InceyWinceys Day Nursery

Safeguarding Policy

At Incey Winceys Day Nursery and Preschool we always have the safety and welfare of the children within our care at the forefront of our minds. We will work with children, parents and the community to ensure the rights and safety of the children and to give them the very best start in life. This policy reflects the statutory requirements of the Early Years Foundation Stage (EYFS) 2025 framework, Keeping Children Safe in Education (KCSIE) 2025, and Working Together to Safeguard Children (2024).

Within the setting we have a named Designated Safeguarding Lead (DSL) who is **HANNAH INCE**

The Deputy Designated Safeguarding Leads (DDSLs) is **ASHA LUCKIE-ROBINSON AND ABBIE MILEHAM**

If you are worried about the welfare or safety of any child, please refer to the "Making the Right Referral at the Right Time" flowchart (on next page) and immediately log your concerns with the DSL or DDSL. The contact details, should wish to make an instant referral to social services, are as follows: **FAMILY HELP (MASH) FRONT DOOR can be contacted on 0208 708 3885, Mon-Fri 9am-5pm or 0208 708 5897 (5pm onwards, and weekends and bank holidays) Referrals can also be emailed to cpat.referrals@redbridge.gov.uk**

If you are concerns about any adult working with the children, please refer to *"Making the Right Referral at the Right Time" flowchart (on next page) and immediately log your concerns with the DSL or DDSL. The contact details should wish to make an instant referral, are as follows* **to LADO (Local Authority Designated Officer)- Helen Hunt who can be contacted on 0208 708 5350, email Lado@redbridge.gov.uk .**

At Incey Winceys, we work in partnership with parents, carers, and the community to ensure the rights and safety of all children. We are aware of the importance of reporting concerns as part of advocating for the child and being their voice. Our concern may be a small piece of a larger puzzle that helps make the situation clear.

Revised on 11th October 2026

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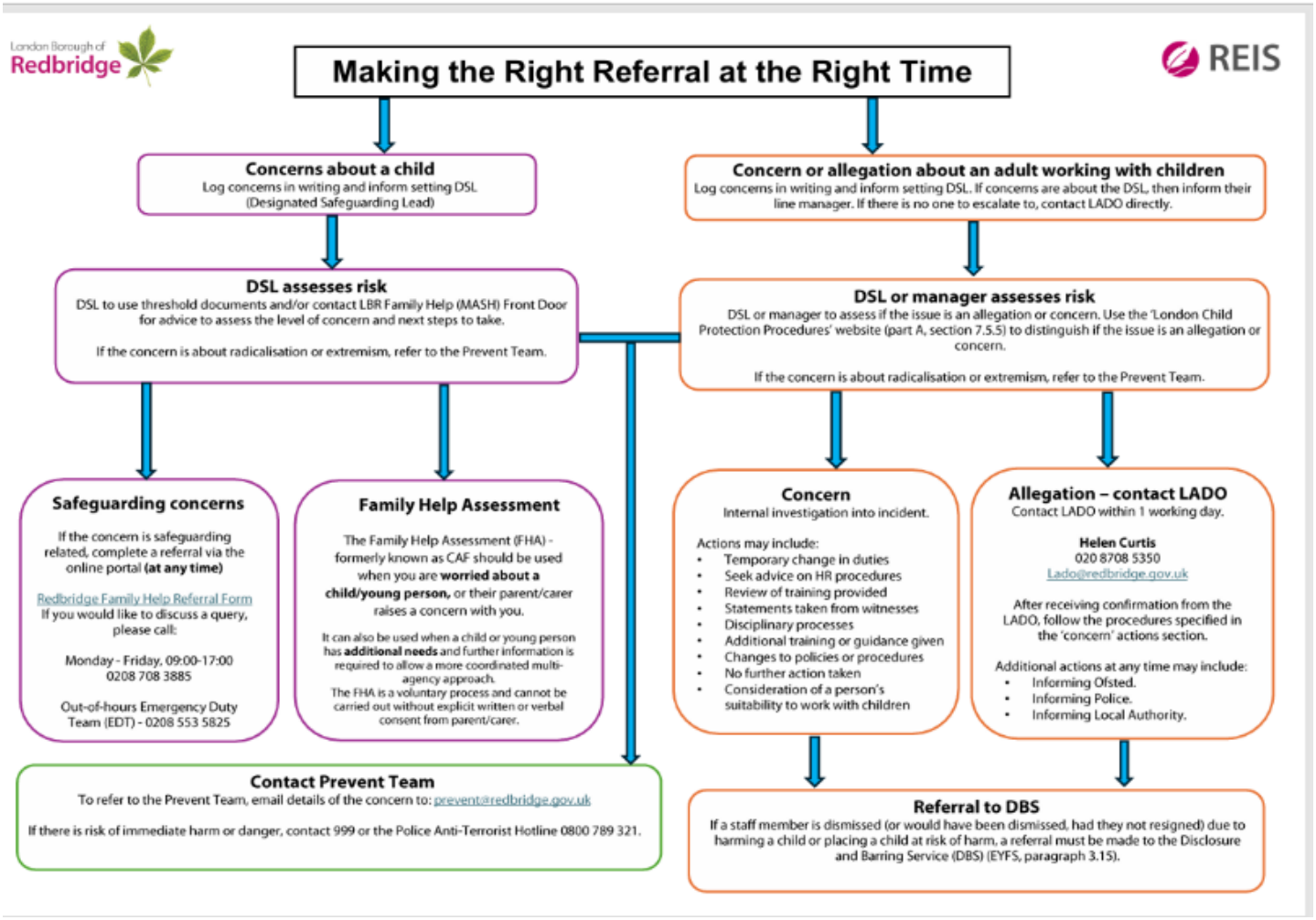
The most recent flowchart as provided by the Redbridge EYCIT Safeguarding Team can be found overleaf, all staff are aware of this document and the DSL takes the steps as appropriate, using the flowchart to make informed decisions.



