

Hillbury House Nursery- Overview of Safeguarding of Children Policy

Liz Woolley is the Designated Safeguarding Lead for Hillbury House Nursery.

Secondary Safeguarding Leads are:

Charis Minter

Rowan Gully

Safeguarding Statement: At Hillbury House Nursery, we are fully committed to providing the highest quality of care for children aged 0-5. A vital part of our role involves keeping children safe. We are guided by the principles as set out in The Early Years Foundation Stage statutory guidance., section 3.1 states that:

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.

Our policies and procedures support us in our mission to protect and promote children's wellbeing. We follow arrangements as set out by the Brighton & Hove Safeguarding Children Partnership (BHSCP) and as such, we adhere to the Sussex Safeguarding and Child Protection Procedures.

Safe working practices

Recruitment and suitability checks are in line with Section 3 of the EYFS (2025).

This includes obtaining 2 verified references before recruitment (no open references, direct contact with referees, last role with children checked), ongoing suitability checks for all staff and assistants, and criminal records and barred list checks documented. DBS referrals will be made if a person is dismissed (or would have been) for harming a child or posing a risk.

Staff are fully aware of their safeguarding duties and receive full induction training to equip them to deal with safeguarding issues in a sensitive and timely manner.

We endeavour to minimise the risk of allegations, through the following code of conduct:

- Staff behaviour guidance- e.g. giving the children kisses or cuddles, tickles, 'rough play', questions/language (e.g. asking a child if they love them)
- Behaviour policy for children e.g. appropriate methods/strategies to deal with challenging behaviour. We under no circumstances conduct any form of corporal punishment. We may need to physically intervene if we thought the child was a danger to others and themselves, this would be done calmly and consist of moving the child out of that situation. If anything of this matter occurred, we would report back to parents both verbally and scribed on an incident form, this would be kept in the incident folder and would be signed by staff and parents
- Nappy changing procedure- see policy (+ intimate care policy)

- Procedures for recording existing injuries- 'Existing Injury Form and Folder'- chronology of concern
- Lone working procedure- see policy
- Risk Assessments
- Probationary period for new staff
- Induction and ongoing training
- DBS checks- we require all staff to hold a current DBS check. New staff will be asked to join the update system. In supervisions and appraisals, we ask about changes to DBS circumstances and disqualification by association. Any disqualification or relevant event must be notified to Ofsted/the CMA within 14 days. Immediate action will be taken to protect children if a relevant person becomes disqualified by association.
- Supervision arrangements for all staff
- Visitor Policies
- Parental Partnerships
- Staff signing in and out
- Staff to child ratios- We strictly adhere to statutory staff-to-child ratios at all times in line with the EYFS. Students and work-based route Level 3 practitioners in training may be counted in ratios only where permitted and never make up more than 50% of our total team to ensure consistent, qualified supervision for all children.
- EYFS curriculum

The role of the Designated Safeguarding Lead

- To provide a point of contact for staff, parents and anyone else who may have concerns or information relating to a child at the nursery.
- To make the necessary referrals to FDFF (Front Door For Families) 01273 290400 FrontDoorforFamilies@brighton-hove.gov.uk
- To ensure that all staff members have up to date knowledge of the nursery's safeguarding policies and procedures and ensure that they receive appropriate training.

At Hillbury House we recognise the signs and indicators that a child may be being abused.

These include:

- **Physical Abuse:** This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.
- **Sexual Abuse:** This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

- **Emotional Abuse:** Varying degrees of emotional abuse is present in virtually all child protection incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.
- **Neglect:** Is the persistent failure to meet a child's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of a child.
- **Domestic Abuse:** Domestic Abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. Witnessing this abuse amounts to emotional abuse. (Categorised under Emotional Abuse for B&H Council).
- **Female Genital Mutilation:** Female Genital Mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons.
- **Child Sexual Exploitation:** Child sexual exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status.

