance with the child protection policy and whistle blowing policy if applicable.

11. Legislation and guidance

This policy has been devised in accordance with the following legislation and guidance:

- **Disqualification under the Childcare Act 2006** - Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools, DfE (February 2015) www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006
- **Education Act 2002**
Section 175 – requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view of safeguarding and promoting the welfare of children.
Section 157 and the Education (Independent Schools Standards) (England) Regulations 2003 - require proprietors of independent schools (including academies and technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.
- **EYFS Statutory Framework, Sept 2025**
- **Teachers' Standards** DfE (Dec 2021) - These standards set the minimum requirements for teachers' practice and conduct. Teachers, including Headteachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- **Guidance for Safer Working Practice**, Safer Recruitment Consortium (Feb 2022)
- **Information Sharing: Advice for practitioners**, DfE (July 2018)
- **Keeping Children Safe in Education**, DfE (updated annually)
- **Sexual Offences Act**, HM Government (2003)
- **What to do if you're worried a child is being abused**, DfE (March 2015) - Non statutory advice which helps everyone who works with children to identify abuse and neglect and take appropriate action
- **Working Together to Safeguard Children**: A guide to inter-agency working to safeguard and promote the welfare of children, DfE (May 2025). Introduces new resources aimed at enhancing child protection practices and supporting children and families.