



# Safeguarding Policy & Procedure

## **Introduction**

The Early Years Foundation Stage (EYFS) (DfE 2025: 3.1) states, “Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the people caring for them”.

### **The Safeguarding and Welfare Requirements:**

Providers must take all necessary steps to keep children safe and well (DfE 2025 3.3).

## **Safeguarding Coordinator (DSL)**

**All concerns must be raised with the Designated Safeguarding Lead (Clare Williams) who will follow the procedures set out by the Children’s MARS board. In the absence of the DSL, the deputy safeguarding officer is Jannine. The DSL or deputy will be available for staff to discuss safeguarding concerns.**

“In every setting, a practitioner must be designated to take lead responsibility for safeguarding children. The designated safeguarding lead (DSL) is responsible for liaison with local statutory children’s services agencies, and with the Local Safeguarding Partners (LSPs) All practitioners must be alert to any issues of concern in the child’s life at home or elsewhere” (DfE 2025: 3.4).

\*LSP – Local Safeguarding Partner in North Lincolnshire is the Multi Agency Resilience and Safeguarding Board

The Director Clare has attended Child Protection Foundation Level 3 training, along with Jannine.

The Director responsible for Safeguarding within the pre-school keep up to date with changes to legislation, new information and one of these ways is through [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) which provides current information about keeping safe online.

## **Safer Recruitment**

Bottesford Bunnies adheres to children’s MARS standards for safer recruitment policy and procedures. The children’s MARS Board adheres to safer recruitment procedures, therefore ensuring that applicants are suitable to work with children.

- All Educators, students and volunteers at the setting will be required to have a Disclosure Barring Service (DBS) check before starting work in the setting. References will be sought for all educators who work directly with children or who are likely to have unsupervised access to children. Where possible 2 references will be sought, one from the previous employer, references will be followed up with phone calls.
- Bottesford Bunnies will keep records to demonstrate to Ofsted that the checks have been done, including the DBS reference number, date of issue and details of who carried out the check.
- All Educators are provided with a copy of the Safeguarding Children Policy and Procedures during their induction, have implications explained to them and the Director Clare will ensure they understand the procedures to be followed.
- All Educators are aware of the main indicators of child abuse.
- All Educators are aware of statutory requirements in respect to discovery or disclosure of child abuse.
- Every effort will be made to avoid or minimise time when educators are left alone with a child.
- All educators will have access to Working Together to Safeguard Children.
- All educators are also given a copy of 'What to do if you are worried a child is being abused' as part of their induction and this document is discussed with them.
- The Director (Clare Williams) has completed safer recruitment training through the NSPCC, along with Jannine.
- Students or volunteers should not be left alone with children at any time.
- Unless a child has a particular need during toileting, the child's privacy should be respected, and children carry out personal tasks for themselves if they are able to do so.
- Educators are mindful of physical contact with children. Unnecessary physical contact will be avoided.
- Any visitor to Bottesford Bunnies will be required to show identification and asked to sign in/out.
- No unauthorised person will have unsupervised access to the children.
- Bottesford Bunnies are responsible for passing on to the relevant agency, any suspicions, disclosures or allegations of child abuse and will not investigate the incident, following the MARS laid down procedure and the Government's statutory guidance 'Working Together to Safeguard Children' and the 'Prevent Duty Guidance for England and Wales 2023' and 'Keeping Children Safe in Education'.
- Any suspicions, disclosures or inappropriate behaviour from a child should be reported immediately to the Designated safeguarding Lead (DSL) Clare (Director) and recorded as soon as possible in writing.
- Educators should not discuss child protection issues with anyone inside or outside the setting, due to the issues of confidentiality.

## **Training**

- The DSL and all Educators will undertake safeguarding training annually. The training will include effective safeguarding procedure regarding internet and online safety. This will be updated on a regular basis for example via in house training, emails, e-bulletins, online training and newsletters. Safeguarding knowledge and competencies will be continually monitored through weekly questions, supervision, team meetings and ongoing discussions.
- Additionally, all students and volunteers will be given appropriate training on safeguarding at induction.

