



St. Elizabeth's Nursery

Safeguarding & Child Protection Policy

Policy updated March 2026

Policy to be updated September 2026

Statement of Intent

We work with the children, parents and the community to ensure the safety of the children and to give them the best start in life. We fully recognise our responsibilities for child protection. Our fundamental responsibility is for the welfare and well-being of the children in our care, regardless of age, gender, culture, background or disability. At St Elizabeth's Nursery the Designated Safeguarding Leader is **Delia Garitta** (Nursery Manager) and the Deputy Designated Safeguarding Lead is **Liz Rose** (Deputy Nursery Manager). The DSL or Deputy DSL is always available during nursery opening hours to provide advice and manage concerns. **Lucy Stewards** covers the duty of the Deputy Designated Safeguarding Lead on the days when Liz is not present in the Nursery.

Aim

- We aim to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.
- We encourage children to develop a positive self-image, regardless of race, language, religion, culture or home background.
- We help children to establish and sustain positive and satisfying relationships within their families, with their peers and with the staff.
- We encourage children to develop a sense of independence and autonomy.
- We work to enable the children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- We work together with parents to establish a dual understanding and commitment to the welfare of all our nursery children and ensure they have clear guidelines to follow.
- We aim to raise the awareness of all staff of safeguarding issues and to define their roles and responsibilities within this area, through clear guidelines and regular training.
- To maintain a clear and effective system of monitoring children known or thought to be at risk of harm.

As of 31 December 2023, updated statutory guidance on the Prevent duty is in effect.

Absence: parents are kindly asked to inform the nursery, via email or by telephone, to report a child's absence as early as 8 am. At the beginning of the academic year All parents are asked to sign the absence police and are expected to comply with the requirements.

The Legal Framework within which we work:

- Keeping Children Safe in Education (KCSIE) 2025 (and any 2026 updates).
- Working Together to Safeguard Children (December 2023, updated 2026).
- Statutory Framework for the Early Years Foundation Stage (EYFS) 2024/2026.
- The Equality Act 2010 and The Children Act 2004.
- Filtering and Monitoring Standards for Schools and Colleges (DfE 2025).
- Kingston and Richmond Safeguarding Children Partnership (KRSCP) Local Procedures.

Related Policies and Procedures

- Safer Recruitment Policy
- Whistleblowing Policy
- Absence and Attendance Policy
- Code of Conduct in the Workplace
- Behaviour Policy
- Equality Policy
- Food and Drink Policy
- Health and Safety Policy
- Privacy Policy
- Settling in Policy
- Early Years SEN
- Biting Procedures
- Complaints Procedure
- Procedure for Handover of Children
- Procedure for a Missing Child
- Procedure for Uncollected Child
- Guidance for Volunteers on Educational Visit

Implementation

- Understanding that everyone has a responsibility to ensure that cases of child abuse are recognised and dealt with as quickly as possible.
- Appointing a DSL to co-ordinate child protection and safeguarding concerns.
- Providing adequate and appropriate staffing ratios to meet the needs of the children.
- Ensuring staff are aware of the signs of abuse and know to whom they should report concerns to.
- In accordance with Ofsted requirements, all staff and regular volunteers are subject to references and Disclosure and Barring Service (DBS) checks. Positions within the nursery are exempt from the Rehabilitation of Offenders Act 1974.
- Ensuring that students and volunteers do not work unsupervised.
- Adhering to procedures for recording the details of visitors to the setting and ensuring all visitors sign in to our visitor's book, which is located at the door to the office.

- Up-keeping strict security measures to ensure that no unauthorised person has access to the children. The green gates by our playground are locked at 9:00 am, and the main gate opens at 9:00 and locked at 9:10.
- We abide by the Protection of Children Act requirements in respect of any person who may be dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal, for reasons of child protection issues.
- We have a copy of our Area Child Protection guidelines available for all staff and parents to see on our nursery safeguarding board.
- Notifying Ofsted of any changes in our arrangements, which affect the well-being of the children.
- Communicating clearly, to all parents and staff, the procedures for contacting the local authority on child protection issues.
- Sharing information about safeguarding and good practice with children, their families, staff and volunteers via displays, policies, group work and one-to-one discussions.
- Using our safeguarding procedures to share concerns and relevant information with agencies that need to know and involving children, parents, carers and families appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Safer Recruitment Practice and Online Due Diligence

Safer Recruitment & Vetting (2025/26 Compliance)

St. Elizabeth's Nursery operates a "Culture of Vigilance." We recognize that the first step to safeguarding children is ensuring that those who work with them are suitable. We follow the statutory requirements of **KCSIE 2025** and the **EYFS 2026 Framework**.

