



Safeguarding & Child Protection Policy

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Who is the Designated Safeguarding Lead and what do they do? (DSL)

In a childcare setting, there is always a DSL, who takes responsibility for safeguarding the children in attendance.

Here at Puddle ducks the DSL is Sarah Hinton. Deputy DSL is Claire Duff.

The duties of the DSL

- Record notes about children's welfare
- Liaise with the Local Safeguarding Partners team, should we have any significant concerns
- Provide support and guidance to other staff members in the setting, ensuring that they understand the setting's safeguarding policies and procedures, and have up to date knowledge of safeguarding issues;
- Keep up to date with relevant safeguarding training
- Identify any potential signs of abuse or neglect in children and know how to respond if there are any concerns.

What are the main types of abuse?

- Child abuse can be classified as physical, sexual, emotional or neglect and children can experience a combination of these.



- Domestic violence is also classified as a type of abuse. In addition to the main types of abuse.
- We are required to have thorough, regular training that ensures we are aware of the signs and indicators to look out for which may indicate abuse has occurred.
- We are also required to know what to do if we have any concerns, who to report them to and the correct procedures to follow.

How might abuse be identified?

Children may have visible marks from physical abuse and in some cases could disclose information about what has happened to them.

The NSPCC website also lists other signs that can, in some cases, indicate abuse is happening:

- Unexplained changes in behaviour or personality
- Becoming withdrawn
- Seeming anxious
- Becoming uncharacteristically aggressive
- Lacks social skills and has few friends if any
- Poor bond or relationship with a parent
- Knowledge of adult issues inappropriate for their age
- Running away or going missing
- Always choosing to wear clothes which cover their body.

These signs on their own do not necessarily mean that a child is being abused, there could be other explanations and other factors affecting their behaviour.

Abuse might also be identified through the behaviour and/or comments from adults who have the children in their care, some of which can raise concerns for the child/children's safety and wellbeing. All concerns will be recorded on a Safeguarding Record of Concern Form.



What precautions are taken to protect children in the setting?

- Robust 'Staff Recruitment' policy and procedures are in place to ensure any staff and volunteers will be safe to work with children. [See our Staff Recruitment Policy](#)
- We are aware of health and safety protocols. [See our Health and Safety Policy](#) and what to do in an emergency. see our [Fire Evacuation](#) and [LockDown Policy](#)
- All members of staff hold a paediatric first-aid qualification that is kept up to date.
- Children are supervised at all times (within sight and/or earshot).
- Detailed information will be collected about each child's dietary requirements, allergies, intolerances and medical needs before they enter the setting, with allergy action plans being made where applicable. Any new staff will be made aware of any special requirements. Please see our [Allergen Policy](#)
- While eating, children are seated safely in age-appropriate chairs, within both sight and earshot at all times, usually with staff sitting facing them. There is always a trained first-aider present while children eat.
- Food provided is age-appropriate and prepared in ways that reduce the risks of choking. If a choking incident occurs that requires intervention, this will be recorded, shared with parents/carers and safety procedures will be reviewed.
- Weaning is done in close collaboration with parents/carers and we are aware that allergies and intolerances could develop at any time, particularly when introducing new foods.
- No child can leave the nursery without an adult and nobody can enter the nursery without staff permission. [See our Visitors Policy](#)
- Visitors are supervised at all times during their time in our nursery. [See our Visitors Policy](#)
- Children are provided with a safe and welcoming environment, allowing them to feel comfortable and build positive relationships with all staff.
- We keep accurate records and inform parents/carers of any important information about their child.
- We document every accident and incident that occurs while children are in our care, informing parents and requesting them to sign our records.
- We ask parents/carers to inform us of any accidents/incidents that children may have been involved in away from our setting and take note of any pre-existing injuries using a Pre-Existing Injury Form, which a parent/carer must sign.



- Should a child fail to arrive or be collected from our setting, we will follow our Uncollected Child Procedure.
- We have measures in place to prevent children from leaving the setting without an adult. In the event that this does occur, we will follow the steps contained in our Lost and Missing Child Procedure.

What happens if there are safeguarding concerns regarding a child?

If we have any cause for concern about a child, we will report it to The East Sussex Single Point of Advice (SPoA) on 01323 464222. If we have a concern that a child is in immediate danger, we will call 999 to report it to the police.