## **Use of mobile phones/camera and other electronic devices with imaging and sharing capabilities used in the setting.**

Although mobile phones are now widely used in everyday life, for safety and security reasons, the use of a mobile in early years setting could be used for inappropriate reasons. Due to cameras being built into the mobiles and as safety for our children is of paramount importance, use of personal mobiles is **strictly forbidden** in the **main room** where the children are present.

Mobile phones will not be used for taking photographs of the children- photographs will be taken using the educators' tablets.

## **Educators/Students/Volunteers/Visitors must keep their personal mobiles in the Office at all times and are used for emergency only.**

Some situations may arise in personal life that are exceptional circumstances or emergencies, for example a sick child or relative. In these situations, calls may be received and made through personal mobiles. However, educators should ensure that family members have been given the Pre-Schools phone number. Calls must be taken and made in the office away from the children. These would only be allowed in urgent situations or emergencies and must not be used for “social conversations, calls or texts” during work times.

Bunnies has 8 tablets, one for each educator for the use of I Connect (online observations) These are in the main room for the educator used in the office for administration work and educators have tablets for online learning journeys for the children. Data Protection information such as copies of emergency contact details and complaints may be stored on these computers, however they are password protected and only the Director (Clare) is aware of the passwords. Each educator has a different level of access on the system according to their position at Bottesford Bunnies. Each tablet has the ability to take photos and videos and the Director will check these before they are uploaded to the child's online learning journey to ensure that they are appropriate.

The photos on each tablet are deleted at the end of every term.

In line with the GDPR and Data Protection Act (2018) images will only be used for agreed purposes and no images will be stored for any longer than necessary.

Photographs where children can be identified will not be published outside of the Pre-School without parental consent. Disciplinary procedures will be taken against any educator who fails to comply with the above.

Bottesford Bunnies is registered with the Information Commissioners Office (ICO), this is a requirement, as we handle sensitive information. Please see <http://www.ico.org.uk>

Photographs, where children cannot be identified may be used for promotional or educators' continual professional development work prior parental/carers permission will be sought. No educators or parents' personal cameras/video cameras or mobile cameras are permitted on site other than during leavers concerts, Christmas concerts and other special events, when invited.

On each of these occasions, parents/carers' will be reminded that photographs of their child must only be taken for their use for safeguarding purposes. Verbal permission will be sought again at these times.

We recommend that Parents/Carers do not put photographs of their child/children wearing their pre-school uniform in which the logo could be identified, onto social networking sites, for safeguarding purposes.

All other electronic devices used to take images or store photos (e.g., tablet or computer) will be password protected.

Smart watches are allowed to be worn by an educator/ student or volunteer during work times. However, the notifications on these must be turned off/disabled. Failure to comply with this instruction may lead to disciplinary action or termination of a student/volunteer placement. Smart watches with cameras are **NOT** allowed.

## **Online Safety**

Bottesford Bunnies will ensure that appropriate filters and monitoring systems are in place on all digital appliances to protect learners from harmful online material. We will also talk to the children about being safe online appropriate to their age and development,

## **E-Safety**

The Director (Clare's) laptop is used in the office for administration work and educators have tablets for online learning journeys for the children. Data Protection information such as copies of emergency contact details and complaints may be stored on these devices, however they are password protected and only the Director (Clare) is aware of the passwords.

Pre-School educators are encouraged to use the following guidelines in social networking practises: Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public, refrain from sending it over a social network site.

Maintain professionalism, honesty and respect.

Apply a "good judgement" test for every activity related to the Pre-School. Could you be guilty of "leaking information", discussing confidential information? Is it negative commentary regarding the Pre-School or its educators?

Activity showing good judgement would include statements of fact about the pre-School and its services, facts about already public information.

If any educator becomes aware of social networking activity that would be deemed distasteful or fail the good judgement test, please contact Clare Williams (Director)

## **Sensitive Matters**

Any on-line communication regarding proprietary information such as strategic decisions, or reduction or changes of working hours deemed inappropriate for uncoordinated public exchange is forbidden.

## **Social Networking**

Social media, professional networking sites, rapid-fire communications, blog sites and personal websites are all useful technologies.

