



Manor Twiglets Nursery Ltd

Downsview Crescent, Uckfield, East Sussex, TN22 1UB
01825 765487. twiglets@manor.e-sussex.sch.uk. www.manor-twiglets.co.uk.

Safeguarding Children Policy

The Staff at Manor Twiglets have a duty of care towards the children attending. With this duty it brings the responsibility to ensure that every effort is made to safeguard all children from suspected and actual harm.

Children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them (Statutory guidance for the EYFS 2023)

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
 - Preventing the impairment of children's health or development, and
 - 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 guidance Working Together to Safeguard Children 2018, updated September 2023)

All children and young people have the right to be protected from neglect and abuse. Everyone in Manor Twiglets Nursery Ltd has a responsibility to protect children and young people and to report any concerns to the designated safeguarding lead.

Children's needs are paramount and take precedence over the needs of adults in any conflict between the two. Manor Twiglets Nurseries Policy and procedure is set out to safeguard all children, to ensure that they are equally valued and to give them the best start in life.

All allegations and concerns are taken seriously and dealt with appropriately in accordance with this policy and procedure, alongside our Local East Sussex safeguarding children's board. We assess the children's level of need with the Continuum of Need, which is a visual tool for services working with children and families with common language to describe the needs and risk (see appendix 1) [Level indicators | East Sussex County Council](#). We have this for the practitioners in the setting to see, displayed on the boards in both sides of the nursery and also in the office.

Manor Twiglets Nursery Procedure

Manor Twiglets Nursery is committed to building a 'culture of safety' in which children are protected from abuse and harm in all area of its service delivery. We take all necessary steps to keep children safe and well. We follow the Statutory Framework for the safeguarding and welfare requirements (Section 3; 2023).

Our designated safeguarding leads who co co-ordinate all child protection issues in the setting are:

1. Jill Bray (Childcare Manager) term time only.
2. Laura Ceylan (Deputy Childcare Manager) all year care.
3. Bobbi Penfold is also a qualified Designated Safeguarding Lead to support Jill Bray and Laura Ceylan in safeguarding all children in the setting.

They can be contacted on the nurseries telephone number which is 01825 765487 or on the email twiglets@manor.e-sussex.sch.uk .

The Role of the Designated Safeguarding Lead

The DSL takes the lead responsibility for safeguarding and Child Protection including online safety and the filtering and monitoring systems and processes in place to protect all. They ensure that all paperwork and evidence is correctly organised and stored in accordance with the Safeguarding Policy and all the documents that are included in this.

The DSL should manage and refer cases of suspected abuse and neglect to SPOA, to channel if radicalisation is suspected, to DBS if a staff member has left or dismissed due to risk or harm to a child or to the police if a crime has been committed.

Other responsibilities are to provide advice and support to other staff in the nursery on child welfare, safeguarding and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so, and contributing to the assessment of children.

The DSL should work closely with everyone employed in the nursery and also liaise with all agencies linked with any referrals or child protection cases.

The Role of the Deputy Designated Safeguarding lead

Both Deputy Designated Safeguarding Leads are fully trained to the same standard as the designated safeguarding lead and the role should be explicit in their job description. The activities of the designated safeguarding lead can be delegated to Laura Ceylan and Bobbi Penfold by the Designated safeguarding Lead Jill Bray, ultimately the responsibility for all safeguarding and child protection is still with designated safeguarding lead and this should not be delegated.