- **Application & Gaps:** All applicants must complete a full application form. A Curriculum Vitae (CV) will not be accepted on its own. Any gaps in employment history must be identified and clarified during the interview; these explanations will be recorded.
- **Reference Verification:** We require at least two professional references.
 - One must be from the applicant's **current or most recent employer**.
 - References must be obtained **prior to the start date**.
 - "To Whom It May Concern" references are not accepted.
 - The DSL or Manager will **verbally verify** all references (via a phone call) to confirm the sender's identity and discuss the applicant's suitability to work with children.
- **Enhanced DBS & Barred List:** All staff, regular volunteers, and governors must have an Enhanced DBS check with a Barred List check. This is recorded on our **Single**

Central Record (SCR). The SCR is audited termly by a member of the Management Committee to ensure no gaps in vetting.

- **Online Due Diligence:** In line with KCSIE, we conduct an online search (including public social media profiles) for all shortlisted candidates. The aim is to identify any incidents or issues—such as extremist views, inappropriate behavior, or misinformation—that may suggest the candidate is a risk to the nursery's reputation or the children's safety.
- **Section 128 Checks:** We conduct Section 128 checks for all staff in management positions and members of the Nursery Committee to ensure they are not prohibited from managing a school/nursery.
- **Health & Identity:** All successful candidates must provide proof of ID, right to work in the UK, and relevant qualifications. We also ensure candidates are "physically and mentally fit" to carry out their roles.

See the Safer Recruitment Policy for more detail.

Staff Induction List contents:

- Welcome
- Vision and Values Statement
- Tour of the setting and fire evacuation procedure
- Introduction to staff
- Read and sign policies and procedures, and a focus on safeguarding and health & safety
- It's very important to address the individual needs of the new staff member and ensure he/she understand their role and responsibilities and expectation, such as: key children, communication with parents, timetable, time keeping.
- Manager supervision until he/she is confident with children's names and nursery routine

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of all forms of abuse and neglect.
- We ensure that all staff members know the procedures for reporting and recording their concerns in the setting and that they are aware of the local authority guidelines for making referrals.
- Everyone has access to a copy of the KRSCP Early Years Safeguarding and Child. A full copy of **Keeping Children Safe in Education (2025)** document is also available; staff are expected to have read Part One and Annex B of this document. We fulfil all the requirements, in an age-appropriate way of, Keeping Children Safe in Education. This Government publication is the key document on safeguarding requirements and advice for children and young people in education. This informs our policy and practice.
- Staff receive **regular safeguarding updates** (e.g., in staff meetings or via email) to maintain a "culture of vigilance."

Definition of Abuse

We recognise that we are well placed to observe the outward signs of abuse and have a responsibility to the children in our care. Every member of staff should report any suspicion or concern to the DSL (Designated Safeguarding Lead) or Deputy DSL.

- **Neglect** – the persistent or severe neglect of a child, or the failure to protect a child from exposure to danger, including cold or starvation, or extreme failure to carry out important aspects of care resulting in the significant impairment of the child’s health or development, including non-organic failure to thrive.
- **Physical Injury** – actual or likely physical injury to a child, or failure to prevent physical injury or suffering to a child.
- **Sexual Abuse** – actual or likely sexual exploitation of a child or adolescent who may be dependent and/or developmentally immature.
- **Emotional Abuse** – actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection. All abuse involves some emotional ill-treatment. This category should only be used where it is the main or sole form of abuse.