What happens if an allegation of abuse is made?

We have procedures in place that we can follow for each of the following situations:
Please see our Allegations and Abuse Procedure

- What happens if a child discloses that they or another child are being abused?
- What happens if an allegation is made against a parent/carer?
- What happens if an allegation is made against a member of staff?
- What would happen if a child has been subjected to FGM?
- What happens if an allegation is made against a volunteer in the nursery
- What happens if an allegation is made against a child?
- What happens if a child makes an allegation against someone from outside the setting?
- How can parents/carers report a safeguarding concern?
- How does the whistleblowing process work?

Details of exactly what would happen if an allegation was made can be found in our Managing Allegations of Abuse Procedure.

This includes steps to follow for parents/carers, staff and other adults, in each of the situations above.

All adults in the setting are aware of safeguarding and child protection procedures,



as well as having access to information about what to do if they have any concerns. For the information to be accessible without anyone having to ask for it, details how to contact SPoA is displayed prominently in the nursery.

How will we keep up to date with developments in safeguarding?

We are required to have a valid safeguarding training qualification, which we must renew at least every two years. Alongside this statutory training, We also endeavour to keep up to date with any new information about safeguarding and child protection through additional courses, as necessary. We use what we learn to update our practice accordingly. Our policies and procedures are also regularly reviewed to keep them up to date.

What statutory safeguarding guidance and key documents are in place for Nurseries?

- Early Years Foundation Stage Statutory framework for group settings (2025)
- Prevent Duty Guidance: England and Wales (2023)
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (September 2025)
- What to Do If You're Worried a Child Is Being Abused - A Guide for Practitioners (2015)
- Early Years Inspection Handbook (2024)
- Information Sharing Advice for Safeguarding Practitioners (2018)
- UN Convention on the Rights of the Child, Unicef Children
- Social Work Act (2017)

What is Prevent Duty and how do Nurseries help to prevent radicalisation?

The main aim of the Prevent Duty is to 'tackle the ideological causes of terrorism'. All nursery practitioners have a duty of care to be vigilant to help prevent children from being drawn into terrorism and extremist ideologies. For nursery staff to fulfil the Prevent Duty requirements, they must be able to identify children who may be vulnerable to radicalisation and know what to do if they are identified. Protecting children from the risk of radicalisation is part of a child care practitioner's wider safeguarding duties and is



similar to protecting children from other abuse, whether these come from within their family or are the product of outside influences. We understand that there is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with all safeguarding issues, we will be alert to changes in children's behaviour which could indicate that they may require help or protection.

Any child, from any background, can be the victim of radicalisation and as such, we will report any concerns about a child. We will not discriminate based on the colour of a child's skin, their social class, their cultural background or any other such factors. All concerns will be passed on to the Local Safeguarding Partners (SPoA)

What are 'Fundamental British Values' and how do they affect nursery settings?

The Prevent Duty guidance states that all childcare settings must promote 'Fundamental British Values', which can build children's resilience to radicalisation and help them gain the confidence to challenge extremist views in later life. They will have input into creating rules and codes of behaviour for our setting, ensuring that everyone is given equal opportunities and treated fairly.

An ethos of total acceptance of all views, faiths, cultures and races will be created (except discriminatory), where children will appreciate and respect their own and others' cultures.

This part of the curriculum includes:

- Teaching children to be respectful and to recognise those who help us, and contribute positively to society.
- Developing children's understanding of fundamental British values; developing children's understanding and appreciation of diversity.
- Celebrating what we have in common
- Routinely challenging stereotypical behaviours and promoting respect for different people.

(Early Years Inspection Handbook, DfE, 2024)

We provide suitable, age-appropriate opportunities, which encourage children to respect each other's views, beliefs and values, to understand that their opinions count and to talk about their feelings. We reflect on our differences and how we are all unique and



special. Activities involve turn-taking, sharing and collaboration. Children will be encouraged to understand their own and others' behaviour and its consequences.

How will privacy be maintained during nappy changes and toileting?

Children's privacy is protected as much as possible, while also maintaining high levels of hygiene and safety. Nappy changes are done discreetly, out of the direct view of others, wherever possible. Children are required to respect each other's privacy and to not watch each other during nappy changes or while using a potty/toilet. Children are encouraged to ensure they are fully dressed after toileting, before joining the others. Please see our [Nappy change Procedure](#)

Electronic Devices and Online Safety

How are electronic devices with imaging and sharing capabilities used in the setting?