Every educator has an opportunity to express and communicate on-line in many ways and Bottesford Bunnies does not wish to discourage an on-line presence. Above all else, everyone needs to use good judgement on what material makes its way on-line. **However, it is our policy that anyone employed by the pre-school will not discuss or talk about work or the pre-school on their personal blogs or use inappropriate language or that educators will have current parents on their accounts.**

Relevant technologies – Personal blogs, Facebook, X, My Space, Instagram, Snapchat and Personal Web sites.

Bottesford Bunnies has a website [www.bottesfordbunnies.co.uk](http://www.bottesfordbunnies.co.uk) and an open Facebook page.

Any material presented online in reference to the Pre School by any educator is the responsibility of the poster. At no times should any posts be made in reference to children, parents or other professionals that educators may come into contact with, through work. At no time must any photographs or materials be published that identify the setting or children without gaining parental consent and pictures of educators may only be used with the express permission of the educator concerned.

## **Attendance**

Keeping accurate attendance records is important for all children, but especially for those most vulnerable. Having clear accessible attendance records builds good routines for Pre School and can help identify and support children at risk. This in turn helps the setting and any multiagency partners to understand, assess and support the needs of the whole family.

Early years education is not mandatory, however for the purpose of safeguarding it is essential that attendance is closely monitored, and any absences will be followed up in a timely manner in line with the attendance policy. This will include identifying any patterns or trends and consideration will be given to child's/parent's and/or carer's vulnerability and their home life. Any concerns raised will be followed up with Single Point of Contact (SPOC) or Children's family services. Where possible 3 emergency contact details will be kept in the setting. (see attendance policy)

## **Lockdown**

Bottesford Bunnies is vigilant to the risk of unexpected and unwanted persons within the setting and has an emergency evacuation and lockdown policy and procedure to keep children safe.

## **Early Help and supporting families.**

Bottesford Bunnies recognises the importance of building positive, trusting and co-operative relationships with families. Providing support and help early is key to protecting and improving outcomes for children. Bottesford Bunnies is aware of the North Lincolnshire Council One Family Approach and works in partnership with other agencies offering preventative, targeted support to empower and support families in times of need.

## **Safeguarding Children procedure.**

### **Dealing with concerns regarding children in our care**

If there are any concerns about children's safety or welfare, they must immediately be notified to the local authority children's social care team, in line with reporting procedures, and in emergencies, the police. Bottesford Bunnies Director and educators must also take into account the governments statutory guidance 'Working Together to Safeguard Children' and 'Prevent duty guidance for England and Wales' Bottesford Bunnies is required to have regard to the government's statutory guidance. (EYFS statutory framework for Group and school-based providers 2025 section 3.9) North Lincolnshire Council Children's Services Single Point of Contact (SPOC) must be notified of any concerns in relation to a child as identified by the Children's Multi-Agency Resilience and Safeguarding (MARS) Board of allegations of abuse. Advice can be sought from Children's Services Single Point of Contact prior to making a referral.

## **The Voice of the Child**

Listening to and capturing the voice of the child is essential for effective safeguarding practice. All adults should understand the different ways children may communicate, whether this be verbal or non-verbal.

Everyone who works with the children is responsible for their safety and wellbeing, including protecting them from harm. If anyone is worried that a child is being harmed, or if a child discloses abuse, or if a third-party expresses concerns to an educator, they must adhere to the following procedures.

1. Ask to speak to The Designated Safeguarding Lead (DSL) in private, if possible, be mindful of staffing ratios.
2. The Designated Safeguarding Lead (DSL) and the educator discuss the concern and decide what action needs to be taken. A decision will need to be made in relation to whether it is appropriate to make a referral to the Children's Services Single Point of Contact (SPOC) During this discussion full written details including dates and times, parties involved, any supporting information from educators or explanations from parents/carers, will be recorded.
3. If no referral is being made, then a written record is to be completed and stored on the child's file. This written record should then be shared with parents/carers on collection.
4. If a referral is to be made, then the Designated Safeguarding Lead (DSL) must ring North Lincolnshire Council Children's Services Single Point of Contact (SPOC) on 01724 296500 or if it is out of office hours 01724 296555. Parental consent should be sought unless by doing so this would put the child at further risk. The Designated Safeguarding Lead (DSL) will be responsible for providing as much information as possible to Children's Services (SPOC) to aid their investigation. The referral must then be followed up in writing within 48 hours of making the referral.
5. Direction as far as what to do next will be taken from Children's Services (SPOC)
6. All records will be kept secure and confidential and must be signed and dated.