- At Manor Twiglets Nursery we ensure that all staff and parents are aware of this policy and procedure, an electronic copy is emailed to all parents of children in the setting when they start at the nursery and as and when the policy is updated too. Parents also have access to all the nursery policies on request. The Safeguarding Policy is also on the Manor Twiglets Web site.
- We provide adequate and appropriate staffing resources to meet the needs of children. Currently the guidelines are 1 adult to 5, 2 year olds and 1 adult to 8, 3+year olds. This is in line with the Statutory Framework in the Early Years Foundation Stage 2023. However at Manor Twiglets we are continuing with the ratio of 1 adult to 4, 2 year olds. We continue with the 1 adult to 8 ratio for the school children that we collect from Manor School and also for the children that attend in the school holidays.
- Applicants of any recruitment post within Manor Twiglets Nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

- The Manager and Deputy Manager have completed the East Sussex safer recruitment training to ensure that candidates that apply for the positions are in line with our safer recruitment policy.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure Barring Service (DBS) before posts can be confirmed.
- Where applications are rejected because of the information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- Volunteers, for example students and parents do not work unsupervised in the setting. Those regular volunteers will have DBS checks and will continue to work supervised by qualified practitioners in the setting.
- We have procedures for recording the details of visitors to the setting. In these records the date, name, time arrived, time that they left the setting and signature is recorded.
- We take security steps to ensure that no unauthorised persons have access to the children. We have reviewed the recent arrival plans and updated with more robust safer arrival plan.
- Currently when the children arrive in the morning there is 1 entrance into the setting. All children will arrive at the front entrance and leave there parents outside. On the front door, the Childcare Manager or Deputy Childcare Manager will greet the children/parents and guide the children in transitional group into the corridor and into the main room ready for register. The nursery group children will be ushered into the quiet room and round to the main playing room. In the Absence of the Manager or Deputy; our Acting deputy would take on this role of opening the front door. Another practitioner who is qualified to NVQ3 will be situated on the door into the main room as another security step. This is to safeguard all children, to make sure that children do not escape outside again and to ensure that unauthorised people do not access the building during this busy time. The manager or deputy will also release the children at the end of the session with the support of a NVQ3 qualified practitioner.
- If someone comes to the front door that is unknown, there will be two practitioners in the area for support. One of these must be a more senior practitioner. ID must be checked thoroughly if they are wanting to come into the nursery, for example qualification assessors, Ofsted Inspectors, people from East Sussex County Council. However we will not allow them to enter the nursery unless an appointment has been made.
- We abide by Ofsted requirements and the EYFS statutory framework in respect of references and Criminal Records checks for staff and volunteers to ensure that no disqualified person or unsuitable person works at the setting or has access to the children (pg 23 in the Statutory Framework for the Early Years Foundation Stage September 2023, section 3. 9 & 3.10)
- We abide by the protection of Safeguarding Vulnerable group act 2006 requirements with a duty to make a referral for any persons who is dismissed from

our employment or leaves before dismissal in circumstances that would otherwise have led to dismissal for harming a child or putting the child at risk of being harmed.

Manor Twiglets Nursery is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'Working together to Safeguard Children' published in March 2015 (Updated September 2023) and the HM Government 'What to do if you're worried a child is being abused: advice for practitioners' 2015

Responding to suspicions of abuse

- We acknowledge that abuse of children can take place in many different- forms - physical, emotionally, sexual, neglect, FGM (Female Genital Mutilation), Domestic, Child Criminal Activity, Child Trafficking, Child Exploitation, County Lines and Private Fostering.

Female Genital Mutilation (FGM)

FGM is the partial or total removal of the external female genitalia for non-medical reasons. It's also known as female circumcision or cutting ([Protecting children from female genital mutilation \(FGM\) | NSPCC Learning](#) – 30/01/2023)

FGM in the UK has been a criminal offence since 1985 and is a form of child abuse. Since 2003 it is a criminal offence for UK nationals or permanent UK residents to take children out of the country abroad to have FGM. All known cases of under 18's must be reported to the Home Office. At Manor Twiglets we believe that all children should be kept safe from harm. Female Genital Mutilation affects girls particularly from North African countries, including Egypt, Sudan, Somalia and Sierra Leone. We will continue to review our policy annually and in line with any updates. [Female genital mutilation - GOV.UK \(www.gov.uk\)](#)

Child Exploitation

Child Exploitation is a form of Sexual Abuse and a hidden crime. It is when someone takes advantage of a child for their own benefit. It can be where children receive money, gifts or affection in return for performing sexual activities or others performing sexual activities on them. They could be tricked into thinking that they are in a loving consensual relationship, invited to parties that involve being given drugs and alcohol and groomed and exploited online. Child exploitation can happen in gangs and children can be trafficked for the purpose of Child Exploitation (NSPCC_2021).

