



PLAY PALS
Childcare Limited

Child Protection & Safeguarding Policy

January 2026

Child Protection & Safeguarding Policy

Statement of Intent and Aim of Policy

At PlayPals Childcare Ltd, we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting, we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the provisions other policies and procedures.

Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006 and 2016
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
- Working together to safeguard children 2015
- What to do if you're worried a child is being abused 2015
- United Nation Convention on the Rights of the Child
- Wigan Council's Framework for Action
- Counter-Terrorism and Security Act 2015
- FGM Guidance April 2016
- Data Protection Act 1998
- SEND Code of Practice 2014
- Safeguarding and promoting the welfare of children, in relation to this policy is defined as protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children').

- To have due regard to the need to prevent people from being drawn into terrorism
(The Prevent Duty 2023)

Roles and Responsibilities

All senior members of staff are Safeguarding Leads in the settings. They are Designated Safeguarding Lead trained and one of whom will always be on site. This will ensure there is always a Safeguarding Lead Officer available on site.

The Designated Safeguarding Lead will be the first point of contact for all staff and volunteers if they are concerned about a child or adult. They are also responsible for ensuring that the setting's safeguarding policy is up to date and complete audit tools to ensure the policy is robust and thorough.

The Area Manager ensures the setting complies with safer recruitment procedures for new members of staff and their induction. They also support staff to assist in information regarding concerns and support decision making about whether staff concerns are sufficient to notify the Referral and Assessment Team.

It is not the responsibility of the Designated Safeguarding Lead to decide whether a child has been abused or not, that is the responsibility of investigative statutory agencies. However, keeping children safe is everybody's responsibility and all staff should know who to go to and how to report any concerns they may have about a child being harmed or at risk of being harmed.

Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to ensure cover at all times, all senior members of staff are DSL trained. This enables safeguarding to stay high on our priorities at all times. Nichola Crank- Area Manager is the Lead Designated Officer for PlayPals Childcare.

Further roles and responsibilities of the Designated Safeguarding Leads are as follows:

- We provide adequate and appropriate staffing resources to meet the needs of all children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children.
- This information is also stated within every member of staff's contract.

Local Authority Resolution Protocol- Appendix 2

What is this process?

- This process outlines the steps to be taken when there are concerns raised by practitioners from more than one agency in relation the safety and welfare of a child or young person, and / or action being taken to safeguard a child or young person. Concerns raised may be due to a disagreement between agencies or a shared concern. Within this process the term “family” is used to describe parent / carers and family members such as siblings as well as extended family members.

Why do we need this process?

- When working with practitioners from other agencies there will at times be differences of opinion with regards to how to respond to an identified concern about a child, young person, or family. There may be occasions where practitioners agree there is a concern, but this requires a strategic leadership approach to support safe working outside of standard practice guidelines in the best interest of the child. This process has been designed to guide practitioners in the steps that they should take when concerns arise.

Who is this aimed at?

- This process is aimed at practitioners working with families either regularly or occasionally. These practitioners will come from a wide range of agencies both statutory and non-statutory. The levels within this protocol should be interpreted by all agencies, in a way which allows the application of relevant roles and job titles in individual agencies within the operational structure of this protocol.

Link- [Resolution Protocol](#)

- We use the DBS update service to check the staff's criminal history and continued suitability to work with children.
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so.
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us.
- All students will have enhanced DBS checks conducted on them before their placement starts.
- Volunteers, including students, do not work unsupervised.
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children.
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use.
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner.
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support.
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

Policy intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image.

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- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct.
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development.
- Provide a safe and secure environment for all children.

Promote tolerance and acceptance of different beliefs, cultures and communities.

- Help children to understand how they can influence and participate in decision making and how to promote British values through play, discussion and role modelling.
- Always listen to children.
- Provide an environment where all staff are confident to identify where children and families may need intervention and seek the help they need.
- Share information with other agencies as appropriate.

The provision is aware that abuse does occur in our society, and we are vigilant in identifying signs of abuse and reporting concerns. Our staff have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse. Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

PlayPals Childcare aims to:

- Keep the child at the centre of all we do.
- Ensure staff are trained to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour.

