

# **Smallville Nursery**

## **Safeguarding Policy September 2026**

***To be revised September 2027***

## Smallville Nursery – Safeguarding Policy – April 2026

This policy applies to **all staff, volunteers, students, agency staff, and visitors** working at or on behalf of Smallville Nursery. Everyone has a shared responsibility to safeguard and promote the welfare of children, young people, and vulnerable adults.

At Smallville Nursery, we are committed to safeguarding all children, young people, and vulnerable adults. We aim to provide a safe, respectful environment where children feel protected, valued, and able to speak openly.

Our **Designated Safeguarding Lead (DSL)** is the Nursery Manager, Victoria East. The Deputy DSL is the Deputy Manager, Kayleigh Blair. A DSL or trained deputy will always be available during opening hours.

### Safeguarding Principles

- Safeguarding is the responsibility of everyone in our nursery community. We believe that every child has the right to be safe, to be listened to, and to be treated with dignity and respect.
- All children, regardless of age, gender, ability, culture, background, or identity, are entitled to equal protection.
- We expect all staff and volunteers to always demonstrate professional conduct and to create an environment where children feel confident to share their thoughts and concerns.

### Core Aims

To maintain a strong safeguarding culture, Smallville Nursery will:

- **Promote an open, listening environment.** Children are encouraged to talk about their worries and will always be taken seriously.
- **Ensure staff vigilance and training.** All staff are trained to recognise signs of harm or neglect and know how to respond.
- **Support children's confidence and independence.** Our practice builds resilience, self-esteem, and the ability to seek help.
- **Provide a safe, inclusive setting.** We actively prevent discrimination, bullying, and exclusion.
- **Respond quickly to concerns.** Safeguarding issues will be acted upon without delay.
- **Work in partnership with families and agencies.** We value collaboration and maintain open communication to achieve the best outcomes for children.

### Policy Framework

Our approach to safeguarding is based on four elements:

1. **Prevention** – by creating a safe environment, embedding safeguarding in the curriculum, and applying safer recruitment practices.
2. **Protection** – by having clear procedures in place and ensuring staff are trained to respond appropriately to concerns.
3. **Support** – by offering help to children, families, and staff, and providing targeted interventions where needed.
4. **Partnership** – by maintaining positive relationships with parents and working closely with external agencies.

This policy has been developed in line with the principles set out in the Children Acts 1989 and 2004 and reflects the requirements of key legislation and statutory guidance. These include *Working*

## Smallville Nursery – Safeguarding Policy – April 2026

*Together to Safeguard Children (2023), Keeping Children Safe in Education (2024), and the Prevent Duty (2015).* It also takes account of the *Female Genital Mutilation Act (2003)* and *Serious Crime Act (2015)*, the *Data Protection Act (2018)* and UK GDPR, the *Safeguarding Vulnerable Groups Act (2006)*, the *Education Act (2002)*, the *Counter Terrorism and Security Act (2015)*, the *Voyeurism (Offences) Act (2019)*, and the *Children and Social Work Act (2017)*. In addition, the policy is informed by multi-agency statutory guidance on FGM and by procedures set out by the Local Safeguarding Partnership.

### **Recognised Safeguarding Risks**

Smallville Nursery recognises that safeguarding covers a wide range of specific issues. These include, but are not limited to,

- Bullying (including cyberbullying)
- Children missing education or care
- Child sexual exploitation
- Domestic abuse and violence
- Drug and alcohol misuse
- Fabricated or induced illness
- Faith-based abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender-based abuse and violence against women and girls
- Hate incidents
- Honour-based abuse
- Human trafficking and modern slavery
- Mental health concerns
- Missing children and adults
- Online safety
- Radicalisation and extremism under the Prevent duty
- Private fostering
- Relationship abuse
- Self-harm
- Sexual violence.

This policy ensures that staff are aware of these risks and are prepared to respond appropriately to protect children.

### **Roles and Responsibilities**

- The DSL and deputy DSL are responsible for managing all safeguarding concerns. They act as the first point of contact for staff, maintain secure safeguarding records, and ensure that concerns are referred promptly to the appropriate agencies. They also ensure staff receive regular training and updates.
- Every staff member has a duty to provide a safe learning environment, to be alert to signs of abuse or neglect, and to report concerns immediately. Staff must follow confidentiality guidelines, undertake safeguarding training regularly, and be familiar with our procedures for early help and referrals.