We only create images and recordings of children with written agreement from parents/carers. Parents/carers must agree not to share any photos of other people's children on social media. We do not upload images and recordings of the children in our care onto any social media site or similar website unless there is express written permission from a parent/carer to do so. Parents/carers have the right to withdraw such permission at any time if they change their minds and any online content will be deleted should this happen. Further information can be found in our [Electronic Devices Policy](#).

Will other people be allowed to take photos of my child in the setting?

Visitors will not be allowed to take photographs of children at the nursery. Children may not bring cameras or any device to take photographs of themselves or other children into the nursery.



How are photos of my child kept secure?

We ensure entry to our electronic devices and computer(s) are password protected, where such images are stored. The electronic devices are for the use of the nursery only and are only taken out of our nursery setting for trips with the children. We delete images and recordings when they are no longer required. Please see our [Confidentiality and Data retention policy](#)

Staff and Other Adults

We always ensure we have enough staff for the number of children in our care. The ratios set out by the Early Years Framework are 1 adult for 8 children ages 3 & 4, 1 adult for 5 children aged 2, 1 adult for 3 children aged under 1. Each child in our care will have a 'Key Person'. A key person's role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents and/or carers. They should also help families and engage with more specialist support if appropriate.' (Early Years inspection handbook)

What procedures are in place for safer recruitment?

Please see our [Recruitment Policy](#) which explains how we recruit our staff ensuring all members are suitable to work with children. All staff will have an enhanced DBS check.

Can childcare practitioners work if they are under the influence of medication or other substances?

All staff must be fit for work when children are present. They will not be under the influence of alcohol or recreational drugs. If a medication they have taken affects their ability to work safely, then they cannot be left alone with children and will not be included in childcare ratios.



Children's Health

Are we allowed to give medication to children?

We will administer both prescription and non-prescription medication to children, provided that it is necessary and the parents/carers have filled in the relevant Administering Medication Record Form. Prescription medicines cannot be administered unless they have been prescribed for the child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

Please see our [Administering Medication to Children Policy](#) for more information.

How is medication stored in the setting?

All medication in the setting is stored out of the reach of children. If parents/carers are bringing medication into the setting, they must give it directly to a member of staff, and specify if it requires refrigeration. Medication must not be left in children's bags, where children have access to.

How is healthy eating promoted?

Teaching children about healthy eating is an important part of the EYFS Framework. Our setting encourages children to learn how to make healthy food choices. All food that we provide for children contributes towards a healthy and balanced diet. We work with parents/carers if their child has a restricted diet or if their child has any health issues regarding food allergies or food consumption.

Fresh drinking water will be available at all times.

Please see our [Healthy Eating Policy](#).

What happens if a child has an allergy or special dietary requirements?

Parents/carers must inform us if their child has any known allergy or develops one, no matter how serious or mild. They must also provide details of any special dietary requirements, e.g. vegetarian, vegan, halal etc. We have a duty of care to protect children from contact with known allergens and will share detailed information of allergens contained in any food provided, on request. Please see our [Allergen Policy](#)



How is food poisoning prevented?

We handle and prepare food daily. At least one member of staff in our setting will hold a Food Safety qualification. We have adequate hand washing and food preparation areas in the setting.

We will be inspected for food hygiene from time to time.

The guidance set out by the Food Standards Agency in Safer Food, Better Business is followed in our setting. Further details about how food is hygienically prepared can be found in our [Healthy Eating and Food Hygiene Policy](#)

Safety in our Setting

How are children kept safe while playing outside?

All equipment provided in our outdoor area at the setting will be age-appropriate and safe to use. Weather conditions are assessed before going outdoors and children are to be suitably dressed to ensure they are safe and happy (e.g. to prevent sunburn or discomfort).

We have a garden risk assessment in place for our garden area. Please see our [sun protection policy](#)

How are children kept safe on outings?

Any potential risks will be considered before going on any outings, including those specific to the destination, method of transport, weather and the children in attendance. We always consider how these risks can be removed or minimised and put Risk assessments in place.

What happens if a child has an accident?

For any accidents, a written Accident Form will be completed, with details of any injuries and treatments given, which parents/carers will be required to sign on the same day, or as soon as practicable after this. All staff hold an up-to-date paediatric first aid certificate.