Wherever possible parents need to be made aware that a referral is being made to Children's Services, however in some instances this may not be appropriate. Consent should be gained from parents to contact Children's services (SPOC) unless that by doing so it may place the child at risk of further harm. Where consent is not given, providers can still contact Children's Services (SPOC) if they have concerns that a child is suffering or at risk of suffering significant harm.

## **IN THE EVENT OF DISCLOSURE**

Listen to the child carefully.

Make no observable judgement.

Do not question the child.

Remain calm.

Do not make promises that cannot be kept, such as promising not to tell anyone.

Reassure the child that it is not their fault.

All concerns need to be kept as a clear written record, observations of the facts, not opinions. If a child confides in you, record what they say, try to use the exact words. Do not begin to question the child. This is important, for any investigations that may follow. Do not put pressure on the child to respond but allow the child to talk and always take what the child says seriously.

## **Dealing with concerns and allegations against educators or any other person working with the children**

Registered providers must inform Ofsted, or the CMA with which a provider of CoDP is registered, of any allegations of serious harm or abuse by anyone living, working, or looking after children at the premises. This must happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example on a visit. Registered providers must also notify Ofsted/their CMA of the action they have taken in response to the allegations, Ofsted/the CMA must be notified as soon as is reasonably practicable, but in any event within 14 days of the allegations being made. A registered provider who, without a reasonable excuse, fails to do this, commits an offence (EYFS statutory framework for Group and school-based providers 2025 3.10)  
CMA – Childminder Agency  
CoDP- Childcare on Domestic Premises.

The provider must inform Ofsted of any allegation of serious harm or abuse by any person living, working, or looking after children at the premises and of the action taken in respect of these allegations. These notifications must be made as soon as is reasonably practical, but at least within 14 days of the allegation being made.

The Designated Safeguarding Lead (DSL) at Bottesford Bunnies with responsibility in respect of allegations against educators, volunteers or students is Clare Williams. The DSL must, when required.

- Refer to the Local Authority Designated Officer (LADO)
- Gather information.
- Take part in strategy meetings.
- Progress and liaise jointly with the LADO.

If the Designated Safeguarding Lead (DSL) at Bottesford Bunnies with responsibility in respect of allegations against educators, volunteers and students is not available or is the subject of such an allegation then contact Sharon Hannan at North Lincs Council on 01724 296650 or 07717587462.

Parents should also understand the procedure to follow if they have any concerns regarding an educator at the setting.

The concerns may be about the behaviour/language of an

- Educator, student or volunteer from the setting
- Educator, student or volunteer from another service/setting received or attended by the child.

The behaviour/language could take a number of forms, for example.

- Seeing an adult hit a child.
- Observing an adult using inappropriate restraint or language.
- Witnessing the neglect of basic care needs of a child.
- Inappropriate sexual comments to children OR adults in the setting.
- Excessive one-to-one attention beyond the requirements of their usual role and responsibilities.
- Inappropriate sharing of images.
- Any other inappropriate behaviour or language.
- Inappropriate behaviours in their personal life that may give concern to caring for children.

### **If you have any concerns, the procedure is as follows.**

First, do all you can to challenge the perpetrators behaviour/language immediately without putting any child or yourself at undue risk.

- Inform the perpetrator of your concerns.
- Ask him/her to move to an area where there is no contact with children.
- Advise him/her that you will immediately inform the Designated Safeguarding Lead (DSL) within the setting of what you have witnessed.

If the perpetrator continues, take any appropriate action you can to separate any children and perpetrator and call for assistance.