To keep all children safe from harm we ensure:

- All staff and parents are made aware of our Child Protection policies and procedures.
- We provide adequate safeguarding training, every 2 years and appropriate staffing resources to meet the needs of the children.
- The Designated Safeguarding Lead (DSL) to have training every 2 years.
- Applicants for posts within the nursery are clearly informed that the positions are exempt from persons disqualified, barred or deemed unsuitable to work with children. Further details can be found in our Safer Recruitment Policy.

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- All staff, volunteers and students over the age of sixteen will have an Enhanced Disclosure and Barring Service (DBS) check and Children's Barred List (where required) check carried out before individuals begin working or volunteering. Wherever possible staff are encouraged to enrol on the update service and understand their permission will be requested for Incey Winceys to run regular checks on the status of their DBS (every 3 months). All staff must inform the manager and DSL if they are arrested, cautioned or charged with a criminal offence, so that their suitability to work with children can be re-assessed.
- New starters cannot begin work until these checks have been received.
- Volunteers and students DO NOT work unsupervised at any point with children. They are not involved in providing intimate care at all, including changing clothes, nappy changing or toileting.
- We abide by the Protection of Vulnerable Groups Act (2006) requirements 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.
- We have procedures for recording the details of visitors to the nursery.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children at any point.
- We update policies based on current legislation, most currently the documents are- Keeping Children Safe in Education (KCSIE) 2025 and Working Together to Safeguard Children, most recent versions available online here - https://www.gov.uk/government/publications/working-together-to-safeguard-children--2 .
- We keep abreast of local policy review and maintain updates regarding incidents that have happened that may prompt a review of nursery procedure.
- Are aware of ensuring all children are afforded their rights as laid out in the UN Conventions of the Rights of the Child (UNCRC), particularly with regards to Article 19, protection from violence, abuse and neglect.

The nursery is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with other agencies (local safeguarding agencies, including Redbridge Family Help (MASH) Front

Door, social care, and the police) in accordance with the procedures including the London Safeguarding Children Procedures which is updated every 6 months, updated version can be found here - https://www.londonsafeguardingchildrenprocedures.co.uk/) . We monitor and review our policy, practice and provision and if necessary, make adjustments in line with legislation and changes to our provision.

When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

Existing injuries sustained outside of the nursery will be noted on an accident/incident form and the parent will be asked for details of how and when the injury happened and will be required to acknowledge the form via Famly.

Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the 'Designated Safeguarding Lead (DSL)' or the deputy, if DSL is unavailable. This information is stored on the child's personal file on Famly or in their physical files. Staff are also advised to report concerns even if no evidence is apparent, to allow for careful and cautious monitoring and to allow other members to add pieces of information to help form a larger picture.