What happens if a child or adult has a serious accident or injury?

Please see our [Serious Accident Procedure](#)

We have a legal duty to report all serious injuries, accidents and illnesses to OFSTED including:



- Anything that requires resuscitation;
- Admittance to hospital for more than 24 hours;
- A broken bone or fracture;
- Dislocation of any major joint, such as the shoulder, knee, hip or elbow;
- Any loss of consciousness;
- Severe breathing difficulties, including asphyxia;
- Anything leading to hypothermia or heat-induced illness;
- If a child suffers any loss of sight, whether it is temporary or permanent;
- The absorption of any harmful substance by inhalation, ingestion or through the skin;
- An electric shock or electrical burn from exposure to a harmful substance, a biological agent, a toxin or an infected material.

What happens if a child goes missing from the setting or while on an outing?

We have risk assessments and procedures in which we all follow to reduce a child going missing.

Please see our [Missing and Lost Child Procedure](#)

Fire Emergencies at the nursery

Please see our [Fire Safety Policy](#) and [our Evacuation Procedure](#)

Smoking and Vaping are not permitted in or around our setting

How safe are the toys that my child plays with?

All toys that children have access to are checked and cleaned regularly to ensure they are safe for children to use. Any broken or hazardous toys are removed immediately. Children will only be offered toys and resources that are suitable for their age/stage of development. The level of supervision required for each resource/ activity will be continually assessed and some children may be supervised more closely.

How does the nursery limit the spread of illnesses and infectious diseases?

Our [Illness and Infection Control Procedure](#) details when it is appropriate for children to attend the setting and when they should stay at home. This is to reduce the spread of infection and to avoid the setting having to close.



How are sleeping children kept safe?

Children are checked every 10 minutes when sleeping. All our bedding is in good condition and suitable for the age of the child.

We follow the safety guidelines set out by the government to ensure we are putting babies to sleep safely. Please see our [Sleep and rest Procedures](#)

What would happen if an unexpected person tried to collect my child?

Children will only be released from our setting to a parent/carer or someone named and authorised by them. A password will be used to confirm identity if the person collecting the child is not already known to us. Please be aware that we cannot legally withhold a child from an adult who has parental responsibility (i.e. is named on their birth certificate) if they can provide evidence and valid identification unless a court order is in place.

What would happen if a child did not arrive at the setting or wasn't collected when expected?

Our [Absent and Uncollected Child Procedure](#) outlines what would happen if a child did not arrive at the setting or was not collected when expected.

Part of the procedure is to request a police emergency welfare check, to visit the family if they do not respond to messages on time. This is because there have been several reported cases in the past where families have been involved in an accident and have been unable to contact their family's childcare setting.

Vulnerable Children

How are children with SEND protected from harm?

Arrangements are put into place to support children with SEN or disabilities, having regard for the Special Educational Needs Code of Practice.

Children with Special Educational Needs and Disabilities are statistically more likely to suffer harm and abuse than other children. This may be due to their increased vulnerability, their extra care needs and/or the additional challenges that their parents/carers may face.

Procedures are followed to monitor and record any concerns that arise for children with



SEND. It is acknowledged that parents/carers may have increased pressures in parenting a child with SEND, but this will not be allowed to cloud judgement as to what is acceptable concerning the treatment of a child.

We offer support and guidance where possible but may also need to refer parents/carers to appropriate external agencies, including the Local Safeguarding Partners if this is required for their or their child's wellbeing and safety.

How are non-mobile babies protected from harm?

We are aware that non-mobile babies are usually not able to injure themselves. Our policy is to record and report any suspicious bruises or marks on a baby, as these are more likely to be non-accidental injuries than similar marks on older children.

Managing Children's Behaviour

Any issues resulting from children's behaviour will be recorded on, and reported to parents/carers.

Children's behaviour will be managed appropriately, as described in our [Positive Behaviour Policy](#)

How is bullying and discrimination tackled in the setting?

We are aware of the various types of bullying and will not accept bullying of any kind in our setting. Children will be taught about mutual respect and how to be considerate of other people's feelings and views.

Children will be closely monitored if using the Internet on devices in the setting and will not be allowed to go online without supervision.

How much physical contact will there be between staff and my child?