County Lines

'The term 'county lines' is used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of "deal line". They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.' ([County lines: criminal exploitation of children and vulnerable adults - GOV.UK \(www.gov.uk\)](#) 23/11/2023)

Cuckooing

This is linked to County lines and the term "cuckooing" (also known as "forced home invasion") – a tactic used by criminals, typically drug dealers, to take over the homes of vulnerable individuals, such as care leavers or those with addiction, physical or mental health issues, and use the property as a base for criminal activity. This is a common characteristic of the county lines business model and can occur in a range of settings such as rental and

- When children are suffering from emotional, sexual or physical abuse this may be demonstrated through the things they say or through a change in their appearance, their behaviour, or their play.
- Where such evidence is possible the child's key person makes a dated record on a chronological report form with the details of the concern. This is then discussed with the Designated Safeguarding Lead of Manor Twiglets Nursery, Jill Bray and Laura Ceylan and the strategies will then be decided. In some cases the information will need to be recorded in more detail. This should be recorded on a Child Protection Incident/Welfare Concern Form. Once filled out this will be placed in a separate Red Safeguarding Children File in a locked filing cabinet in the office, under 'current safeguarding'. The child's individual registration form will be marked with a discreet red dot sticker; which highlights that there is information about the child in the safeguarding file.
- With permission from the parents, we contact the local Health Visitors, to see if they have had contact with the family and children recently and to see if they have any concerns. This is on 01323 464000.

Who to Refer Safeguarding Concerns/disclosures to - SPOA

We then refer our concerns immediately to SPOA, The Single Point of Advice which is the first point of contact for the East Sussex Children's Services. Their telephone number is **01323 464222** and their email address is 0-19.SPOA@eastsussex.gov.uk. Jackie Lane is currently the Early Years Specialist at SPOA, so if possible ask to speak to her. SPOA will then make the decision once all the information is received, if the case is accepted as a referral then they will be responsible for referring to MASH (Multi agency Screening Hub) or Early Help services.

We take care not to influence the outcome of investigations or disclosures, either through the way we speak to the children or by asking questions. When compiling the evidence for SPOA, it must be typed and there should not be any photos of the children and their injuries. A body map should be used to identify any signs of abuse (appendix 1).

Recording suspicions of abuse and disclosures

When a child makes a comment to a member of staff which gives cause for concern, all practitioners will observe any other signs or signals that give cause for concern too. These concerns could be any significant changes in the child's behaviour, the deterioration in general well-being of the child, any unexplained bruising, mark or signs of possible abuse or neglect.

In the event of a disclosure or observation, the member of staff who is with the child will:

- Listen to the child.
- They will ask open ended questions, DO NOT ask closed questions.

- They will make a written record of the observation or disclosure in the 'Child Protection Incident/Welfare Concern Form. This will form an objective record of the observation or disclosure and will includes:
 1. The date and time of the observation or the disclosure.
 2. The exact words spoken by the child as far as possible.
 3. The names of the person to whom the concern was reported with dates and times.
 4. The names of any other person present at the time.
 5. Those practitioners involved with the disclosure will then sign the confidential document.

These incident/welfare concerns will be responded to in a record form that is then signed and dated by Jill Bray and Laura Ceylan to say that they have been involved and kept informed, the response that was required and then the outcomes and kept in the child's safeguarding file which is securely kept and confidential. The information will be recorded on a Child Protection Incident/Welfare Concern form (see appendix 2) and a chronology of significant observations and concerns will be collected (see appendix 3).