Procedure for dealing with concerns and disclosures

Parental Partnerships

At Hillbury House we foster positive working relationships with parents and carers, and ordinarily they will be our first point of contact when we have concerns about a child. The child's key worker and/or Liz Woolley will discuss any issues with the family seeking to gain further information, which may result in no further action being taken. In all cases, confidential records will be kept, these will detail the nature of the concern and any action taken. The child's parents will normally be fully involved in the process. We have 'Accident Reports', which are accidents that have happened at nursery and an 'Existing Injury Report'- accidents that happened away from nursery. If a child has an accident at whilst at nursery we record this on the accident report with all the required information, this report is then fed back to the parents and signed electronically by staff and parent. Once this is done it is stored in our accidents folder on a secure IT system, this folder is checked and reviewed by the safeguarding lead every month to pick up on any patterns of accidents etc.

The parents are asked to fill out the existing injury report when an accident has happened away from the setting to establish the cause. This is stored in a separate, secure folder, again is reviewed every month. If we were to notice regularity etc in a child's injuries this would be noted on a chronology of concern form and if founded, we would then follow our procedures re speaking to parents or FDFF.

If a staff member suspects or witnesses a case of abuse they must follow the procedure below:

- The member of staff should report their suspicion immediately to the Designated Safeguarding Lead, Liz Woolley, or a deputy in her absence, Charis Minter or Rowan Gully.
- If the suspected perpetrator is the Designated Safeguarding Lead staff may report to Charis Minter or Rowan Gully. If this is not an option, they may refer to the LADO designated officer.
- Staff are encouraged to trust their professional judgment.
- Any concerns will be listened to and all information recorded thoroughly on a disclosure form. We will confidentially and securely store these records and will gather information needed.
- The safeguarding lead, Liz Woolley, is responsible for managing these records and making a referral to FDF if necessary.
- If Liz Woolley is unsure of whether to make a referral, she may call FDF for confidential advice.

Disclosures from a child

If a child discloses any information about abuse to you

- Discuss confidentially and offer support but you may have to pass the information on to keep them safe.
- Allow the child to speak without interruption and accept what is said.
- Alleviate feelings of guilt and isolation while passing no judgment.
- Reassure the child that they have done the right thing by telling you.
- Report to Liz Woolley.
- Never tell the child that everything will be alright.

Confidentiality and information sharing

All records and discussions are strictly confidential and will only be shared with other members of staff or outside professionals on a need to know basis. In most cases the parent will be informed before any sensitive information is shared, except if any such discussion could potentially place the child at greater risk of harm or interfere with police investigation.

Allegations against staff

It is important that staff avoid putting themselves in situations that may lead to allegations being made against them.

Definition: An allegation is where a claim is made that a member of nursery staff has abused a child within their care (see categories of abuse). The accusation may come from a child, a parent, colleague or wider member of the community. If the claim relates to the statutory guidance of the Early Years Foundation Stage, the matter should be taken up with Ofsted.

For the majority of the time, staff are deployed so that most group work is carried out with at least two members of staff present. However, there will be times when staff could find themselves in a vulnerable situation. It is important that all staff know their responsibilities and are aware of their job description.

However, if an allegation is made against a member of staff, the following procedures will be observed:

- The allegation should be referred to the designated safeguarding officer, Liz Woolley, who will take necessary steps to ensure the safety of the child and any other child who may be at risk.
- If the allegation relates to the DSL, Liz Woolley, please refer to the deputy DSL, Charis Minter or Rowan Gully and the Disclosure in the Public Interest Policy (Whistleblowing).
- The allegation will be reported immediately to the Local Authority Designated Officer- ladoenquiries@brighton-hove.gov.uk via the referral form.
Telephone: 01273 335905
- The allegation will also be reported to the Front Door for Families.
- The allegation will be reported to Ofsted within 14 days.
- If there is an immediate risk to the child, the police will be contacted.
- The staff within the nursery will not seek to investigate the matter for themselves.
- The nursery will follow advice from LADO as to whether the member of staff should be suspended pending the final outcome of any investigation.
- Parents will be informed as soon as possible and kept updated on the progress of any investigation as per the advice from LADO.
- Once the investigation has been concluded, the findings will be assessed by the disciplinary committee who will decide whether the member of staff can be re-instated. If the allegation is clearly about poor practice, Liz Woolley will deal with it as a misconduct issue.
- If the member of staff concerned leaves their employment at the nursery before the investigation is concluded, we will notify the Disclosure and Barring Service immediately.