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- Ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedure.
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by Safeguarding Children Board
Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Ensure that children are never placed at risk while in the charge of nursery staff
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by Safeguarding Children Board.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group.

Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

‘What to do if you’re worried a child is being abused’

- The signs and indicators listed below may not necessarily indicate that a child has been abused but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure, supported by the Designated Safeguarding Lead. This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any other witnesses
- Name of the person to whom any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the manager and Lead Safeguarding Practitioner, dated and kept in a separate confidential file, all safeguarding concerns will be logged on family.

If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly, and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority Children's first partnership hub, and/or an Early Help Assessment needs to be initiated. For advice on how to proceed with an Early Help, please ring the Children First Partnership Hub on **01942 828520**. See supporting document- Wigan Early Help and Prevention Strategy, Appendix 1, link- [Wigans Early Help and Prevention Partnership Strategy](#).

- Staff involved may be asked to supply details of any information/concerns they have regarding a child. The setting expects all members of staff to co-operate with the local authority, police, and Ofsted in any way necessary to ensure the safety of the children. The Area Manager must also be made aware.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

Main Categories of Abuse and Indicators.

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Physical abuse

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite

knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager.

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Sexual abuse

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing the procedure below will be followed:

Emotional abuse

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Neglect

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Procedure:

If the concern is urgent i.e. a child is at risk of immediate risk of death or has significant injuries, then immediate medical treatment and police involvement should be sought. In most cases, there will be sufficient time to follow the process below.

- The concern should be discussed with the Manager/DSL. All relevant information available should include basic details about the child, what your concerns are and they you have them at the time and a summary of your involvement with the

child/family. A summary of the discussion and the outcome of it should be recorded. This should include rationale for the decision about whether to refer.

- Parents/Carers should be informed about the referral if possible and appropriate. You should discuss this with the DSL and consider whether in telling parents/carer/child you are placing the child or any other children at further risk which can't be managed. If in any doubt make a referral and seek the advice of the Referral Social Worker. You should document the discussion and decision making in your records.
- Refer to the Referral Social Worker. You should contact the social worker by telephone and clearly state you are making a referral online to avoid confusion. If you are telephoning for advice then this needs to be stipulated at the beginning of the conversation. Make sure you record who you are talking to, make sure you provide a clear account of your concerns and why you are contacting the social worker now. At the end of the call you should know what is going to happen next, the timescales for action and what your role in this will be.
- If the duty Social Worker does not agree that social work involvement is needed you should listen to their reasoning for this and their advice about alternative action- including recommendations to use early help processes. If at the end of this you still do not agree then you should refer to the Safeguarding Children Board resolving professional differences processes. You should ensure that the child and their family continues to be supported and kept safe while awaiting resolution.
- After you make a telephone referral to a social worker you should follow this up, securely, in writing using the Early Help form to confirm your concerns and to share any additional information you know about the child and their family. This must be done within **two working days**.
- If you have had no acknowledgement that the written information has been received, you should re-contact the social worker and request an update.
- If an Early Help Assessment is already in place and you are the Lead Professional then this needs to be updated and used to follow up your referral in writing to the Social Worker.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the nursery regardless of whether or not they have a DBS clearance.

All staff will attend Safeguarding training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), Wigan Safeguarding Children's partnership, the Local Safeguarding Children Board (LSCB) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local authority, police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the LSCB.

Support to families

The setting takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the provision.

The setting continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the WCSP with the provision that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

Employees, students or volunteers of the nursery or any other person living or working on the nursery premises

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the premises regardless of whether the allegation relates to the premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the Management on duty. If this person is the subject of the allegation, then this should be reported to the other Manager i.e. (whichever one isn't the subject of the allegation). If this relates specifically to both of them then the matter must be referred to the Area Manager instead.

The LADO, Local Authority Designated Officer, Ofsted and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly and we will use "The First Five Minutes":

- The LADO will be informed immediately for advice and guidance • Make sure children are safeguarded.
- Do not question the victim or alleged perpetrator or witnesses.
- A full investigation will be carried out by the appropriate professionals (LADO), Ofsted, LSCB) to determine how this will be handled
- The setting will follow all instructions from the LADO, Ofsted, LSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The setting reserves the right to suspend any member of staff during an investigation. A person should not be suspended automatically. The case manager must consider carefully whether the circumstances warrant suspension from contact with children or until the allegation is resolved and may wish to seek advice from LADO.
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority Referral & Assessment Team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The setting will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated. All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- PlayPals retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the setting and the parents.