Informing parents

- Parents are normally the first point of contact, however if we believe that this would place the child at greater risk or lead to loss of evidence then our concerns will not be discussed.
- If a suspicion of abuse is recorded, parents are informed at the same time except when the guideline of the East Sussex Safeguarding Childrens Partnership (ESSCP) does not allow this. This usually occurs when the parent/carer may be the abuser. When this occurs the investigation officer will inform the parents.

Liaison with other agencies

- Copies of the East Sussex Children's and Young Peoples Trust- Continuum of Need and Level indicators are on display in the office and in the main nursery room. A copy of this is also in the policy file.
- We contact SPOA (Single Point of Access) for advice if we have any concerns about any children in the setting. The contact information is clearly displayed on the pin board in the office, main room and in the policy file. The staff and Directors at Manor Twiglets Nursery will ensure that they can work together with SPOA and the East Sussex Children's Service and will provide all the relevant information required, including a full chronology of observations (Appendix 3).
- We will notify Ofsted of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- If you as a parent or carer are worried about a child, then the contacts details of the NSPCC are 0808 800 5000 or email address is help@nspcc.org.uk

- If a referral has been made to SPOA, we act with SPOA's guidance in deciding whether we must inform the child's parents at the same time.

Allegations against staff

Allegations that are made against the staff and volunteers regarding children at risk from or actual significant harm to a child in their care, have to be reported to the Single Point of Advice (SPOA) team using the Statement of Referral form who will consult with the LADO (Local Authority Designated Officer). All allegations should be reported regardless of their nature or who receives them. Allegations against staff and volunteers about their conduct need to be referred to LADO. This should be done via an online referral form, which will go straight to the LADO inbox.

<https://www.eastsussex.gov.uk/childrenandfamilies/professional-resources/lado/>

The LADO or LADO assistant will make contact by phone or email to discuss the referral and offer advice in the usual way.

What is a LADO?

The LADO responds to allegations made about people who work with children, they will decide if an incident is an internal matter for the setting or whether the Children's services or Police need to be involved. They will provide guidance and advice and Liaise with Police and other agencies.

For a LADO to become involved with a setting, an individual will have behaved in a way that has harmed a child or may have harmed a child. They possibly committed a criminal offence against or related to a child. They behaved towards a child in a way that indicates that they could possibly pose a risk of harm if they work closely with children.

- At Manor Twiglets Nursery we ensure that all parents know how to complain about the behaviour or actions of a staff member or volunteers with our setting. Each parent of a child when they start at Manor Twiglets Nursery will be given a copy of the most up to date complaints procedure policy. All policies are also available for parents to read.
- We will follow the guidance of East Sussex Safeguarding Children Partnership as Stated in the Safeguarding Children Procedures online when responding to any complaint of abuse made regarding an adult in our setting and contact the SPOA team to report.

We respond straight away to any disclosure made by children or staff, regarding the abuse taken or taking place by a staff member within the setting. The alleged incident will be recorded in the appropriate format in accordance with Local Authority Designated Officer (LADO) immediately.

- We refer any such complaint to SPOA and they will deal directly with the Local authority's Designated Officer (LADO) to investigate. Jill Bray will report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.

- When the management, directors and the children's social care services agree it is appropriate in the circumstances, the manager Jill Bray will suspend the member of staff on full pay for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

Disciplinary action

When a member of staff or volunteer is dismissed from Manor Twiglets Nursery because of misconduct relating to a child. We immediately notify the Disclosure and Barring Service (DBS) of relevant information, so that individuals who pose a threat to children can be identified and barred from working with these groups. The LADO (Local Authority's Designated Officer) should be contacted for advice before referral to the DBS.

Manor Twiglets Nursery is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults.

Continued Professional Development and Training

We seek out all training opportunities for all staff so they are able to recognise the signs and signals of abuse, including any online training courses. All staff are assigned individual log in details on the online Early Years Alliance training system 'Educare' with lots of courses that are required at Manor Twiglets to access and complete, specifically the Safeguarding and Prevent training. It is a requirement of Manor Twiglets Nursery for all practitioners to revisit the Prevent and Safeguarding training annually. Certificates must be produced and stored in personnel files.