It is essential that you stay with the child/ren until you can transfer them to the care of another responsible adult (ideally their key person)

In all cases where a concern has been raised, inform the Designated Safeguarding Lead or most senior person on site immediately. They will deal with the educator in line with Children's MARS/Ofsted policies and procedure and/or disciplinary and grievance procedure (continue to ensure that ratios are met at all times)

Take notes of what you have heard or seen and what has been said – if it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written. The notes should be dated and signed. The notes should cover what you saw, who said what, what action you took, and the details of date, time and location and name of child and perpetrator.

### **Allegation of Harm or Concern around quality of care and practice?**

The Designated Safeguarding Lead should determine whether the incident is an allegation of potential or actual harm or **alternatively** a concern about quality and care/practice or complaint. Guidance around this can be found in Children's MARS Managing Allegations against people who work with children policy and procedure,

Allegation of Harm – If the information relates to a concern, allegation, or suspicion that an Educator, Room Lead, Director, student, volunteer or carer who works with children 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.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children,

**or where:**

- Concerns arise about the person's behaviour with regard to his/her own children.
- Concerns arise about the behaviour in the private or community life of a partner, member of the family or other household member.



## **You should:**

Report the matter immediately to Designated Safeguarding lead or named deputy in her absence or where the Designated Safeguarding Lead is the subject of the allegation.

If you are the person to whom the allegation of an educator, student, volunteer or carer who works with children harming a child is reported, you must not investigate the matter by interviewing the accused person, the child or potential witnesses, but should:

- Avoid asking leading questions.
- Record the incident in writing, just recording the facts and include:

When the alleged incident took place (time and date)

Who was present?

What was said to have happened.

Sign and date the written record.

- Contact the Local Authority Designated Officer (LADO) for advice about what to do next. Contact the LADO on 01724 298293. The LADO will liaise with other agencies and advise the setting of next steps to be taken.
- Ofsted **must** also be informed of any allegations on 0300 123 123 1 within 14 days at the latest. A registered provider who without reasonable excuse, fails to comply with the requirement commits an offence.
- If the allegation or suspicion involves a child or young person suffering, or at risk of, significant harm, the Designated Safeguarding Lead must also make a telephone referral to the Children's Service.
- Following the telephone referral, the Designated Safeguarding Lead must follow up the concerns in writing to Children's Services within 24 hours.

Please also see the Children's MARS Managing Allegations against people who work with children policy and procedure.

Concern around quality of care and practice – If the concern does not relate to harm and is deemed

to be a care and practical issue, this should be documented as a low-level concern and signed by

the Designated Safeguarding Lead and person concerned. A copy of the concern and subsequent

actions should be kept in the provision and a copy given to the person concerned.

## **Whistleblowing**

Educators have the right and individual responsibility to raise any matters of concern regarding colleagues associated with the Pre-School.

If any educator suspects that a colleague is doing something or acting in a way that is unlawful, dangerous or abusive, to a child at the Pre-School, to Pre-School users or to their own colleagues, they have a duty to report this to the Director (Clare) immediately. They must not feel they cannot report events due to working with the person or the problems that may occur if they do report such events.

All educators will be thoroughly supported if they report one of their colleagues.

A full investigation will follow, and relevant agencies will also be informed if Child Abuse (MARS and Ofsted) and this could also involve Police investigation.

Each educator is responsible for passing on concern they may have to do with another educator. If not, they may find they become involved in serious investigations themselves through, for example, Police enquiries.

### Nappy Changing

Educators should always change children in the nappy changing area which, whilst allowing for privacy is not closed off. This is part of making sure there is a culture of openness, which safeguards children and ensures all adults follow safe working practices. Any difficulties with a child's behaviour while being changed, may necessitate a second Educator to be called to assist.

### Terminology

Where required and to support intimate care routines, within the provision, we will refer to children's genitalia as follows – for a boy's penis, we will use the term 'penis' and for a girls' vagina, we will again use the term 'vagina' This is to ensure consistent terminology across the provision.

In the event of a child making a disclosure, we will record in writing the exact terminology that the child uses. This includes the terminology that they personally use for their genitals.

### LOOKED AFTER CHILDREN

Definition of 'Looked after Children' (LAC): Children and young people become 'looked after' if they have either been taken into care by the local authority or have been accommodated by the local authority (a voluntary care agreement). Most LAC will be living in foster care or homes.