Extremism – the Prevent Duty

From the 1st July 2015 all registered providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015. We must have due regard to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent Duty. We comply with the requirements of the Prevent Duty Guidance and its aim to protect children from radicalisation, extremism and being drawn into terrorism. This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

We will follow our safeguarding procedures as above in respect of this duty. We are aware of the Channel programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The Channel provides a mechanism for providers to make referrals if they are concerned that an individual might be vulnerable to radicalisation.

British Values

We are committed to teaching the children in our care about British Values which are embedded in everything we do.

Ofsted guidance states that the requirement to teach children British values aims to “promote tolerance of respect for people of all faiths (or those of no faith), cultures and lifestyles; and support and help, through their words, actions and influence within the setting and more widely in the community, to prepare children and young people positively for life in modern Britain.

The government defines British values in the Prevent Strategy as:

- Democracy
- The rule of law
- Individual liberty and personal responsibility
- Mutual respect
- Tolerance of those of different cultures, faiths and beliefs

Procedure

To ensure we comply with these government requirements we have reflected on our teaching and planning and considered how we promote British values in our provision: -

Democracy

- Children are treated with respect and dignity
- Their views are requested and always considered.
- They are given choices about where they want to go and what they are doing;
- When we buy new resources or make changes to the provision children are consulted.
- We believe in free speech for all.
- When a child says “no” we stop and think more carefully about what we are asking them to do.

The rule of law

- Children are taught about right and wrong and contribute to our behaviour goals.
- Children are encouraged to reflect on their behaviour during group activities using props and books appropriate for their ages and stage of learning;
- Themes such as “people who help us” support children to learn about the police and emergency services and their role in our society.

Individual liberty and personal responsibility

- Children understand the need for rules to keep them safe.
- They support the younger children.
- They recognise the need to respect resources and equipment.
- Children's successes are celebrated.
- Children are given shared responsibility for ensuring the provision is safe for everyone;
- Independence is promoted from the earliest age.

Mutual respect

- We use role play and group sessions to teach children how to show empathy for and understanding of others.
- Personal, Social and Emotional development is embedded in our day to day planning and activities;
- Children learn how they can share and take turns with others in a respectful way.
- Adults and older children are positive role models;
- Positive images and stories of disability promote equality of opportunity for all;
- Children are always spoken to respectfully.
- Close working partnerships with parents and other settings children attend help to raise outcomes for all children.

Tolerance of those of different cultures, faiths and beliefs

- Children are taught about modern Britain through group activities which help them to learn in age-appropriate ways about their local area, art, history, special days and the country we live in;
- They learn about Christianity as the major religion of the country in which they live;
- We plan activities to help children mark special days from other religions, countries and cultures through our group planning to teach them to respect the views and beliefs of others.
- The children learn about their place in the wider world through books, multicultural and diverse resources, displays and themed activities;
- We have strong links with our local community and children are taken out on outings to learn about the area of Britain in which they live.

Mobile phones (including Smartwatches)

- As part of our commitment to Child Protection and safeguarding the children in our nursery, we need to ensure there is no possibility of unauthorised photographs being taken of the children. Therefore, these steps should always be followed: No photographs should be taken of the children on any personal phones.
- Parents should refrain from texting or using their phone for lengthy calls in the nursery, particularly as this can be a distraction for staff and the children. Staff may use their discretion in asking parents to stop using their phone in the presence of the children.
- Where there is a nursery mobile phone, it is clearly labelled. All pictures are authorised by the Manager, and it is stored in the office unless in use.
- The Setting Mobile Phone is the only phone to be used to take pictures in the nursery. Once these pictures have been printed, they need to be deleted from the nursery phone.
- Smartwatches are to be placed on Aeroplane mode when entering the setting

Parents and visitors use of mobile phones, smartwatches and social networking

- Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, however in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

- We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook and X(Twitter). We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.
- Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parents policy, complaints procedures and grievance policy)'.