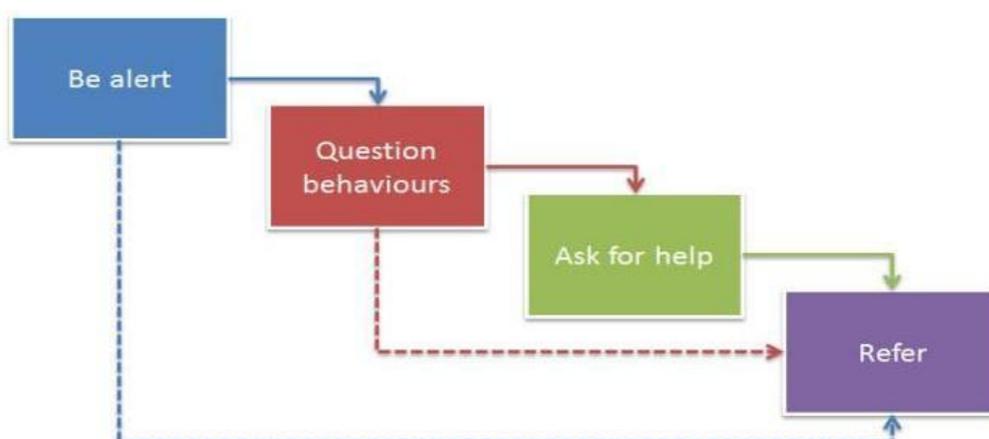
## Smallville Nursery – Safeguarding Policy – April 2026

- Children at Smallville Nursery have the right to be heard and supported. They will be given opportunities to contribute to safeguarding policies, to learn how to keep themselves safe, and to seek help from trusted adults.
- Parents and carers play an essential role in safeguarding. They are expected to support our policies, talk to their children about safety, and raise any concerns with staff.

All staff at Smallville Nursery are aware that concerns about a child’s welfare may arise in many different contexts and can vary greatly in their nature and seriousness. The signs of abuse and neglect are not always the same and may differ from child to child. Children also mature at different rates, so behaviour that raises concern in a younger child may be typical for an older child. Staff are also alert to parental behaviours that may indicate abuse or neglect, such as being under the influence of drugs or alcohol or sudden changes in mental health, and are expected to observe parent-child interactions carefully. Recognising possible warning signs allows us to respond as early as possible and provide appropriate support for children and families, while understanding that a single warning sign does not automatically mean abuse is taking place.

The Designated Safeguarding Lead (DSL) team maintain links with statutory and voluntary organisations, follow Local Safeguarding Partnership (LSP) procedures, and refresh their safeguarding knowledge annually, with formal training at least every two years. All staff are trained in our safeguarding policies and procedures and parents are made aware of them. Staff understand that safeguarding is everyone’s responsibility, and they are expected to maintain up-to-date knowledge of safeguarding issues, remain alert to potential indicators of abuse and neglect, and ensure concerns are reported promptly to children’s social care or the NSPCC. Safeguarding training and updates are provided at least annually.

Staff are encouraged to question and clarify concerns rather than accept things at face value, and they are confident in applying respectful professional curiosity. They understand the principles of early help, as set out in *Working Together to Safeguard Children (2023)*, and can identify and support children and families who may benefit from early help services. They are also aware of the thresholds of significant harm and know how to access appropriate services for families, including those below the threshold, in line with LSP arrangements. Finally, all staff understand their responsibilities under the Data Protection Act 2018 and UK GDPR, ensuring that any safeguarding information shared with other agencies is done lawfully, appropriately, and in the best interests of the child.



### Safeguarding Procedures

## Smallville Nursery – Safeguarding Policy – April 2026

- Concerns about a child's safety or well-being must be recorded immediately on a welfare or incident form and passed to the DSL. If a child is in immediate danger, staff must contact The Front Door or the police without delay.
- Records are stored securely and confidentially. Information is only shared on a need-to-know basis and in line with GDPR and the Data Protection Act 2018. When a child transfers to another setting, safeguarding records are transferred securely to the new DSL.