Children will be given some degree of physical affection within the setting, which will be appropriate to the situation and the child's preferences. Physical contact may be necessary for the following reasons:

Comfort and Nurturing

This kind of physical contact is required daily to meet the physical and emotional needs of the child.



Personal Care and Hygiene

This involves attending to the personal care needs of babies and young children to perform tasks they cannot do yet independently. This may be changing nappies, dressing/ undressing, helping with cleaning them, wiping bottoms, medical help.

First aid

If a child has an injury, they may need first aid treatment such as being cleaned up, applying ice packs etc.

Physical Intervention:

At times, the need may arise for staff to intervene physically in a situation, to keep a child from harming themselves or others or causing serious property damage. We will always use the minimum force necessary. Any such incidents will be recorded on a Physical Intervention Record Form and parents/carers will need to sign to say they have seen our report.

Friendships Between Children

Physical contact between children, such as holding hands, kissing (on the hand, head or cheek) and hugging, is a natural way for children to express their affection for each other.

These kinds of physical contact are welcome in our setting but we encourage all children to ask for permission before touching others and to respect others' responses. We always make sure that before making physical contact with a child for any of the reasons stated above, we ask their permission or explain what we are doing. Unless necessary in an emergency,

We would never touch a child in a way that might cause them harm, distress or discomfort.

All of the aspects above can be discussed in more detail on request if you have personal preferences as to what level of contact you feel is appropriate for your child.



Information and Records

What data is kept and how long for?

By Law we have to obtain information about a Child and their family (Date of birth, home address, emergency contacts, allergies). We may however ask for other information which will help us to care for your child (e.g religion, family circumstances etc)

Please see our [Data Protection Policy](#) for more information.

How are my family's records kept confidential?

All information collected about a child and their family will be locked away or password protected so that it cannot be accessed by anybody other than staff.

How is attendance monitored?

We are legally required to record the date and time each child arrives and leaves the setting on an Attendance Register. If a child does not arrive at the setting when they are expected, their parents/carers will be contacted to enquire about the reason why. We will always aim to have additional emergency contact details for a child, who can be contacted should the parents/carers be unreachable. If there are concerns about a family's safety, a welfare check from the police will be requested. If a child regularly has time off without a valid explanation or is off ill for extended periods, this may be a cause for concern and has the potential to become a safeguarding issue.

What records will be kept in the setting and which will be shared with parents/carers?

The following record forms will be used within the setting to support children's ongoing safety and wellbeing. Records regarding children's health or wellbeing must be shared with parents/carers (unless it might put a child at risk to do so) and parents/carers will be asked to sign to acknowledge that they have seen these records.

- Accident Record Form with Body Map
- Administering Medication Record
- Attendance Registers
- Incident Record Form
- Personal Information and Permissions Form
- Safeguarding Record of Concern Form
- Visitors' Log



Will any information need to be reported to Ofsted or a registering agency?

Any significant events will be reported, such as:

serious accidents or incidents (list given in the previous section);

- If two or more children are affected by food poisoning;
- Involvement with safeguarding partners and statutory agencies, where they are being investigated;
- A device containing children's information being lost or stolen;
- An incident where a child or children may have been at risk of harm, for example:
 - Involvement in a car accident when transporting children;
 - A child was able to leave a setting or was missing for any period;
 - A child was not adequately supervised (such as being left unattended in a car)
 - An unauthorised person gained access to the childcare premises;
- If someone has been the victim of a crime that occurred on the childcare premises,
 - such as assault, harassment or vandalism
- Any one-off or ongoing incidents on or around the premises that may affect children, such as violence, criminal or sexual exploitation and gangs, county lines activity, grooming and child trafficking;
- The disqualification of a person who works on the premises
- Changes to health of the nominated person on the registration (Sarah Hinton)

Useful Telephone Numbers

Single Point of Advice (SPOA): 01323 464222

Emergency Duty Service (EDS) Out of hours: 01273 335905

Local Authority Designated Officer (LADO): 0345 60 80 191

Local Prevent Number: 0800 011 3764

Ofsted/ Registering Agency: 0300 123 1231

Ofsted Whistleblowing Hotline: 0303 123 1113

Police Emergency Number: 999

Police Non-Emergency Number: 101

Local Police Station (Battle) : 01273 470101

NSPCC Child Protection Helpline: 0808 800 5000

For advice and support on various
safeguarding matters.