Our Whistleblowing Policy is shared with all team members during induction, including volunteers and students. Our team are given space within supervisions through open questions and also regular daily/weekly check ins with the DSL.

Outcomes of an investigation

We aim to take a fair and measured approach towards the findings of an investigation e.g. the punishment should fit the crime. Below are possible outcomes of an investigation and some information regarding our likely response to each case.

- **Substantiated**- there is sufficient evidence to prove the allegation that the child is suffering or at risk of suffering significant harm. In this circumstance, the LADO

would refer the case to social care for consideration. The police would also be involved. We would no longer be able to employ the member of staff and would seek to dismiss them as per our disciplinary procedure. We would inform the DBS with immediate effect.

- **Malicious**- sufficient evidence to disprove the allegation and there is a deliberate act to deceive. We would refer the matter to the police if the allegation has been deliberately invented. The nursery may also need to refer the child to social services as a 'child in need'.
- **False**- sufficient evidence to disprove the allegation. In this instance the nursery may need to refer the child to social services as a 'child in need'.
- **Unsubstantiated**- insufficient evidence to either prove or disprove the allegation. This term, therefore, does not imply guilt or innocence. In this circumstance, we would follow our disciplinary procedure and decide whether the nursery can reasonably continue to employ the member of staff. We would also inform the DBS of the outcome.

The welfare of the child should remain of paramount importance throughout.

Anti-bullying policy

At Hillbury House Nursery, we take all signs of bullying very seriously.

Action if bullying is suspected

- Encourage children to speak and share their concerns/feelings
- Inform the DSL Liz Woolley
- Investigate the allegations and take action to ensure the victim is safe.
- Speak with the victim and bully/bullies separately
- Reassure the child that you can be trusted and will help them although you cannot promise to tell no one else.
- Keep records of what is said, what happened, by whom and when.

Action towards the bully/bullies

- Talk and explain the situation and try to get the bully/ bullies to understand the consequences of their behaviour.
- Seek an apology to the victim.
- Inform the bully/bullies parents.
- Impose sanctions as necessary.
- Encourage and support the bully/bullies to change their behaviour.
- Inform families of progress.
- Keep written record of action taken.

Bullying within the staff team

We would hope that our staff members feel confident to address anti-social behaviour at its root by asserting themselves in the moment. For example by saying, "I do not like your tone of voice, it makes me feel uncomfortable." However, a bully will often 'pick' on someone who is unlikely or unable to challenge their behaviour, and this can sometimes occur in the context of a friendship.

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face-to-face or through cyberspace, and comes in many different forms:

What is bullying?

Bullying is action taken by one or more individuals with the deliberate intention of hurting another person or people. It is usually repeated, often over a period of time and when it is difficult for those being bullied to defend themselves.

We believe that there are a number of types of bullying:

- **Emotional:** exclusion from a group or an activity, tormenting, ridiculing, humiliating;
- **Physical:** hitting, punching, kicking, pinching, any form of violence and the threat of violence, taking or damaging someone's belongings;
- **Verbal:** name-calling, insulting, spreading rumours, threats, teasing, sarcasm, making fun of someone;
- **Racist:** racist taunts, gestures, making fun of someone's culture, religion or race;
- **Sexual:** unwanted physical contact, sexual abuse, sexist comments;
- **Cyber:** setting up hate websites, offensive emails or text messages.
- **Homophobic:** making fun of someone's sexuality; gay, lesbian or bisexual taunts.

Bullying can occur between pupils, between pupils and staff, between staff and between parents and staff.

We take bullying within the staff team seriously, and would strongly encourage a member of staff to raise their concerns about bullying (whether it relates to themselves or to incidents they have witnessed between other members of staff) with Liz Woolley (Designated Safeguarding Lead). If Liz Woolley is implicated in the bullying, concerns should be raised Charis Minter or Rowan Gully, if they feel unable to disclose to anyone within the team. All disclosures will be kept confidential but if the DSL concludes that the matter needs to be investigated further, the complainant will be informed. In this circumstance, the DSL will seek to gain a full understanding from each person involved in the bullying and then (if appropriate), devise strategies devised to stop the bullying from happening.