Any child may benefit from early help, but all nursery staff should be particularly alert to the potential need of early help for a child who:

- is disabled and has specific additional needs.
- has special educational needs.
- is at risk of modern slavery, trafficking or exploitation.
- is at risk of being radicalised or exploited?
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse.
- has returned home to their family from care.
- is a privately fostered child.

Staff should be alert to a child's mental health as an indicator of potential abuse or neglect.

Contextual Safeguarding

We recognize that as children grow, they are subject to potential harm in contexts outside of the home or nursery setting (e.g., in the local community, online, or within peer groups). St. Elizabeth’s Nursery adopts a contextual safeguarding approach by:

- Identifying local environmental risks in the Richmond/Kingston area (e.g., proximity to busy roads, water safety near the Thames, or local crime trends).
- Sharing information with the KRSCP regarding community-level risks.
- Sharing information with St Elizabeth’s Catholic Primary School regarding risks in our local area.

Children Learn to Keep Safe

- We introduce key elements of child protection into our curriculum to help the children develop an understanding of how and why to keep safe.
- Children at St Elizabeth's Nursery are encouraged to value and respect the individual in an age-appropriate manner.
- Our curriculum is spread throughout the year to learn the following topic:
 - Road safety and Stranger Danger in the Autumn term
 - Medication and illnesses in the Spring term
 - Sun exposure and holiday abroad in the Summer term.

Low-Level Concerns

A "low-level" concern is any concern—no matter how small—that an adult working in the nursery may have acted in a way that is inconsistent with the staff code of conduct.

- All low-level concerns must be reported to the DSL.
- The purpose of this policy is to create a culture of openness and to prevent behaviours from escalating into serious safeguarding issues.
- Records of low-level concerns are kept confidential and reviewed regularly to identify patterns.

If a low-level concern is raised regarding the **Nursery Manager (DSL)**, it must be reported directly to the **Nursery Management Committee (Chair)** or the **LADO** to ensure transparency.

Absence Monitoring

We treat persistent or unexplained absence as a potential safeguarding indicator. If a child's attendance becomes a concern, the DSL will initiate a 'welfare check' and may contact the SPA for advice. Please see our Absence Policy for information about how we monitor absence.

Add that the nursery will notify the Local Authority (via the SPA) if a child fails to attend regularly or is absent for 10 days or more without a known reason.

Children Missing Education (CME)

We recognize that a child missing education is a significant safeguarding indicator and can be a precursor to abuse, neglect, or exploitation.

- **Notification:** In addition to notifying the Local Authority (SPA) of 10 days of unexplained absence, the nursery will also notify the Local Authority when a child is removed from our roll without a confirmed destination (i.e., we do not have the name and address of the new school/provider).

- **Reasonable Enquiries:** Before reporting a child as CME, the DSL will make "reasonable enquiries" to establish the child's whereabouts, including phone calls to all emergency contacts and, where appropriate, a home visit/welfare check.

Child-on-Child Abuse

We recognize that children can abuse their peers. At St. Elizabeth's, we maintain a zero-tolerance approach to child-on-child abuse, including age-inappropriate sexualized behaviour or physical aggression. We never dismiss such incidents as "just playing" or "boys being boys." All incidents are recorded and managed with the same rigor as adult-to-child abuse, using age-appropriate interventions.

Complaints

- We ensure that all parents know how to complain about staff or volunteer action within the nursery, which may include an allegation of abuse. These are included within the policies sent out at the beginning of the academic year.
- Should you wish to make a complaint against a member of staff, please first of all speak to our manager directly.
- Should you wish to make a complaint against our manager, please contact, the Nursery Management Committee on 020 8940 3015.
- Should a member of staff wish to make a complaint against the nursery manager, please contact Jane Hines, Nursery Committee Member on 020 8940 3015. Staff can also contact LADO directly, to make an allegation against another adult in the nursery setting on 020 8547 4609.

Disclosures

Recognising signs of abuse or receiving a disclosure can be distressing and upsetting. It is important that these guidelines are followed.

If there is any uncertainty the setting will immediately contact the Single Point of Access Team (SPA) on 020 8547 5008 or out of hours the Emergency Duty team on 020 8770 5000 and the Richmond upon Thames Early Years Education Welfare Service. If however there is a serious concern about a child's immediate safety, we will dial 999.