- All new practitioners, students and volunteers will be assigned an experienced member of staff to mentor them for the duration of induction into the setting; including support with the Educare online training.
- The Lead Person and Designated Safeguarding officer (1: Jill Bray, 2: Laura Ceylan & 3. Bobbi Penfold) are required to complete the Level 1 and 2 Safeguarding Training and Designated Safeguarding Lead and keep this up to date with regular refresher courses. They are also required as DSL to complete The Prevent Duty online courses 1 & 2 [Prevent duty training: Learn how to support people susceptible to radicalisation | Prevent duty training \(support-people-vulnerable-to-radicalisation.service.gov.uk\)](#)
- All new practitioners will complete the East Sussex approved Level 1 Child Protection Training as soon as possible and advisable to re do within 2 years depending on the space available on the course.
- We make sure that all practitioners know the procedures for reporting and recording their concerns in the setting including Whistle Blowing. The Whistle Blowing information is stated in the Staff Handbook, pg 30-32. When new report forms or information is sent out we provide time in the monthly staff meetings to discuss together. We encourage all practitioners to read the Safeguarding Policy regularly to refresh their knowledge of the policy.
- The Safeguarding Newsletter sent from East Sussex County Council is forwarded on to all practitioners for them to read through and update their knowledge monthly.

- Safeguarding and related issues always form part of the agenda in meetings with both staff and directors. Time is provided in all meetings to go through any concerns regarding individual children or any difficulties staff may experience with understanding these policies and procedures.
- All practitioners, apprentices, Directors and regular volunteers are encouraged to read the Sussex Child Protection and Safeguarding procedures online <https://www.esscp.org.uk>

Enabling Environments

- The layout of the nursery room allows for constant supervision of all the children. Children in the setting are not left alone with any staff or volunteers on a one-to-one situation without being visible to other members of staff. Volunteers are not allowed to take the children to the toilets, change their clothes or take them into the corridor to get their coats or anything out of their bags.
- Staff members are placed in a specific area of the nursery on a daily basis. They will be responsible for supervising the children that access their activity and the surrounding areas. They will not sit with their backs to the children and should position themselves so that they can see all areas and all children.
- When changing nappies or soiled clothing, the children are not taken out of the room with one practitioner. They are changed in the toilet area which is accessible to all practitioners although gives the child privacy in the same instance. **Children are not changed by the door of the toilets** for all to see in the nursery, but ushered round the corner. This is for the protection of the staff in the nursery from false allegations but also for the child too. This information is more detailed in the Toileting Policy.

Learning and Development

- We introduce key elements of keeping children safe into our planning to promote each child as Unique with regards to their development, Self Regulation and Personal, social and emotional development of all children. This is so that children will grow to be strong, resilient and listened to. Children at Manor Twiglets Nursery will develop an understanding of why and how to keep themselves safe. We discuss the NSPCC 'Lets talk Pants' [Let's talk PANTS | NSPCC](#).
- At Manor Twiglets Nursery we create a culture of value and respect of the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background (British Values).

British Values

We promote British Values (Democracy; Rule of Law; Individual Liberty and mutual respect and tolerance of those with different Faiths and beliefs) in accordance with The Prevent Duty 2015; updated 31st December 2023.

- **Democracy** - This is where we all make decisions together, make sure that we all have equal rights and treated equally. Democracy is where all children's views matter and they have the opportunities to make decisions together.
- **Rule of Law** – This is about teaching the children the rights and the wrongs and that all rules matter and that we have rules that need to be followed. For the younger children it is about cause and effect and that our actions have consequences.
- **Individual Liberty** – This is all about freedom for everyone. Its about promoting self confidence and self-awareness and providing the children with the language to be able to describe their emotions and their feelings.
- **Mutual Respect and Tolerance** – This about where in our setting we provide an environment that is tolerant of all faiths, cultures, beliefs and views. It is also about celebrating all differences and similarities too.