In some instances, immediate action is required for the benefit of keeping the child safe.

- We refer concerns to Redbridge Family Help (MASH) Front Door and cooperate fully in any subsequent investigation.
- In some cases, this may mean direct referral to the police or other agency identified by Redbridge Family Help (MASH) Front Door.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

Recording suspicions of abuse and disclosures.

Where a child makes comments to a member of staff that gives cause for concern, or observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being;

unexplained bruising, marks or signs of possible abuse or neglect, that member of staff will:

- Listen to the child, offer reassurance and give assurance that she or he will take action
- Will not question the child
- Make a written record that forms an objective record of the observation or disclosure that includes:
  - the date and time of the observation of the disclosure,
  - the exact words spoken by the child as far as possible,
  - the name of the person to whom the concern was reported with date and time
  - the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file which is kept securely and confidentially and shared on a need-to-know basis.

Low-level concerns are logged separately and monitored to identify emerging patterns. Serious concerns are referred to Redbridge Family Help (MASH) Front Door and Ofsted are notified of any significant safeguarding incidents.

Online Safety and Digital Safeguarding

EYFS 2026 introduces strengthened expectations for managing online and digital risks. All digital devices used within the nursery are subject to appropriate filters and monitoring. Staff model safe and responsible use of technology and ensure that online content accessed with or by children is age appropriate. AI and smart devices must never record, store, or share child data without explicit management oversight.

Safeguarding children with SEND

First and foremost a child with disability is a child. Every child has a right to be safe and protected from harm. Children with special educational needs and disabilities, have the same right to safety and protection. Child protection

practices should address the additional actions to be taken in order for disabled children to access this common human right.

Children with disabilities will find it easier to communicate given appropriate resources, support and the presence of someone who knows them well. Where a child is unable to tell someone of her/his abuse she/he may convey anxiety or distress in some way, e.g. behaviour changes or increase in symptoms. Staff will familiarise themselves with the child's method of communication.

When making a safeguarding referral we will:

State on referral if the child is known to the SEND Early Years Panel (SEYP), Pre-school Home Visiting Service (PSHVS) and/or SEN and Disability Services and if so, we will also send a copy to the relevant team.

Clarify when making or responding to a referral:

What is the disability, special need or impairment that affects this child?

Explain how the disability or impairment affects the child on a day-to-day basis?

How does the child communicate?

Has the disability or condition been medically assessed/ diagnosed?

Safeguarding disabled children: practice guidance

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190544/00374-2009DOM-EN.pdf

page 36 onwards

Female Genital Mutilation (FGM) statement for Child Protection Policy

FGM is illegal within this country and from October 2015 it was made mandatory that anyone suspecting that a child has or is at risk of FGM must report this information to the **police** and MASH immediately.

At Incey Winceys Day Nursery/ Preschool we are aware that Early Years staff are key to the identification of girls who may be at risk of FGM and are aware of the risk factors for FGM and know how to report concerns. As part of an effective key person approach, managers and staff will develop ongoing relationships with the female children and their families in their care, which make them well

placed to identify changes in the girls' behaviour or physical wellbeing. They might also be the only professionals who are aware that a girl from a practicing community is travelling to a country where FGM is practiced and that she may be at risk on this trip.

As part of the key person approach, staff members are responsible for their key children's intimate care needs i.e. changing girls' nappies or clothes or assisting girls to use the toilet. Staff members at Incey Winceys Day Nursery and Preschool have undergone Safeguarding training which enables them to be alert to physical indicators that a girl has had FGM and know how to report these concerns, which as with all Child protection procedures would be to:

What should you do if you are concerned about a child? If you have a concern about the welfare or safety of a child you should contact:
Redbridge MASH (Multi-Agency Safeguarding Hub)
Tel: 020 8708 3885
Email: cpat.referrals@redbridge.gov.uk
Incey Winceys Day Nursery and Preschool work with parents and carers to support and ensure they are:

- Aware that FGM is illegal in the UK.
- Aware of the harm associated with FGM.
- Support parents who do not wish their girls to have FGM.

The definition of "parents" includes male members of the family where it is likely that they will be involved in any decisions as to whether a girl will have FGM or not.