### Specific Safeguarding Issues

- This policy recognises a range of safeguarding concerns, including bullying, domestic abuse, missing children, exploitation, FGM, radicalisation, online safety, mental health, and relationship abuse. Children with special educational needs and disabilities (SEND) may face additional risks, and staff will take extra steps to ensure their voices are heard.

### Training and Supervision

- All staff receive safeguarding training during induction and regular updates at least once a year. The DSL ensures staff are familiar with our code of conduct and safe working practices, including the use of technology and social media. Staff are also provided with regular supervision to support their safeguarding responsibilities.

### Recognition and Types of Abuse and Neglect

- **Physical abuse - causing physical harm.**
- **Sexual abuse - forcing or enticing a child to take part in sexual activities.**
- **Emotional abuse - persistent emotional maltreatment.**
- **Neglect - Persistent failure to meet a child's basic needs**

### Use of Mobile Phones, Cameras, Smart Glasses and Electronic Devices

To safeguard children and protect staff, Smallville Nursery has clear procedures regarding the use of mobile phones, cameras, smart glasses (including Meta glasses), and other electronic devices with imaging, audio recording, or sharing capabilities.

- Staff must not use personal mobile phones, smart watches, smart glasses (such as Meta glasses), or any other personal electronic devices capable of taking photographs, videos, or audio recordings in rooms where children are present. Personal devices must be switched off or placed on silent and stored securely during working hours.
- Smart glasses, including Meta glasses, are not permitted anywhere on the nursery premises, as they are capable of discreet recording and live streaming. This applies to staff, students, volunteers, parents, carers, and visitors.
- Nursery-owned devices are used for taking photographs or videos of children for educational purposes only, and only where written parental consent has been obtained.
- Images or recordings of children are stored securely on nursery systems and are never saved on personal devices or shared via personal email, messaging apps, cloud storage, or social media.

## Smallville Nursery – Safeguarding Policy – April 2026

- Staff must not take photographs, videos, or audio recordings of children using personal devices under any circumstances.
- Visitors, students, and volunteers are not permitted to use mobile phones, smart glasses, or personal devices in areas where children are present unless explicitly authorised by the Nursery Manager and always supervised.
- Any breach of this policy, including the unauthorised use or wearing of Meta glasses or other smart recording devices, will be treated as a serious safeguarding concern and managed in line with safeguarding and disciplinary procedures.

These measures ensure that children’s safety, dignity, privacy, and digital security are always protected.

### **Safer Recruitment Procedures**

Smallville Nursery is committed to safer recruitment practices to ensure that only suitable individuals are employed to work with children.

- All staff are subject to an enhanced Disclosure and Barring Service (DBS) check prior to employment.
  - Identity, right-to-work, and qualification checks are completed before staff begin work.
  - At least two references are obtained and verified, including one from the most recent employer.
  - Staff are required to declare any convictions, cautions, or disqualifications, including those relevant under the Early Years Foundation Stage (EYFS) disqualification requirements.
  - New staff complete a safeguarding induction before working unsupervised with children.
  - Ongoing suitability is monitored through supervision, training, and professional conduct.
- These procedures help ensure that children are cared for by safe, responsible, and suitable adults.

### **Safer Recruitment and Allegations**

Recruitment processes follow safer recruitment guidance to ensure only suitable people work with children. Allegations against staff or volunteers are taken seriously and reported immediately to the Designated Safeguarding Lead (DSL), who will refer the matter to the Local Authority Designated Officer (LADO) in line with statutory guidance.

- Staff must not investigate allegations themselves.
- Where required, referrals are made to the Disclosure and Barring Service (DBS).
- Staff can raise concerns through the Whistleblowing Policy or via the NSPCC helpline.

### **Confidentiality and Information Sharing**

- Safeguarding information is confidential and shared only when necessary to protect a child. Staff cannot promise children complete confidentiality if their safety is at risk.

### **Monitoring and Review**

- This policy is shared with all staff, volunteers, and parents. It is reviewed annually, or sooner if guidance changes, to ensure it remains up to date and effective.

## Smallville Nursery – Safeguarding Policy – April 2026

