



## **Sheffield Hallam University Nurseries**

# **Safeguarding Children/Child Protection Policy Part 1: Procedure**

***Registered Person – Claire Carroll Head of Service 01142256173 or 07787274333***

***Designated Safeguarding Lead (DSL) – Esther Jones 01142252513 (Collegiate)  
Natalie Charlesworth 01142254215 (Collegiate)***

***Designated Safeguarding Deputy (DSD) - Rachael Hinchcliffe 01142254245 (Collegiate)***

***Designated Safeguarding Lead (DSL) – Leanna Clark 07765743321 (Meadows)***

***Designated Safeguarding Deputy (DSD) - Sadie Broadhead 07765743321 (Meadows)***

At **Sheffield Hallam University Nurseries** 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 children is everybody's responsibility.*** All staff, students, any supply staff and visitors are made aware of and asked to adhere to, the policy.

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures including:

- Online safety
- Looked After Children
- Monitoring staff behaviour/staff conduct
- Mobile phone and electronic device use
- Safe recruitment of staff (Core Portal)
- Promoting positive behaviour

### **Legal framework and definition of safeguarding**

- Children Act 1989 and 2004

- Childcare Act 2006 (amended 2018)
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2023
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2024
- Data Protection Act 2018
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.
- Inspecting Safeguarding in Early years, Education and Skills settings 2022
- Prevent Duty 2015
- Domestic Abuse Act 2022

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 2018 updated 2023).

## Policy intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image, which is safe and secure for all children
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Ensure all staff can identify the signs and indicators of abuse, including the softer signs of abuse, and know what action to take
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- 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 practitioners 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 nursery staff are aware that abuse does occur, and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children.

Our prime responsibility is the welfare and well-being of each child in our care. 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 relevant agencies such as Children's Social Care,

family support, health professionals including health visitors, 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.

The nursery aims to:

- Keep the child at the centre of all we do, providing sensitive interactions that develops and builds children's well-being, confidence and resilience. We will support children to develop an awareness of how to keep themselves safe, healthy and develop positive relationships
- Ensure staff are trained to understand the safeguarding and child protection policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer 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 (peer on peer) through bullying or discriminatory behaviour.
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND), isolated families and vulnerable families, including Adverse Childhood Experiences (ACE's).
- Ensure that all staff feel confident and supported to act in the best interest of the child; maintaining professional curiosity around welfare of children and share information and seek the help that the child may need at the earliest opportunity.
- 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 Sheffield Children Safeguarding Partnership.
- Ensure that information is shared only with those people who need to know to protect the child and act in their best interest.
- Keep the setting safe online, we refer to 'Safeguarding children and protecting professionals in early years settings: online safety considerations and use appropriate filters, checks and safeguards, monitoring access and maintaining safeguards around the use of technology by staff, parents and visitors in the setting.
- Ensure that staff identify, minimise and manage risks while caring for children.
- Identify changes in staff behaviour and act on these as per the Staff code of conduct.
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children on the nursery premises, including reporting such allegations to Ofsted and other relevant authorities including the local authority designated officer (LADO).
- Ensure parents are fully aware of our safeguarding and child protection policies and procedures when they register with the nursery and are updated in line with legislation and guidance.
- 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 Sheffield Children Safeguarding Partnership.

## Signs of abuse and specific procedures

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, 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 more rarely, a stranger. This could be an adult(s) or another child or children.

*What to do if you're worried a child is being abused, advice for practitioners (2015) and Working Together to Safeguard Children (2018) updated (2023)*

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.

### **Indicators of child abuse**

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

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:  
Emotional states:

- Fearful
- Withdrawn
- Low self-esteem.

Behaviour:

- Aggressive
- Oppositional habitual body rocking.

Interpersonal behaviours:

- Indiscriminate contact or affection seeking
- Over-friendliness to strangers including healthcare professionals
- Excessive clinginess, persistently resorting to gaining attention
- Demonstrating excessively 'good' behaviour to prevent parental or carer disapproval
- Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed
- Coercive controlling behaviour towards parents or carers
- Lack of ability to understand and recognise emotions
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

**Safeguarding Policy Part 2: Types of Abuse should be read in conjunction with Part 1**

## Reporting Procedures (documentation example at end of policy)

DSL/DSD will use local procedures in conjunction with this policy to report concerns or incidents.

Sheffield Children Safeguarding Partnership Child Protection and Safeguarding Procedures Manual can be accessed via <https://sheffieldscb.proceduresonline.com/index.htm>

**All staff have a responsibility to report** safeguarding/child protection concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible.