We ensure that this is carried out in a way that is developmentally appropriate for the children and all children understand. We also evidence that we deliver this to the children in the setting in accordance with the Early Years Inspection Handbook [Early years inspection handbook for Ofsted-registered provision - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/101234/Early_years_inspection_handbook_for_Ofsted-registered_provision_-_GOV.UK_(www.gov.uk).pdf) (accessed 29/11/2023)

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know.

Any information is shared under the guidance of the East Sussex Safeguarding Children Partnership.

The setting complies with GDPR (General Data Protection Regulations 2018).

Records

All children's records should be shared with parents.

At Manor Twiglets we record:

- All children and Staff's daily attendance- this should include the exact arrival and departure time. This is recorded in the daily register.
- Any observations of injuries to a child on arrival. These need to be specific in size, length and accurate. Record this on a body map with a date and who witnessed the injury on the child on arrival. The information recorded on the body map must be clear and precise to include size and colour/ shade of injuries.
- All accidents and incidents that occur to a child in the setting. This needs to be completed on an Accident/Incident report form that is dated, signed specifically by the witness and then the parents to sign to say that they have been told about the circumstances and injuries.

All the safeguarding records of the children should be transferred to the next setting or educational establishment within 5 days of the child leaving. If the child is home schooled then Manor Twiglets will keep this information until the child is 25 years old. This should be recorded on an ESCC transfer of records form (see appendix 4).

Supporting families

- We at Manor Twiglets Nursery believe in building trust and supportive relationships with families, staff and volunteers in the group.
- We make clear to all parents our role and responsibilities in relation to child protection. For example the reporting of concerns, providing information, monitoring of the child and liaising at all times with the SPOA and the East Sussex Safeguarding Partnership.
- We continue to welcome the child and the family into the setting whilst investigations are being made in relation to any alleged abuse.
- We follow the Child In Need, Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting the child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the parent or those who have parental responsibilities for the child in accordance with the Confidentiality and Client Access to Records procedure and if appropriate under the guidance of the East Sussex Safeguarding Children Partnership.

Legal Framework:

Children's Act (1989; 2004 & 2006),
Working Together to Safeguard Children (2018, updated July 2022),
United Nations Convention on the Rights of the child (1989),
Protection of Children Act (1999), GDPR (2018),
The Children (Every Child Matters 2004),
Safeguarding Vulnerable Group Act (2006),
The Children's Act 2006 section 39 (1) (b),
The Children's and Families Act (2014),
Children and Young Persons Act (2008),
Human Rights act (1989),
The Prevent Duty (2015, updated December 2023)

Secondary Legislation:

Sexual Offenders Act (2003), Criminal Justice and Court Services Act (2000),
Equalities Act (2010) and Data Protection Act (1998);
GDPR (2018)
Statutory Framework for the Early Years Foundation Stage 2024 (section 3 pg23 onwards),
Disclosure and Barring Service [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
Keeping Children Safe in Education updated 2023
Education Inspection Framework (EIF) updated September 2023
Early Years Inspection Handbook – updated 2023
What to do if you're Worried a Child is being Abused 2015,
East Sussex Safeguarding Childrens Partnership [Home - ESSCP](#)
Sussex Child Protection and Safeguarding Procedures (Online)
Inspecting Safeguarding In Early Years, Education and Skills Settings – updated
[Final EB Safeguarding with DfE changes \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
East Sussex Continuum of Need [Level indicators | East Sussex County Council](#)

This Policy was implemented on 29th November 2023

Date of review: When new Legislations are implemented and others updated

Signed on Behalf of the Directors:

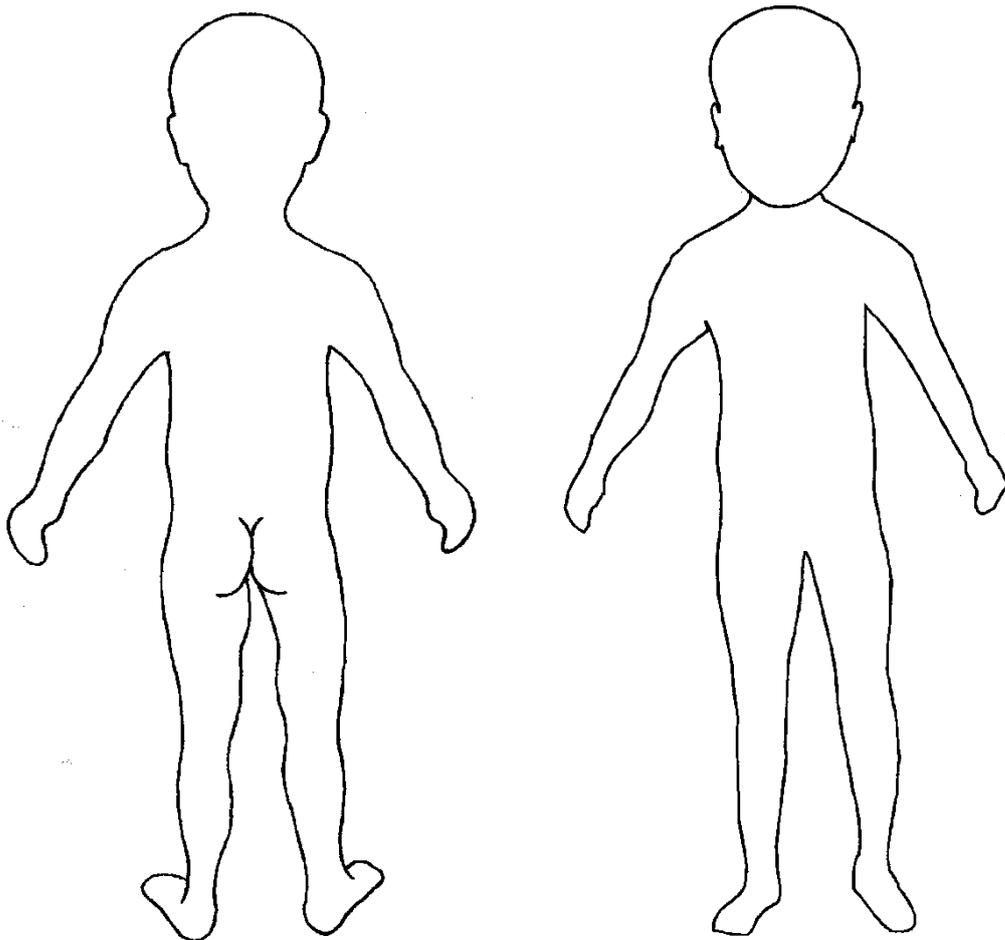
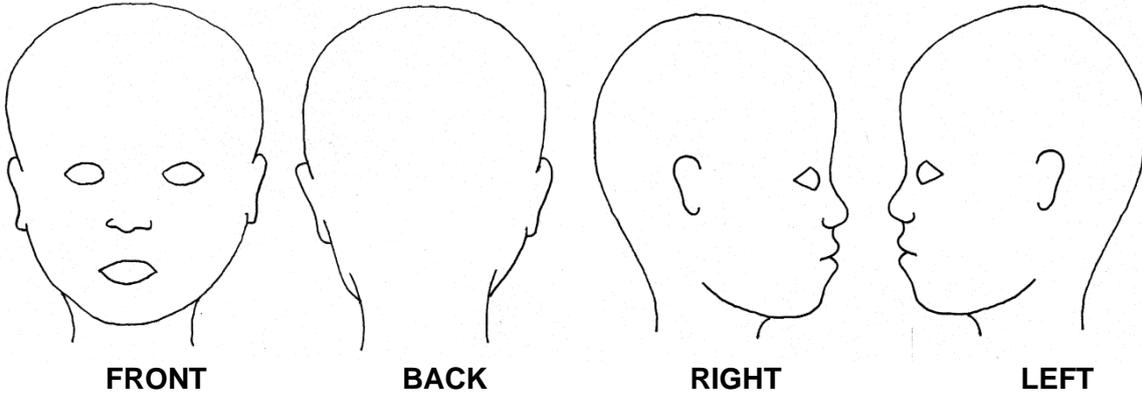
Name of signatory: Mrs FJ Bray