Breast Ironing/Flattening

We are aware of the abusive practice of breast ironing/flattening and will take proactive action to report any concerns involving this with the children in our care or the wider family including siblings.

Child Protection Policy statement for understanding the risks and referring child-on- child abuse

The provider, management and staff at Incey Winceys Day Nursery/ Preschool understand and recognise that children and young people are capable of abusing other children and receive regular training on how to identify the risks of child-on-child abuse in their setting (Inspecting Safeguarding in Early Years, Education and Skills settings August 2016).

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Even very young children may be vulnerable to child-on-child abuse. At Incey Winceys Day Nursery/ Preschool we are aware of the increased risk and impact on children that child-on-child abuse may present. We recognise that children may harm other children.

For older children, we are aware of the increased risk of using technology through mobile phones, tablets, smart watches, social networking sites, apps and online games to emotionally abuse, groom, exploit and coerce other children through online 'cyber bullying' or to make and send indecent images through what is known as 'sexting'. Devices owned by Incey Winceys Day Nursery/ Preschool will have appropriate filters and monitoring systems in place to protect children and staff from harmful online material.

We are also aware of the risks of child-on-child abuse associated with sexual behaviour outside the expected age development 'norms' and other acts of gender-based violence. The use of 'Brook Sexual Behaviours Traffic Light Tool' and https://www.disrespectnobody.co.uk/sexting/what-is-sexting/ can be used as a reference for support when managing allegations of such abuse.

Staff at Incey Winceys Day Nursery/ Preschool are sensitive to behaviours that may be seen as verbally or physically abusive towards other children such as name calling, hitting/ pushing or inciting other children to carry out physical attacks.

The management and staff at Incey Winceys Day Nursery/ Preschool reflect on the different forms that peer-on-peer abuse can take and promote a culture where such abuse is not tolerated. Sensitive intervention is key to discouraging and managing such behaviours in line with the promotion of the Fundamental British Values. We use age-appropriate approaches to teach consent, respect and positive behaviour.

Procedure for investigating allegations of peer-on-peer abuse

- As with managing other safeguarding risks, the provider, management and staff are alert to changes in behaviour which could indicate that children are in need of help or protection. Staff will use their professional judgement to identify children who might be at risk of peer-on-peer abuse, including physical, emotional, sexual, online harm and act proportionately.

- A written account of concerns will be recorded and reported to the Designated Safeguarding Lead (DSL) or in their absence the Deputy who will decide on the appropriate action to be taken.
- Parents and children should feel confident that Incey Winceys Day Nursery/ Preschool will take any complaint about peer-on-peer abuse seriously and resolve the issue in a way that protects the child.

Child Abuse Linked to Faith or Belief (CALFB)

There are various online resources to support identifying and reporting CALFB.
Child Abuse Linked to Faith or Belief – National FGM Centre

Staff are aware of the importance of professional curiosity and asking questions and challenging concerning actions or behaviour. Staff are aware of the importance of being sensitive to cultures, faith and beliefs, however they will always prioritise the safety and wellbeing of the child over all else.

If a child discloses FGM our staff will follow this procedure:

- Stay calm and listen.
- Reassure the child they have done the right thing by telling you.
- Do not promise confidentiality—explain that you need to share the information with people who can help keep them safe.
- Report the disclosure immediately to the DSL.

Staff will report concerns to the DSL immediately who will liaise with relevant professionals.

County Lines

Our safeguarding training now includes County Lines, so staff are kept abreast of the changing risks within the area and nationally. County Lines is a network of organised crime that often includes young people in the illegal import, movement and sale of drugs. Vulnerable children are harmed within this type of abuse and staff are vigilant in reporting concerning behaviour or conversations. They are aware this is more likely to involve parents, relatives or siblings.

Child Sexual Exploitation

Article 34 in the UNCRC protects children from being sexually exploited. Child sexual exploitation is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or

oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

Staff are aware to report any concerns to the DSL.