- Always listen to the child, no matter how difficult you find what they are saying. Never give any indication that you disbelieve what is being said – keep an open mind.
- Stay calm and reassuring.
- Never promise to keep a secret, no matter how insistent the child is.
- Listen carefully and patiently to the child. Do not press for information or lead the child, as well-intentioned questions could prejudice further investigations. Do not cross-examine the child.
- Reassure the child that they have done the right thing in telling you, and explain that you are going to have to report the disclosure.
- Do not discuss your suspicions with the parents or anyone else involved in the care of the child, until the concerns have been discussed with the designated child protection officer.

- Report the disclosure as soon as possible to the designated child protection officer. Record the details of the disclosure and pass the records on to the designated child protection officer.

Changing children

Children will be changed in our accessible toilet, but the door should not be closed completely, the nursery staff should not carry a camera while changing the child.

Mobile phones

It is prohibited for any staff or parents to use to take photographs of the children attending our nursery. Any staff member or parents known or seen to be using a mobile telephone will be disciplined. All visitors MUST turn their mobiles phones off or will be asked to store it in the office before viewing the nursery. Staff may use mobile phones at break times only, when they are not in contact with children.

Photographs

The nursery iPads are used to take photographs of children for educational reasons. The iPads are password protected and images are saved into Tapestry, a cloud based, protected system.

Photographs for nursery use (display / assessment) are printed in the nursery. We request parental permission to take photographs of children for these purposes in the initial induction form.

Filtering and Monitoring

In line with the DfE's 2025/26 standards, St. Elizabeth's Nursery maintains robust filtering and monitoring systems on all nursery devices.

Responsibility: The DSL (Delia Garitta) oversees the effectiveness of these systems and all staff have the responsibility to report any over blocking or under-blocking they notice while using nursery technology.

AI & Deepfakes: Staff are trained to recognize the risks of AI-generated content. We maintain a zero-tolerance policy toward the creation or sharing of any AI-generated imagery that could be harmful or compromising to children or staff.

Adults Collecting Children from nursery / Proof of ID

If someone other than the parents or main carer is to collect a child, we must receive written permission for the arrangement. A telephone call will not suffice. If nursery staff do not know the person who will be collecting then they must be given the full name **and** either introduce the person to us personally, send in a recent photograph of the person or ensure that the person has a **PHOTO ID** on him/her when s/he comes to the nursery. These arrangements are for the safety of the children and are communicated to all nursery parents.

Recording suspicions of abuse and disclosures

Staff will make a record of the following:

- The name of the child
- The age and address of the child
- The date and time of the observation or disclosure
- An objective record of the observation or disclosure
- The words spoken by the child, as exactly as possible
- The name of the person to whom the concern was reported
- As soon as possible, and no later than within 24 hours of the observation or disclosure

Informing Parents

- Parents are normally the first point of contact.
- Parents are informed at the same time as the report is made, except where the guidance of the SPA does not allow this.
- Where the parent is the suspected abuser the investigating officers will inform the parents.
- When a child is abused within the family there can be real conflict of interest between children and their parents. Where parents are unable to protect their child, professional intervention is necessary.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know.

Support to Families

- We endeavour to build up trusting and supportive relations among the families, staff and volunteers in the setting.
- We continue to welcome the child and the family whilst investigations are being made in relation to abuse within the home.
- Confidential records kept on a child are shared with the parents or those with parental responsibility for the child.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

At St Elizabeth's Nursery we provide a wide range healthy snacks:

