

Annex A – THE NURSERY AT FARLEIGH – SAFEGUARDING AND CHILD PROTECTION

This policy is an annex to Farleigh School's Child Protection and Safeguarding Policy which covers Farleigh School and Farleigh Nursery and can be found on the Farleigh School website. It will be reviewed at least annually alongside the main school policy, with the next review due in September 2027.

KEY INTERNAL CONTACTS

Role	Name	Telephone	Email
Designated Safeguarding Lead (DSL)	Mrs E Butler (Head of LS)	01264 712840	ebutler@farleighschool.com
Deputy Designated Safeguarding Lead (DDSL) with Responsibility for EYFS	Mrs S Wilton (Head of Pre-Prep)	01264 712824	swilton@farleighschool.com
Deputy Designated Safeguarding Lead (DDSL)	Mrs V Rayner (Nursery Manager)	01264 712826	vrayner@farleighschool.com
Deputy Designated Safeguarding Lead (DDSL)	Mrs S Abbott (Deputy Nursery Manager)	01264 712826	sabbot@farleighschool.com
DSL Team email address:			safeguarding@farleighschool.com
Key External Contacts:			See main school policy

1.0 Definitions

References to “School” will also incorporate Farleigh’s Nursery. References to “pupils” will also incorporate babies and young children.

2.0 Aims

Our prime responsibility is the welfare, safety, and protection of all children in our care. Farleigh’s Nursery and its employees have a statutory duty to safeguard children and parents/carers. Employees must act and respond to possible signs of abuse or neglect at the earliest opportunity. Staff are trained in accordance with Local Safeguarding Children Board guidance and procedures, and their practice is underpinned by the statutory guidance, Working Together to Safeguard Children.

2.1 Scope and Application

The Farleigh School policy is the overarching safeguarding policy that will always be followed. However, as a Nursery caring for children as young as six months, it is necessary to have additional procedures specific to the age group being cared for.

3.0 Specific Safeguarding Duties in Relation to Young Children

All staff and visitors should be made aware of the Child Protection and Safeguarding Policy and understand their responsibility to report concerns regarding a child or staff member to the DSL without delay.

It is imperative that all staff recognise the signs of abuse in our youngest children. Children at this age may be unable to speak or possess the vocabulary necessary to verbalise their experiences or trauma, so heightened vigilance is required.

4.0 Safeguarding Concerns

4.1 Bruising on Infants Who Are Not Independently Mobile

Accidental bruising on infants who are not yet independently mobile is rare. Any evidence of bruising in such children must therefore be treated as a serious concern and warrants immediate, thorough investigation. The

younger the child, the higher the likelihood that bruising may be non-accidental, and staff must act with heightened vigilance.

It is essential that any mark, discolouration, or sign of injury that could potentially indicate trauma is reported to the Designated Safeguarding Lead (DSL) without delay. All observations must be recorded accurately and promptly on CPOMS, ensuring that the record reflects the nature, location, and appearance of the mark, as well as any contextual information relevant to the incident. Prompt reporting and careful documentation are critical to safeguarding the child and initiating any necessary further action.

4.2 Responding to Indicators of Concern

Staff have a professional and safeguarding responsibility to respond appropriately to a wide range of potential indicators of abuse, neglect, or harm. These include, but are not limited to, significant changes in a child's behaviour or emotional state, deterioration in their general well-being, unexplained bruising, marks, or injuries, and any evidence that a child may be failing to thrive or is being prevented from thriving.

Staff must also remain alert to signs of neglect or abuse occurring outside the Nursery setting, including within the child's home environment, as well as any deterioration in the well-being of parents or carers that may impact the child. Verbal or written comments by adults that are unkind, inappropriate, or give cause for concern, including remarks directed at or about a child, must be recognised and reported. Similarly, children's statements or disclosures that raise safeguarding concerns must be taken seriously and acted upon promptly.

Furthermore, staff are expected to remain vigilant regarding the behaviour of colleagues or any other individuals working with children. Any inappropriate, unprofessional, or concerning conduct observed in these individuals must be documented and reported in line with the Setting's safeguarding procedures.

All such concerns must be raised immediately with the DSL, who will assess the situation and determine the appropriate course of action, ensuring the safety and welfare of the child remains paramount. Detailed records of concerns, observations, and actions taken must be maintained to provide an accurate and comprehensive account for safeguarding purposes.