Staff

Staff must adhere to the following: • Mobile phones should be stored safely out of the rooms/setting.

- Mobile phones must be turned off during working hours.

Mobile phones can only be used on a designated break and then this must be away from the children.

- Staff may give out the setting phone number to be used in case of an emergency.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in being dismissed.
- Smartwatches are not permitted to be used unless on airplane mode within the setting by staff members.

Peer on Peer abuse

We recognise that children and young people are capable of abusing their peers. Peer on peer abuse relates to situations such as sexual exploitation, gang violence, financial abuse, coercive control and exploitative relationships. We want all children to feel safe at our setting and, as part of our commitment to keep your children safe, we regularly observe children's interactions and aim to be approachable so children will speak to us if they are concerned about any aspects of their relationships with others. Parents know they can contact us at any time to discuss concerns children might raise at home. Management are Level 1,2 and Designated Lead Safeguarding trained. We have a duty to update our training every 2 years and update our knowledge of safeguarding through workshops and updates provided by Ofsted, Local Authority and DFE.

Serious Accidents, Injuries and Deaths

If a child has an accident within the setting, we record such on an accident form via family. This details how the child came to obtain the injury, how and where it

happened, the first aid given, how the child settled and whereabouts on a body map the injury occurred. The form is both signed by the parent and the person dealing with the accident.

If a child attends the setting with an injury already in existence, then this is documented on family via “noticed on arrival” and is completed by the parents upon dropping their child off at setting. It is signed and dated and confirms the same information as in our accident form for the setting.

All accident forms are reviewed on a regular basis to check whether there is any pattern of accidents and if so to put measures in place to reduce such risk.

If a child had a serious accident/injury/death within the setting, we would follow the “First Five Minutes” as follows:

Child receives serious injury

- Ensure child is safeguarded (refer to Children’s First Partnership if child abuse is suspected)
- Clarify whether injury is notifiable.
- Notifiable Injuries/Accidents
- Fractures
- Serious Burns or scalding
- Amputation
- Permanent loss of sight
- Crush injury to head or torso causing injury to brain or organs
- Loss of consciousness from head injury
- Death
- If it is not then the nursery procedures must be followed for recording accidents/incidents.
- If the injury/illness is notifiable then complete a Local Authority Notification Form.
- Submit to the Local Authority Designated Officer (LADO) within 2 working days.
- Must notify Ofsted within 14 days

E-Safety

Our nursery is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within PlayPals we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly

- Using approved devices to record/photograph in the setting
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk)
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- Ensuring children are supervised using internet devices
- Using tracking software to monitor suitability of internet usage (for older children)
- Integrating e-safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online • Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'
- When using Skype and FaceTime (where applicable) discussing with the children what they would do if someone they did not know tried to contact them
- We encourage staff and families to complete a free online e-safety briefing which can be found at <http://moodle.ndna.org.uk>
- We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated
- Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.

Our Setting has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Manager and Area Manager at the earliest opportunity.

Family Hub Offer

- Family Hubs are a new way of bringing together all the support a family may need, from pregnancy through to young people turning 19 (or 25 if they have a Special Educational Need or Disability (SEND)).
- Family hubs will operate as a network of services within your neighbourhood to provide accessible and connected services and support to all families.

- These services will work together to provide high quality support for the whole family, so that children, young people, and families will get the right help at the right time.

Link- [Family Hubs](#)

Contact telephone numbers

Children's First Partnership Hub (formally Duty Team) - **01942 828300**

Ofsted - **0300 123 1231**

Local Authority Designated Officer (**Heather Martin**)- **01942 486 042**

Email- Lado@wigan.gov.uk

Local Safeguarding Children Board (LSCB) - 03001236720

Non-emergency police - **101**

Government helpline for extremism concerns - **020 7340 7264**

Nichola Crank- Area Manager- **07852529510**

Supporting Documents:

Appendix One- Early Help and Prevention Strategy

Appendix Two- Wigan Resolution Protocol Guidance

This policy was updated and approved by the Directors in January 2027.

Signed: *Tonianne Hewitt* Director

Signed: *Marc Doyle* Director

Signed: *Christopher Ellison* Director