The designated person for looked after children is the Designated Child Protection Lead (Clare) who has received child protection training.

Every child is allocated a key person, shortly after starting at the setting and this is no different for a looked after child. The designated person ensures the key person has the information, support and training necessary to meet the looked after child's needs.

The designated person and the key person liaise with agencies, professionals and educators involved with the child and ensures appropriate information is gained and shared.

At the start of the placement there is a professionals meeting that will determine the objectives of the placement and draw up a Personal Education Plan (PEP). An Early Years PEP is required for all children in care aged between 3 and 5 years.

The PEP includes targets for the child that needs to be worked on by the foster carer's and the setting. Once completed, the target and next step should be shared with the child. The key person will receive a copy of the PEP, to ensure that the targets are met.

Educators are all aware of the PEP transition arrangements, i.e. the PEP is sent to the next setting, not the foster carer.

Any concerns about the child will be noted and discussed with the foster carer.

If the concerns are about the foster carer's treatment of the child or if abuse is suspected, these are recorded and reported to the child's social care worker, according to the setting's safeguarding children procedure.

All registration documentation must be signed by the Senior Social Worker for a 'Looked after Child' along with signing permission slips for trips/ outings. Extra care will be given where photographs are taken especially during special events, as these must not be published.

## **ADDITIONAL SAFEGUARDING INFORMATION FOR PARENTS/CARERS**

To obtain further information about safeguarding children and to keep up to date with new guidance, please visit the website [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) There is a section on this website specifically for parents, which provides lots of helpful tips.

### **The following documents are made available to educators**

What to do if you are worried a child is being abused – Department for Education 2015  
Working Together to Safeguard Children – Department for Education 2023  
Information sharing – advice for practitioners providing safeguarding services to children, young people, parents and carers 2024.  
The Statutory Framework for the Early Years Foundation Stage – Department for Education 2025  
Keeping children safe, helping families thrive – Department for Education 2024  
Keeping Children Safe in Education – Department for Education 2024  
The Prevent Duty – Prevent duty guidance update: a briefing for schools and early years providers 2023.  
The Prevent Duty – Prevent Duty Guidance for England and Wales – The Home Office 2023  
One Family Approach - Helping Children and Families in North Lincolnshire Document – North Lincolnshire children's Multi Agency Resilience and Safeguarding (MARS) board.  
Managing Allegations against adults who work with children – North Lincolnshire Children's Multi- Agency Resilience and Safeguarding (MARS) Board

## **Annex**

### **Definitions of abuse**

**Physical:** Physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII)

**Sexual:** Sexual abuse is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse. Child sexual abuse can involve contact abuse and non-contact abuse. Contact abuse happens when the abuser makes physical contact with the child. Non-contact abuse involves non-touching activities, and it can happen online or in person.

**Emotional abuse:** this is present in virtually all child protection incidents but can also constitute abuse in its own right. It involves persistent or severe emotional ill treatment or torture causing, or anything that causes severe adverse effects on the emotional stability of a child. Emotional abuse also deeply affects children who witness or hear domestic abuse.

**Neglect:** Neglect is not meeting a child's basic physical and/or psychological needs. This can result in serious damage to their health and development. Neglect is the most common type of child abuse. It often happens at the same time as other types of abuse. Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect but multiple and persistent signs over time could indicate a serious problem.

### **Child Exploitation including Sexual Exploitation, Criminal Exploitation, County Lines and Risks Outside the Home.**

All Educators will be aware of how children can be exploited and will act on any concerns immediately. This also includes recognising where older children may be at risk. If an educator has concerns, they will follow their normal safeguarding referral route or in an emergency, call the police directly. Educators should be alert to any issues of concern in the child's life at home or elsewhere.

### **Prevent Agenda**

All educators should be aware of the Prevent agenda and how to identify and assess the risk of children being drawn into terrorism, including extremist ideas that are part of the terrorist ideology.

Educators should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Educators should use their professional judgement in identifying children who might be at risk of radicalisation and act accordingly.

The Provision will promote fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs, which are already implicitly embedded in the 2025 Early Years Foundation Stage.

All educators in the setting have completed an on-line prevent duty training course to support their knowledge and awareness of this in supporting children.