These measures will then be incorporated into, and reviewed during, individual supervision meetings. If the bullying is severe or prolonged, the matter will be dealt

with using the disciplinary procedure and the bully may be suspended pending further investigation.

In addressing incidents of bullying, staff will approach children's behaviour with curiosity and sensitivity, seeking to understand what the child may be trying to communicate; for example, recognising that bullying behaviour may sometimes mirror experiences or interactions the child has been exposed to at home.

Please see our Anti-Racism Policy.

The Prevent duty

Hillbury House Nursery has regard to the Prevent duty 2023. This duty works alongside other safeguarding policy and practice as required by Working Together to Safeguard Children (DfE 2023). The designated lead for safeguarding has oversight of the Prevent duty at our setting.

The Prevent duty aims to stop people becoming terrorists or supporting terrorism and to keep children safe from associated dangers.

To make a referral, you can access the National Prevent Referral Form; [Prevent referral form](#)

Risk assessment

If staff have concerns for the welfare of a child they should contact the Front Door for Families, Tel: 01273 290400.

If staff would like to discuss concerns about a child or family they should contact Nahida Shaikh, Prevent Coordinator, Partnership Community Safety Team, Tel: 01273 290584; Mob: 07717303292 Nahida.Shaikh@brighton-hove.gov.uk

The Channel Coordinator based at the Safer Communities team in the council at: Channel.Prevent@brighton-hove.gov.uk or call on 01273 291115.

Educational settings can also contact the Prevent Education Officer at: Channel.Prevent@brighton-hove.gov.uk or call on 01273 293926.

Working in partnership

Our policy and practice meet the requirements and recommendations of the Brighton & Hove Safeguarding Children Partnership [Home - BHSCP](#)

Staff training

We ensure that all team members undertake full day Safeguarding training, where accessible, or Level 2 Child Protection training provided by NDNA. This will be undertaken during induction period and then again, every 2 years. The DSL will attend face to face training every 2 years to fulfil their role. We also ensure team stay secure in their role of

safeguarding children through peer-to-peer observations, supervision meetings, staff meetings providing scenarios and quizzes, daily conversations and CPD sessions.

We will support our staff to feel confident to recognise signs of people at risk of being recruited by terrorist or extremist groups through accessing advice via the LSCB and BHSCP. We attend training, some full day which is fed back to the team but also the online course which we have added into our induction in relation to Prevent: the channel awareness course [Welcome \(prevent.homeoffice.gov.uk\)](https://www.prevent.homeoffice.gov.uk)

- Changes in family behaviour
- Changes in the children's behaviour, e.g. aggression towards others
- Comments made by a child which may cause concern, e.g. commenting on what their mummy or daddy has said, talking about fighting for 'the cause' etc.
- Comments made by family members, e.g. about certain faiths, beliefs, cultures
- Any other signs that family members may be showing extremism

IT policies

Internet safety will be maintained at all times, alongside our IT policy. This includes having parental controls on iPads and sharing safety advice with parents and staff.

References:

- The Prevent duty: departmental advice for schools and childcare providers <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>
- Brighton and Hove Safeguarding Children Partnership (BHSCP) [Home - BHSCP](#)
- [Working Together to Safeguard Children](#) (DfE July 2023)
- Preventing Extremism and Countering terrorism: Prevent information for schools (Brighton and Hove City Council)
- [YGAM](#)- Our mission is clear: to prevent children and young people from experiencing gaming and gambling harms through awareness raising, education and research.

Use of cameras, mobile phones and other electronic devices with imaging and sharing capabilities

Staff, students and visitors are not permitted to have access to their personal mobile phones or any type of camera (including smart watches or other devices that have imaging and sharing capabilities) whilst they are working with the children. Mobile phones are stored in the office during nursery hours and can be accessed during break times. Staff are also asked not to wear smart watches, with camera or recording and sharing capability, whilst working with the children.

On outings, staff will not carry their own mobile phones and will have use of a work phone- which is linked to our secure Apple ID- photos removed once uploaded to Tapestry (checked every 2 months).