Staff will report their concerns to the **Designated Safeguarding Lead (DSL)**

- **Collegiate site - Esther Jones 01142252513 or Natalie Charlesworth 01142254215** or in their absence  
**Designated Safeguarding Deputy (DSD) Rachael Hinchcliffe 01142254245**
- **Meadows - Leanna Clark 07765743321** or in her absence  
**Designated Safeguarding Deputy (DSD) Sadie Broadhead 07765743321**

### Internal procedure

- Any signs of marks/injuries to a child or information a child have given will be recorded and stored securely in the safeguarding file
- For children who arrive at nursery with an existing injury, a health & welfare form will be completed along with the parent's/carers explanation as to how the injury happened. Staff will have professional curiosity around any explanations given, any concerns around existing injury's will be reported
- If appropriate, any concerns/or incidents will be discussed with the parent/carer and discussions will be recorded. Parents will have access to these records on request in line with GDPR and data protection guidelines.

If there are queries/concerns regarding the injury/information given, the designated safeguarding lead will:

- Contact the Local Authority Safeguarding Hub 01142734855 to report concerns and seek advice immediately, or as soon as it is practical to do so
- Contact the police if it is believed a child is in immediate danger.
- If the safeguarding concern relates to an allegation against an adult working or volunteering with the children, the DSL will report concerns to LADO

The DSL/DSD will:

- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not to do so by LA children's social care team)
- Follow up with the Local Authority children's social care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2018 updated 2023). We will never assume that action has been taken.

Keeping children safe is our highest priority and should **staff not feel able to report concerns** to the DSL or deputy DSD they can report their concerns anonymously should call:

- Local Authority children's social care team via the Safeguarding Hub 01142734855
- Police 999 in an emergency or 101 non-emergencies
- NSPCC 0800 800 5000

### **Responding to a spontaneous disclosure from a child**

If a child starts to talk openly to a member of staff about abuse they may be experiencing, then staff will:

- Give full attention to the child or young person
- Keep body language open and encouraging
- Be compassionate, understanding and reassure them their feelings are important using phrases such as 'you've shown such courage today'
- Take time, show respect, pause and not interrupt the child – let them go at their own pace
- Recognise and respond to their body language
- Show understanding and reflect back
- Make it clear you are interested in what the child is telling you
- Reflect back what they have said to check your understanding – and use their language to show it's their experience
- Reassure the child that they have done the right thing in telling you. Make sure they know that abuse is never their fault
- Never talk to the alleged perpetrator about the child's disclosure.

Any disclosure will be reported to the DSL and will be referred to Sheffield Safeguarding Hub immediately, following our reporting procedures.

### **Recording Suspicions of Abuse and Disclosures**

Staff should make an objective record of any observation or disclosure, supported by the designated safeguarding lead (DSL). 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, location
- Exact words spoken by the child (word for word) and non-verbal communication
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including 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 and the DSL/DSD, dated and kept in a separate confidential file.

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 nor words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately. The role of the nursery is to report. It is the role of statutory services to complete this.





Staff involved in a safeguarding case may be asked to supply details of any information/concerns they have about a child. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

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

### **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 children's social care team/police does not allow this to happen. 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 local authority. All staff, students and volunteers are bound by confidentiality and any information will not be discussed out of work, or this will become a disciplinary matter.

The Nursery has due regard to the data protection principles as in the Data Protection Act 2018 and General Data Protection Regulations (GDPR)<sup>1</sup>. These do not prohibit the collection and sharing of personal information, even without consent if this would put the child at further risk. We will follow the principles around data collection and information sharing, and ensure any information is recorded and shared in an appropriate way.

### **Support to families**

The nursery will continue 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.

### **Record Keeping**

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 and in line with guidance of the local authority.

### **Allegations against adults working or volunteering with children**

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

An allegation against a member of staff/student/volunteer/supply staff or any other person may relate to a person who has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child

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<sup>1</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)



- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The allegation should be reported to the DSL/DSD or

- If the DSL/DSD is the subject of the allegation then this should be reported to Claire Carroll, Head of Childcare Service on 01142256173 or 07787274333 or
- If the head of Service is the subject of the allegation then this should be reported to Esther Kent, Director of Student Futures and Support on 0114 2255595

The appropriate person will contact the LADO and report the allegation  
Andrew Adedoyin or Liz Coats 01142734855 (option 1) [sheffieldsafeguardinghub@sheffield.gov.uk](mailto:sheffieldsafeguardinghub@sheffield.gov.uk)  
(office hours 8:45-5:15)

Ofsted will also be contacted within 10 days of the allegation.

If an individual feels they will not be taken seriously or are worried about the allegation coming back to the person in question, then it is the individuals duty to inform the local authority children's social care team.