### **Female Genital Mutilation**

All educators should be aware of female genital mutilation and the risk factors for young girls. Educators should respond to any concerns immediately either through following their normal safeguarding referral route or directly to the NSPCC FGM helpline, 0800 028 3550. Information and risk factors regarding FGM should be shared with all educators.

### **Breast Flattening**

Breast ironing, also known as breast flattening, is the pounding and massaging of a pubescent girls' breasts under hard or heated objects to stop them developing, or to make them disappear entirely. All educators should be aware of breast flattening and the risk factors for young girls. Educators should respond to any concerns immediately either through following their normal safeguarding referral route or directly to the police or the NSPCC. Information regarding breast flattening should be shared with all educators.

### **Oral Mutilation (Ebinyo)**

Infant oral mutilation is a primitive traditional practice involving the 'gouging out' of a young infant's healthy primary teeth/buds. This can lead to transmission of blood-borne diseases such as HIV/ AIDS, septicaemia and death. Infant Oral Mutilation is usually carried out by 'healers' who perceive it to be a remedy for common childhood illness. All educators should be aware of Infant Oral Mutilation and the risk factors for young children. Educators should respond to any concerns immediately either through following their normal safeguarding referral route or directly to the police or the NSPCC. Information regarding Infant Oral Mutilation should be shared with all educators.

## **Domestic Abuse**

Seeing, hearing or knowing of a parent being abused is traumatic for children and can have long-term damaging emotional and psychological effects. All educators should be aware of the impact of domestic abuse on children and where it is suspected that a child is at risk of harm by witnessing or hearing domestic abuse educators follow their normal safeguarding referral route or in an emergency call the police directly. Educators are also aware of coercive control and the impact this will have on children's well-being. Information regarding domestic abuse and coercive control will be shared with all educators.

## **Operation Encompass**

Children are negatively impacted by experiencing domestic abuse and the impact of this can last throughout a child's lifetime. Where an Operation Encompass notification is received into the setting, educators will be mindful of any adverse effects this may have on a child and ensure appropriate support and care is offered where required.

## **Peer on peer abuse**

Children are vulnerable to abuse by their peers and such abuse should be taken as seriously as abuse by adults. Bottesford Bunnies will not dismiss abusive behaviour as normal between young people/children (however a child's age and stage of development will be considered) Bottesford Bunnies will be aware of any incidences of peer-on-peer abuse and respond to these within their normal safeguarding procedures and monitored. Information regarding peer-on-peer abuse will be shared with all educators.

## **Honour Based Abuse and Forced Marriage**

Providers should be aware of incidences of honour-based abuse and/or forced marriage. Honour based abuse can be described as a collection of practices which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour.

Forced marriage is when someone does not consent and faces physical and/or psychological pressure to marry. Educators can respond to concerns by contacting Karma Nirvana <https://karmanirvana.org.uk/> or in case of emergency phoning 999. Information regarding honour-based abuse and forced marriage will be shared with all educators.

## **Witchcraft and faith-based abuse.**

Belief in witchcraft, spirit possession and faith-based ideals can impact on a child's welfare and safety. Themes such as witchcraft abuse or the belief that children can be spirit possessed and the harmful religious practices that occur as a result of this can impact on children being abused. Often children are blamed or scapegoated to be the reason why bad things are happening. Various triggers can lead children to being labelled as witches. These may include things such as poverty, deprivation, unemployment, ill health, lack of success and so on. Educators should respond to any concerns immediately either through following their normal safeguarding referral route or directly to the police or the NSPCC.

## **Injuries to babies and non-mobile infants**

Bruising to babies and non-mobile infants may be caused by medical issues e.g., birth trauma or birthmarks, however this is rare. Other unusual marks on the skin or unusual sites of bleeding (e.g., bleeding from the mouth in young children) without a clear explanation may also be a sign of non-accidental injury and should also give cause for concern.

There may be occasions where an explanation is given that another child has caused the injury. This should still be explored further.