Role of Signatory: Childcare Manager

APPENDIX 1
BODY MAP

Child's name		Child's date of birth	
Date of incident (dd/mm/yyyy)		Person completing body map	

Detail size nature and any additional identifying features of injury



Details of the incident

Note the reasons for recording the incident. Ensure the following factual information is provided – who, what, when and where. Include names of witnesses, if relevant, and immediate actions taken. If offering a professional opinion provide context to substantiate the opinion. Attach a body map or other information, if appropriate.

Reporting staff
member's
signature

Date

Please pass this form to the your Safeguarding Lead Jill Bray

APPENDIX 2

WELFARE CONCERN FORM

To be used to record low level concerns or serious child protection concerns requiring immediate response

Child's name			
Child's date of birth		Year group	
Staff member reporting incident			
name and position (print name)			
Date of incident (dd/mm/yyyy)		Time of incident	
Details of the incident Note the reasons for recording the incident. Ensure the following factual information is provided – who, what, when and where. Include names of witnesses, if relevant, and immediate actions taken. If offering a professional opinion provide context to substantiate the opinion. Attach a body map or other information, if appropriate.			
Reporting staff member's signature		Date	
Please pass this form to Jill Bray & Laura Ceylan, Manor Twiglets DSL			
The Safeguarding Lead The Safeguarding Lead should record their analysis of the impact of historic and known information, considering the chronology and current information relating to this incident or concern on the child's welfare.			
Analysis and response to the incident/concern			

Note actions planned and taken, including names of anyone to whom the information was passed.

Outcomes

Record outcomes of the actions taken and forward planning, including plan to review outcome and impact.

**Safeguarding
Lead's name**

**Safeguarding
Lead's signature**

Date

CONTINUATION SHEET for additional information related to the original concern

Details of the incident or information and updated analysis and planning

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Reporting staff member's signature		Date	
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The Safeguarding Lead Analysis and response to the incident/concern Note actions planned and taken, including names of anyone to whom the information was passed..
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Outcomes Record outcomes of the actions taken and forward planning, including plan to review outcome and impact.
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Safeguarding Lead's signature		Date	
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Manor Twiglets Nursery Ltd

Date of Significant event	Information (Detail)	Source of Information/evidence (Name or document and where held)	Response or Outcome (Impact of child/risk/plan and action taken/agreements achieved)	Recorded By	Outstanding Actions

APPENDIX 4



Manor Twiglets Nursery Ltd

Transfer receipt of Child Protection Records between Educational Establishments

Name of child.....

Date of Birth.....

Unique reference number

Name of originating school.....

Address of originating school

Name of Designated Safeguarding Lead originating School.....

Date child taken off role at originating school.....

Date file exchanged.....

Method of transfer (delete as appropriate) Exchanged by Hand/Post (Recorded Delivery)/Secure electronic transfer

Contents of file:

File contents	Number of documents/pages/date range	Any additional details
Any case synopsis or hand over notes		
Front sheet <i>(with relevant family and professional contact details)</i>		
Chronology		
Welfare concern forms		
Statements of referral to social care		
Assessments		
Referrals to other agencies		
Minutes of meetings		
Formal Child Plans <i>(Early Help/Child Protection/Health Care etc.)</i>		
Legal papers		
Intervention notes <i>(Thrive/therapeutic/attendance support etc.)</i>		

Name of receiving school.....

Address of receiving school

Name of Designated Safeguarding Lead (receiving school).....

Date child placed on role at receiving school.....

Date file received as outlined above.....

Signature of current Designated Safeguarding Lead