The nursery will follow all instructions from the LADO, Ofsted and SHU 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 the LADO advice.

The nursery reserves the right to suspend any member of staff during an investigation, working in partnership with SHU HR and the Problem Resolution Framework. All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities.

Founded allegations will be passed on to the relevant organisations and where an offence is believed to have been committed, the police will also be informed. Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and may result in the termination of employment. Ofsted will be notified immediately of this decision along with notifying the Disclosure and Barring Service (DBS) to ensure their records are updated.

All safeguarding records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation.

Unfounded allegations will result in all rights being reinstated. A return-to-work plan will be put in place for any member of staff returning to work after an unfounded allegation. Individual support will be offered to meet the needs of the individual staff member and the nature of the incident; this may include more frequent supervisions, coaching and mentoring and external support.





### **Monitoring children's attendance**

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day, so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery within one hour of their normal start time we will follow our absence management procedure.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safe and well.

### **Looked after children**

As part of our safeguarding practice, we will ensure our staff are aware of how to keep looked after children safe. To do this, we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

Please refer to the Looked After Children policy for further details.

### **Staffing and volunteering**

Our policy is to provide a secure and safe environment for all children. We follow safer recruitment practices including obtaining references and all staff employed to work with children will have enhanced criminal record checks from the Disclosure and Barring Service (DBS) before being able to carry out intimate care routines or have unsupervised contact with children. All new staff serve a probationary period of 6 weeks before they can be left unsupervised or undertake intimate care routines

We will obtain enhanced criminal records checks (DBS) for volunteers in the setting. Volunteers and visitors will never have unsupervised access to children.

All staff will attend child protection 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 provided with information about where to find contact details for Sheffield Safeguarding Hub and Ofsted.

Ongoing suitability of staff is monitored through:

- regular supervisions (KIT, keeping in touch)
- annual appraisals



- peer observations
- safeguarding competencies
- regular review of DBS using the online update service.

### **Designated Safeguarding Lead and Designated Safeguarding Deputy**

There is always at least one designated person on duty or contactable via telephone during opening hours.

The designated persons will receive comprehensive training in line with Sheffield Children Safeguarding Partnership arrangements and update their knowledge on an ongoing basis, providing regular briefings for staff and volunteers.

### **The role of the Designated Safeguarding Lead:**

- Ensure that the settings safeguarding policy and procedures are reviewed and developed in line with current guidance; and develop staff understanding of the settings safeguarding policies
- Take the lead on responding to information from the staff team relating to child protection concerns
- Provide advice, support and guidance on an on-going basis to staff, students and volunteers.
- To identify children who may need early help or who are at risk of abuse
- To help staff to ensure the right support is provided to families
- To liaise with the local authority and other agencies regarding child protection concerns
- Ensure the setting is meeting the requirements of the EYFS statutory requirements
- To ensure policies are in line with the local safeguarding procedures
- Disseminate updates on legislation to ensure all staff are kept up to date with safeguarding practices
- To manage and monitor accidents, incidents and existing injuries; ensuring accurate and appropriate records are kept
- Attend meetings with the child's key person
- Attend case conferences and external safeguarding meetings, as requested, by external agencies.

### **The Nursery safeguards children and staff by;**

- Providing adequate and appropriate staffing resources to meet the needs of all children.
- Informing applicants for posts within the nursery 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.
- Giving staff members, volunteers and students regular opportunities during supervisions and having 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 which may affect their suitability to work with children.
- HR Request DBS checks on a 3 yearly basis/or we use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children at regular intervals.

- Abiding by the requirements of the EYFS, SHU 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.
- Ensuring we receive at least two written references BEFORE a new member of staff commences employment with us.
- Ensuring all students will have enhanced DBS checks completed before their placement starts.
- Volunteers, including students, do not carry out any intimate care routines and are never left to work unsupervised with children.
- Abiding by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 (amended 2018) in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern will be reported to the Disclosure and Barring Services (DBS).
- Having procedures for recording the details of visitors to the nursery and take security steps to ensure that no unauthorised person has unsupervised access to the children.
- Ensuring all visitors/contractors are supervised whilst on the premises, especially when in the areas the children use.
- Staying vigilant to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones or strangers lingering.
- Having a Staff code of conduct Policy that sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management, so we can support the individual staff member and ensure the safety and care of the children is not compromised.
- Ensuring that staff are aware not to contact parents/carers and children through social media on their own personal social media accounts and they will report any such incidents to the management team to deal with.
- Ensuring that all staff have access to, and comply with, the whistleblowing policy, which provides information on how they can share any concerns that may arise about their colleagues in an appropriate manner. We encourage a culture of openness and transparency, and all concerns are taken seriously.
- Ensuring all staff are aware of the signs to look for of inappropriate staff behaviour, this may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately.
- Ensuring all staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training, safeguarding concerns and any needs for further support or training.
- Having peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly identified. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff can share any concerns they may have. Concerns are raised with the designated lead and dealt with in an appropriate and timely manner.
- Ensuring 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.