Staff are only permitted to take photos of the children using nursery cameras / tablets and these photos are stored securely. Photographs are only used to share with parents and to document activities in a child's learning journal or to display on a board within the nursery. Parents are asked to sign a consent form when registering their child to agree to their child being photographed for these purposes.

If we wish to use photographs for display within the nursery or for external purposes e.g. on marketing literature or our website, we would seek additional written consent from the parent before publishing any photographs. Once a child leaves the setting, all photographic records will be passed on to the parents or deleted.

ICT policy

Childcare practitioners must not use any ICT services for copying, storing, sending or retrieving unacceptable material. Unacceptable material includes any documents, messages, information, graphics or other electrical data that:-

- Breach UK legislation
- Contravene the settings Equality Policy
- Contain offensive or obscene language or material
- Plan, promote, incite or facilitate any legal or terrorist activities
- Contain defamatory or slanderous language or material
- Intimidate, bully, harass, denigrate, insult or ridicule another person
- Adversely comment on integrity, personality, honesty, character, intelligence, methods or motives of another person unless it is factual response to a formal reference request
- Provide or facilitate the use of computer hacking, tools or virus toolkits

Childcare practitioners must not use the internet, external mail, external telephone, fax or any form of electronic communication to transmit sensitive, subversive information including:-

- Opinions that do not reflect the policies of the setting
- Information that could damage the settings reputation and standing in the community
- It is suggested that staff keep their settings on high and refrain from having parents as friends

Child Absences and Attendance Monitoring

In line with the EYFS 2025 safeguarding requirements, Hillbury House Nursery actively monitors all children's attendance. We require parents/carers to inform us of any absence, including the reason, as soon as possible. Our Absence and Attendance Policies are shared with our families. Where a child is absent without prior notification, we will make prompt contact with parents/carers via telephone or email to establish the reason. Each situation will be assessed on an individual basis, taking into account the child's usual attendance pattern, frequency of sessions, and any known vulnerabilities. We will review patterns of

absence regularly to identify any emerging concerns. Where possible, we ask all families to provide at least two emergency contact numbers to ensure we can reach someone responsible for the child's care. Any prolonged or repeated unexplained absences, or concerns arising from attendance monitoring, will be referred to the relevant safeguarding agencies, including children's social care and/or the police for a welfare check where appropriate.

Safe Eating Practices

Hillbury House Nursery is committed to ensuring mealtimes are safe, inclusive, and in line with the Early Years Nutrition Guidance. All known allergies and dietary requirements are recorded, displayed for staff in food preparation and serving areas, and strictly followed to prevent allergen exposure. Food is prepared and served in ways that minimise choking risks, including cutting food into age-appropriate sizes and avoiding high-risk items where possible. During mealtimes, staff sit with children, facing them, to supervise and engage in positive eating routines. Children are encouraged to sit down while eating and drinking to promote safety and good habits. All staff are trained in paediatric first aid, equipping them to respond immediately in the event of an emergency. Regular training updates and reviews of practice ensure our approach remains consistent with the latest Early Years Nutrition Guidance and best practice for safe eating.

Key documents

- [Working Together to Safeguard Children, Department for Education, 2023](#)
- [Brighton & Hove Local Safeguarding Children Board](#)
- [Early Years Foundation Stage Framework September 2025](#)
- <https://sussexchildprotection.procedures.org.uk/>

KEY CONTACTS

Front Door for Families FrontDoorforFamilies@brighton-hove.gov.uk

Emergency Duty Social Worker 01273 335905

LADO (Local Area Designated Officer) Safeguarding Team- Kay Whitcroft.

Email: ladoenquiries@brighton-hove.gov.uk **01273 290400 07584217271**

Ofsted 0300 1231231

Nahida Shaikh, Prevent Coordinator, Partnership Community Safety Team, Tel: 01273 290584; Mob: 07717303292 Nahida.Shaikh@brighton-hove.gov.uk

Sussex Police Child Exploitation team: exploitation@sussex.police.uk

Please see our Epidemic and Pandemic Policy (Covid-19) and our Covid-19 Risk Assessment

Updated: August 2025