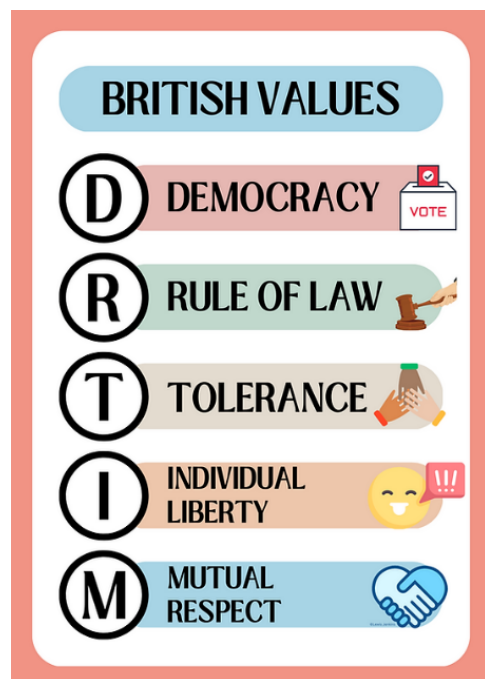
- Morning snack fresh fruit or vegetable + water or semi skimmed milk
- Afternoon snack wide range of breads /crackers with cheese, jams, humus
- We promote healthy and diverse food through our cooking activities.

If we are informed that a child had no breakfast, we offer food on arrival.

Staff are trained in paediatric first aid and food & hygiene and follow strict food preparation guidelines (e.g. grapes/cherry tomatoes halved lengthways) to mitigate choking risks. Children are never left unsupervised while eating.

Promoting British Values

Our setting strives to incorporate the following ideas into our everyday practice:



- **Democracy:** making decisions together as part of the focus on self-confidence and self-awareness as cited in Personal, Social and Emotional Development: Managers and staff can encourage children to see their role in the bigger picture, encouraging children to know their views count, value each other's views and values and talk about their feelings, for example when they do or do not need help. When appropriate, we demonstrate democracy in action, for example, children sharing views on what the theme of their role play area could be with a show of hands.
- Staff can support the decisions that children make and provide activities that involve turn-taking, sharing and collaboration. Children should be given opportunities to develop enquiring minds in an atmosphere where questions are valued.

- **Rule of law:** understanding rules matter as cited in Personal Social and Emotional development as part of the focus on managing feelings and behaviour. Staff support children in understanding their own and others' behaviour and the consequences, and learn to distinguish right from wrong. Staff can collaborate with children to create the rules and the codes of behaviour.

What to do if you suspect that children are at the risk of radicalisation

- Follow nursery Safeguarding Procedures, including discussing with the DSL and if necessary with children's social care.
- The DSL can also contact the local police force or dial 101 (the non-emergency number). They will then talk in confidence about the concerns and help to access support and advice.
- The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk. Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident. In this case you should dial 999.

Female Genital Mutilation (FGM)

- Female Genital Mutilation is a form of child abuse. The setting uses the World Health Organisation definition as written below.
- Definition of FGM: "Female Genital Mutilation (FGM) comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs whether for cultural or non-therapeutic reasons." (World Health Organisation-1997)

- The UK Government has written advice and guidance on FGM that states;
- “FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. In all circumstances where FGM is practised on a child it is a violation of the child’s right to life, their right to their bodily integrity, as well as their right to health. The UK Government has signed a number of international human rights laws against FGM, including the Convention on the Rights of the Child. Girls are at particular risk of FGM during school summer holidays. This is the time when families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM. UK communities that are most at risk of FGM include Kenyans, Somalis, Sudanese, Sierra Leoneans, Egyptians, Nigerians and Eritreans. However women from non-African communities that are at risk of FGM include Yemeni, Kurdish, Indonesian and Pakistani women.”

If a staff member discovers that an act of FGM appears to have been carried out on a girl under 18, they must report it **personally** to the police (usually via 101). It is a personal legal duty that cannot be delegated to the DSL.

Useful References:

The London Safeguarding Children Board	www.londonscb.gov.uk/procedures
Working Together to Safeguard Children 2026 A guide to inter-agency working to safeguard and promote the welfare of children.	https://assets.publishing.service.gov.uk/media/69bb9be99c6ac6540dfd61f1/Working_together_to_safeguard_children_2026.pdf
Kingston and Richmond Safeguarding children Partnership	lscb-support@kingrichiscb.org.uk
Keeping Children Safe	www.keepingchildrensafe.org.uk
NSPCC Whistleblowing Helpline number	www.nspcc.org.uk 0800 028 0285
Information on Safer Recruitment	https://www.gov.uk/government/publications/keeping-children-safe-in-education--2