We also operate a Mobile phones and Other Electronic Devices and Social Media policy, which states how we will keep children safe from these devices whilst at nursery. This also links to our Online Safety policy.

### Early Help Services

When a child and/or family would benefit from support but do not meet the threshold for Local Authority Social Care Team, a discussion will take place with the family around early help services.

Early help provides support as soon as a concern/area of need emerges, helping to improve outcomes and prevent escalation onto local authority services. Sometimes concerns about a child may not be of a safeguarding nature and relate more to their individual family circumstances. The nursery will work in partnership with parents/carers to identify any early help services that would benefit your child or your individual circumstances, with your consent, this may include family support, foodbank support, counselling or parenting services.

### Effective Challenge and Escalation

Our nurseries understand that when working in the arena of safeguarding and child protection, it is inevitable that from time to time there will be a professional disagreement between agencies. We will take any necessary action to resolve disagreements in a timely manner that promotes the best outcomes for the children involved.

Where disagreements cannot be resolved between the practitioners involved we will use the process of challenge and escalation as set out in the Sheffield Safeguarding Partnership Effective Challenge and Escalation procedure.

### USEFUL TELEPHONE NUMBERS

ROLE	NAME	CONTACT
Nursery DSL	Esther Jones Natalie Charlesworth Leanna Clark	01142252513 (Collegiate) 01142254215 (Collegiate) 07765743321 (Meadows)
Nursery DSL	Rachael Hinchcliffe	01142254245 (Collegiate)
Nursery DSL	Sadie Broadhead	07765743321 (Meadows)
Registered Person	Claire Carroll	01142256173
SHU Safeguarding Lead	Libby Wilson, Interim Lead	<a href="https://sheffieldhallam.sharepoint.com/sites/3007/SitePages/Reporting-a-Safeguarding-Concern.aspx">https://sheffieldhallam.sharepoint.com/sites/3007/SitePages/Reporting-a-Safeguarding-Concern.aspx</a>

	<b>Safeguarding Officer Operational</b>	<b>0114 2253775</b>
<b>Advice, guidance, reporting</b>	<b>Sheffield Safeguarding Hub</b>	<b>0114 2734855</b>
<b>LADO</b>	<b>Andrew Adedoyin Liz Coates</b>	<b>0114 2734855 (option 1) sheffieldsafeguardinghub@sheffield.gov.uk</b>
<b>LADO referral form</b>	<b>Andrew Adedoyin Liz Coates</b>	<b>Safeguardingsheffieldchildren.org</b>
<b>OFSTED</b>	<b>OFSTED</b>	<b>03001231231</b>
<b>Police</b>	<b>South Yorkshire Police</b>	<b>Emergency 999 Non-emergency 101</b>
<b>Advice on radicalisation Advice on extremism</b>	<b>Prevent single point of contact SPoC</b>	<b>0114 234850</b>
<b>Safeguarding adults</b>	<b>Adult social care</b>	<b>01142736870</b>
<b>Referral where staff have been dismissed or unsuitable to work</b>	<b>DBS</b>	<b>03000200190</b>
<b>NSPCC</b>	<b>NSPCC</b>	<b>08088005000</b>
<b>Child exploitation and online protection command</b>	<b>CEOP</b>	<b><a href="http://www.ceop.police.uk/safety-centre">http://www.ceop.police.uk/safety-centre</a></b>
<b>Targeted Early Years Support – Family hubs (east)</b>	<b>Darnall family Centre</b>	<b>0114 2735008</b>
<b>Targeted Early Years Support – Family hubs (North)</b>	<b>First Start Family Centre – Firth Park</b>	<b>0114 2039307</b>

Targeted Early Years Support – Family hubs (west)	Primrose Family Centre	0114 2052723
Modern Slavery Helpline	Modern Slavery Helpline	0800 121700
Crimestoppers	Crimestoppers	0800 555111
Domestic Abuse helpline	Domestic Abuse helpline	0808 2000247

This policy was adopted on	Signed on behalf of the nursery	Date for review
30/11/23	C.E.Carroll	January 2026

## Example Nursery Recording Documents

Best practice is to discuss any observations, unusual behaviours/change in behaviour etc with parents and keep an honest and open relationship where possible. **The exception to this would be where we have reason to believe that discussing a concern with parents may put the child at further risk.**

Each case can be very different, therefore will not always fit into one of the categories below so we will look at each case as they come up.