In all cases, unless the specific mark that has been identified has been confirmed as arising from birth trauma, birthmark or a medical condition, any educator who identifies a bruise/injury to an infant or child who is non mobile or suspects that an injury to a child is non-accidental as a result of abuse or neglect should make a contact/referral to Children's Services Single Point of Contact (SPOC)

## **References to other relevant policies and procedures**

- Acceptable Internet Use Policy
- Attendance Policy
- Behaviour Management Policy
- British Values Policy
- Communication & Working in Partnership Policy
- Complaints Policy
- Confidentiality Policy
- Equality of Opportunities Policy
- General Data Protection Regulation Policy
- Health, Safety, Welfare & Hygiene Policy
- Image Use Policy
- Lone Worker Policy
- Lost Children Policy
- Medication, Sickness, Illness & Accident Policy
- Non-collection of Children Policy
- Payment and Collection of Fees Policy
- Settling in /Transition Policy
- Special Education Needs & Disabilities Policy
- Staffing and Employment Policy

- Unexpected Closure of Pre-School Policy
- Visits & Outings Policy
- Employee Handbook

This policy is in line with the EYFS (DfE 2025) and the Governments Statutory Guidance ‘Working Together to Safeguard Children’ and the ‘Prevent Duty Guidance for England and Wales 2015’

Reviewed:	February 2010
Next Review Date:	February 2011
Reviewed:	December 2011
Next Review	December 2012
Reviewed	January 2012
Amended	February 2012
Next Review	February 2013
Amended	October 2012
Next Review	October 2013
Amended	February 2013 Updated April 2013 Updated June 2013
Amended:	October 2014 by Owner, Manager, and Practitioners.
Reviewed	June 2015
Next Review Date:	October 2016
Updated at the staff meeting	September 17 <sup>th</sup> , 2015, by Owner, Manager & Practitioners
Updated	June 2016 by Owner, Manager & Practitioners
Updated	October 13 <sup>th</sup> , 2016, by Owner, Manager & Practitioners
Next Review	October 2017
Reviewed and updated at staff meeting	June 14 <sup>th</sup> , 2017
Next Review date	June 2018
Reviewed and updated at staff meeting	October 13 <sup>th</sup> , 2017
Next Review date	October 2018
Updated at staff meeting	December 7 <sup>th</sup> , 2017
Next review date	December 2018
Updated at staff meeting	February 22 <sup>nd</sup> , 2018
Next review date	February 2019
Updated by Owner	June 2018
Next review	June 2019
Reviewed and updated at staff meeting	December 4 <sup>th</sup> , 2018, by Owner, Manager and Practitioners.
Next review date	December 2019
Updated at staff meeting	February 28 <sup>th</sup> , 2019, by Owner, Manager and Practitioners
Next review	February 2020
Updated officers.	September 24 <sup>th</sup> , 2019, by Director CW, re named safeguarding
Updated	September 29 <sup>th</sup> after discussion at staff meeting September 1 <sup>st</sup> by CW
Next review date	September 2021
Updated	February 8 <sup>th</sup> by Director CW (to be discussed at staff meeting March 2 <sup>nd</sup> , 2021)
Shared at staff meeting	March 1 <sup>st</sup> , 2021
Next review dated	March 2022
Updated at staff meeting	March 30 <sup>th</sup> , 2021
Next review	March 2022
Updated at staff meeting	October 2021
Next review	October 2022
Updated as per discussion at staff meeting	November 11 <sup>th</sup> , 2021, by Director, Manager, Deputy and Practitioners.

Next review date November 2022

Updated by Manager January 2022, discussed at staff meeting January 11<sup>th</sup>, 2022.

Next review November 2022

Updated by Director April 2022 discussed at staff meeting May 2022

Next review May 2023

Reviewed and updated by Director, Manager, Deputies and Educators at team meeting March 29<sup>th</sup>, 2023.

Next review March 2024

Amended by Director May 17<sup>th</sup>, 2023, re Smartwatches.

Updated by Director, Manager, Deputies and Educators at team meeting September 19<sup>th</sup>, 2023.

Next review September 2024

Updated by Director, Manager, Deputies and Educators at team meeting October 2<sup>nd</sup>, 2024.

Next review October 2025

Updated by Director August 12<sup>th</sup>, 2025.

Next review August 2026