Prevent Duty

The Prevent Duty is a national response to the threat of radicalisation and tries to intervene to prevent or reduce the risks to a person of becoming radicalised and reduce the risks of acts to the wider public. Staff are trained in identifying signs of potential radicalisation, primarily an adult speaking about their views more often, their views changing or becoming stronger or possibly speaking less and becoming isolated or withdrawn. Within our sector the risk of radicalisation in the under 5s is fairly low, however staff are aware of reporting concerns involving parents, relatives and siblings. Children may express extreme views and where these concerns are reported, the DSL would liaise with the family if safe to do so, or report onwards if necessary.
All staff are requested to complete the online Prevent Duty training, which can be found here - Prevent duty training - GOV.UK (www.gov.uk)

If you are concerned that a member of staff/ family or child in your setting is at risk of radicalisation, please contact:

(Redbridge Prevent Coordinator)- Neil Lemon Office Tel: 0208 708 5971
Email: prevent@redbridge.gov.uk Police Anti-Terrorist Hotline: 0800 789 321
Emergency: 999 Dial 101 and ask for the Prevent Duty Officer (National).

More information can be found on our separate Prevent Duty Policy.

Court Orders, Parental Responsibility and Separations

As part of the child contractual paperwork, we expect honesty and transparency with sharing need to know information regarding court orders, CAFs and social services involvement. We expect the parent(s) to work with us and for details to be shared or updated if the situation should change. Be aware that we have a confidentiality policy in place restricting the sharing of this information.

What is "parental responsibility (PR)?"

When a child is born the mother automatically has parental responsibility. If the father is married to the mother or is named on the child's birth certificate, then they have parental responsibility too. It is for this reason that we may ask to see the child's full birth certificate which includes who has parental responsibility, or any other document that supersedes this in relation to PR. https://www.gov.uk/parental-rights-responsibilities has more information on your rights and what that means for your child.

Separation and Nursery Involvement

At the nursery we are at times involved with families who are separating, or going through court proceedings for contact orders etc. We maintain a neutral position and focus on what is in the child's best interests. We understand the rights of both parents, particularly those with PR and respect those rights completely. While a member of our team may be involved in child protection meetings, or child in need meetings, any arrangements and communication with regards to these orders must be done separately and away from the nursery. The nursery will adhere to the most recent court order and rely on parents providing this and updating us with changes as necessary. The nursery feels strongly that its position is being a safe place for the child, away from the animosity sometimes related to a separation and that we should be respected in such a capacity. The nursery will not allow visits from estranged parents, or from any unscheduled visitors, to allow every child to feel safe and secure in their environment. The nursery also does not have the staff, the space or the time to supervise any such visits, and these visits should occur outside of nursery hours in conjunction with court orders or agreements.

The nursery will not become involved in information sharing and wherever possible will stay out of disputes, unless the child is at risk.

The nursery expects the family to use the social worker and legal teams to come to agreements outside of and separate to nursery.

The nursery expects parents to limit their communication with us to a need to know basis of information concerning the child. This allows us to have the time needed to care for all the children.

Common Assessment Framework (CAF)

Wherever possible the concern will be addressed openly and honestly with the

parent and an action plan will be made to allow for improvement for the conditions, treatment or wellbeing of the child. Where further support may be needed Incey Winceys applies for a Common Assessment Framework (CAF). The DSL has accessed CAF training and has experience of writing such referrals. The CAF can be to assess whether support is needed and to try to form a team around the child (TAC) to act in the child's best interests and try to reach a positive outcome. Upon starting at nursery, the contractual paperwork seeks to find families who are already being supported on a CAF early so that the transition and constant flow of understanding and support can be offered to the child and family. CAF must have the consent of the parent to apply, and it takes around 6 weeks for a response.

To ask about requesting a CAF, or for more information then please call 020 8708 9560 or find more information on the website: find.redbridge.gov.uk.

Whistleblowing and Anonymous Advice

Staff are encouraged to report any concerns about colleagues' behaviour; it is for anyone who feels that their concerns have not been properly addressed. Whistleblowing is protected and can be made internally or via the NSPCC Whistleblowing Advice Line (0800 028 0285).

Low-level concerns are recorded, and repeated patterns are reviewed by management and the DSL.

You can also make anonymous reports about any concerns to Crime Stoppers on 0800 555 111 or online https://crimestoppers-uk.org/give-information/forms/pre-form

Policy Review and Monitoring

This policy will be reviewed annually or sooner if statutory guidance changes. Updates will reflect current legislation and local safeguarding priorities. The DSL will record and evidence all staff training, ensuring ongoing compliance with EYFS 2026.

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