4.3 Prevent Duty

Farleigh's Nursery recognises its statutory duty under the Prevent Strategy (2011) to safeguard children, young people, and families from the risks of radicalisation and violent extremism. While freedom of speech and the expression of personal beliefs and ideologies are fundamental rights, these freedoms carry responsibilities. Speech or expression intended to manipulate vulnerable individuals, or which incites harm or violence towards others, is not tolerated and directly contravenes the moral and legal principles underpinning freedom of expression.

Children in the early years, including, may be particularly vulnerable to subtle forms of influence or manipulation due to their dependence on trusted adults and their limited capacity to interpret complex situations. Extremist groups, both locally and nationally, have sought to exploit such vulnerabilities, and the normalisation of extreme views may place children at long-term risk. Farleigh's Registered Setting therefore treats the prevention of radicalisation as a safeguarding priority, recognising that protecting children from exposure to extremist ideologies forms an integral part of our duty of care.

All staff, including management, teaching, and support personnel, are required to complete Prevent Duty training within the first year of their employment and subsequently on an annual basis. Training is reinforced through regular staff meetings and professional development sessions to ensure that staff are aware of indicators of radicalisation, understand appropriate interventions, and know how to escalate concerns.

5.0 Whistleblowing

Farleigh's Nursery maintains a strong commitment to transparency, accountability, and the protection of children and staff. All employees are expected to follow the Setting's Whistleblowing Policy when raising concerns about malpractice, inappropriate behaviour, or failures in safeguarding.

Where a staff member feels unable to raise concerns directly with their line manager or employer, or believes that their concerns are not being addressed, alternative channels are available. Staff may contact the NSPCC Whistleblowing Advice Line on 0800 028 0285 (Monday to Friday, 08:00–20:00; weekends 09:00–18:00), via email at help@nspcc.org.uk, or by post at NSPCC, Weston House, 42 Curtain Road, London EC2A 3NH.

Additionally, staff may seek guidance from Ofsted regarding complaints about the Setting. The official complaints procedure is outlined at: <https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>. Whistleblowing actions are treated with the utmost confidentiality, and no staff member will be subject to detriment for raising genuine concerns in line with statutory guidance.

6.0 Safe Use of Personal and Company Mobile Phones and Digital Devices

Farleigh's Nursery is committed to upholding children's rights to privacy and preventing the inappropriate capture or distribution of images of children. The term "mobile phones and digital devices" encompasses personal mobile phones, tablets, portable storage devices, smartwatches with built-in cameras, and any other portable electronic equipment capable of capturing, storing, or sharing images electronically.

The use of personal mobile phones or digital devices is strictly prohibited in all areas used by children, including play spaces, nappy changing areas, and toilets. Mobile phones provided by the Setting may only be used for essential communication during emergencies, trips, or outings, and must never be linked to a personal account.

The Nursery Manager is responsible for ensuring that all staff, parents, carers, and visitors comply with this policy. Mobile phones must be stored securely in the Manager's Office, and staff are not permitted to use personal devices within the Nursery environment. Where emergency calls are necessary, they should be taken in designated areas such as the foyer, Manager's Office, or outside the building. This policy aligns with EYFS guidance on the use of mobile devices in early years settings and is reinforced through staff induction, regular training, and ongoing monitoring.

7.0 Reporting Obligations

Staff at Farleigh's Nursery have a professional responsibility to act with diligence and vigilance when monitoring children's welfare. In addition to the obligations outlined in the main Safeguarding Policy, staff are required to encourage parents to disclose any existing injuries or incidents at drop-off. Such information must be accurately recorded on CPOMS to maintain a clear, ongoing record of the child's well-being.

Where injuries are observed within the Nursery session that have not been disclosed by parents, staff must record these incidents on CPOMS and discuss the Nursery with the parent at the earliest opportunity, taking the child's best interests into account. Staff are expected to exercise professional curiosity, gathering comprehensive information to enable the Designated Safeguarding Lead (DSL) to make informed decisions regarding the child's safety and welfare. All such observations, information, and subsequent actions must be communicated to the DSL without delay.

Any concerns regarding a child's welfare, including but not limited to injuries, behavioural changes, or disclosures, must be reported immediately to the nominated DSL or their deputy. Concerns must be treated confidentially and shared only with the DSL, who will determine the appropriate course of action in consultation with other DSLs as required. All concerns and subsequent actions will be recorded on CPOMS, with written records maintained to ensure a cohesive, ongoing safeguarding record for the child. This ensures that all information is tracked, monitored, and can be acted upon effectively to protect the welfare of children within the Setting.