RECORD any incident and REPORT to the safeguarding lead/deputy/one of the management team. We will then advise on any necessary action. We have specific documents to complete but if you do not have these to hand, make sure you document on a piece of paper with name, date, nature of incident/concern, who you reported to, further advice/action and sign

**If you are unsure, ALWAYS speak to the safeguarding lead/deputy/one of the management team for advice.**

All Health & Welfare forms and additional information must be countersigned by the safeguarding lead/deputy/one of the management team. They must be stored in a **lockable cupboard. If you do not have a lockable cupboard, they need to be stored altogether in one file in the office.**

What	Where to record	Notes
-Accidents/Incidents the child arrives at Nursery with Bruises/marks we notice at	<b>Health &amp; Welfare</b> - discuss with parent. If parents can offer any further information,	Health and Welfare records at this stage are likely to be one-off incidents. However,



<p>Nursery which parents have not mentioned (therefore we are unsure whether this has happened at home or nursery).</p> <ul style="list-style-type: none"> <li>-Any changes in children's behaviour/unusual behaviour/behaviour incidents (if this results in injury, an accident form will also be completed)</li> <li>-If we send children home due to illness/accident</li> <li>-If a parent informs us a child is off sick</li> </ul>	<p>add this then ask parent to sign</p>	<p>we may see a pattern which could escalate to the next level of concern.</p>
<ul style="list-style-type: none"> <li>-Confidential/sensitive information which you intend to discuss with parents</li> <li>-Information, which is lengthy, therefore is too long to go on the H&amp;W form - in this case you can attach the additional information to the H&amp;W form UNLESS of a sensitive nature, then it needs to be filed in the office.</li> <li>-Disclosures</li> </ul>	<p><b>Health &amp; Welfare-</b> make a note on H&amp;W to say 'see office file for further information'</p> <p><b>Additional information/detail report-</b> record extra information on this document. Either attach to H&amp;W form or file in the office. Discuss with parent and they sign both documents; H&amp;W and additional information document.</p>	<p>The information is confidential/of a sensitive nature; therefore, we do not want the detail on the H&amp;W form in the groups. Also, there may not be room on the H&amp;W form to record everything</p> <p>Depending on the situation, we may take advice from the Safeguarding Hub. Possibly discuss with parents regarding additional support through MAST or Social Care.</p>
<ul style="list-style-type: none"> <li>-Confidential/Sensitive information which you are unable to discuss with parents as this could put the child at risk.</li> <li>-Parents behaviour</li> <li>-Disclosures</li> </ul>	<p><b>Cause for Concern-</b> record info on this document. Filed in the office.</p>	<p>This would be the type of information where the safeguarding lead/deputy would either be taking further advice from the Safeguarding Hub or making a direct referral to Social Care.</p> <p>Depending on the level of concern, you may still discuss with parents. <b>The exception to this is if by doing so this would put the child at further risk.</b></p>



### **Additional Information/Detail Report - to file in the office**

Please ensure you have made a note on the H&W form to refer to this additional information and inform parents

**Name of child..... DOB.**  
.....

**Date of incident/observation.....Time.....**

**Additional Information: (Please give full details)**

**Please continue on additional sheet if necessary**

Reported to safeguarding lead/deputy

Discussion with parents

**Please continue on additional sheet if necessary**

**Date and time notified Safeguarding Lead/Safeguarding Deputy.....**



Name and signature of Safeguarding Lead/Safeguarding Deputy.....

Name and signature of person making report

.....

.....

.....

Job role..... Date of report.....

Parent Name and signature.....

.....

## **SHEFFIELD HALLAM UNIVERSITY NURSERY**

### **Safeguarding Report: Cause for Concern**

Name of child..... DOB.

.....

Date of incident/observation/disclosure.....Time.....

**Nature of concern/disclosure:** (Please give full details of the nature of the concern, ensuring that you record dates, times, frequencies, as appropriate and any relevant conversations with the child.)

**Please continue on additional sheet if necessary**

**Reported to Safeguarding Lead/Deputy**

Name and Signature of  
DSL/DSD.....Date.....  
....

**Contacted Safeguarding Hub - note advice given**

**Contacted Social Care/MAST - give detail of advice given**

**Discussion with parents:**

**Recommended Action:**

**Name and signature of person making report**

.....

**Job role..... Date of report.....**

**Parent Name and Signature.....Date.....**