

University of Warwick Nursery

Policy Statement on Safeguarding Children

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.

Working with the advice provided in the Revised Prevent Duty Guidance: for England and Wales and Early Years Foundation Stage Statutory Framework 2025, the nursery has a duty to take all necessary steps to keep children safe and well and as such we will ensure that we will adhere to our policies to ensure children are safeguarded, that the people looking after the children are suitable to do so, and that we promote good health and behaviour within the nursery.

Security

The security of the nursery building, and the gardens are essential to ensure all children, staff, families, and visitors are safe from any external threat from people or the environment.

The nursery and its grounds are contained within a secure building and tall secure perimeter fence around the garden areas. The main entrance doors open automatically into the reception area where visitors, outside agencies and any deliveries can be dealt with by the office staff. Staff and parents can access the nursery itself using their University ID cards or visitor card to open the inner doors leading into the nursery. The service door on the other side of the nursery can only be accessed by staff.

Parents and Carers are regularly informed and reminded about their responsibility in keeping the nursery secure. These points are as followed:

- Always remember your access card. Do not lend it to anyone else.
- Staff must be informed by the parents when delivering or collecting their child. A secure pickup password will be asked for by staff when the child is collected by the nominated person.
- No tailgating at the nursery door. If you have forgotten your access card, go to the office and they will let you in. If someone tries to enter the nursery behind you, please stop them and direct them to the office.
- Always use the main doors passing the office to enter and exit the building.
- Be always vigilant.

The University Campus Safety Team is based on main campus. The Campus Safety Team make regular patrols around campus by car and on foot. Their role is to ensure the safety of everyone while they are on campus, this includes students, members of staff, members of the public, children in the nursery or school children visiting the campus, and many other groups. Each of the nursery playrooms, offices, and communal rooms, are fitted with a panic button, which is connected directly to the Campus Safety Team. All members of nursery staff are shown where these buttons are situated on induction. The panic buttons, has a silent alarm, the Campus Safety Team will respond immediately when the panic alarm is activated and will arrive at the nursery within minutes.

The Maintenance of the nursery building, and grounds are of paramount importance. Any repair work or maintenance required is reported to the University Estates Department and the work is completed as quickly as possible.

It is the responsibility of all staff to always:

- Be always vigilant
- Always challenge strangers
- Use the panic button if you or the children are threatened in anyway.

Other policies that deal with security issues are:

- Alcohol and Illegal Substance Abuse
- Cameras and Camera Equipment
- Mobile phones
- Evacuation and Lockdown
- Fire Procedure
- Lost Child
- Accident Procedure

From September 2025, the changes to the Early Years Foundation Stage Statutory Framework (EYFS) Safeguarding requirements come into effect. These are:

Amendments to **Safer Recruitment**- Candidates applying for a post at the nursery apply through the University HR department who passes on the applications to the nursery the day after the closing date of the advert. Safeguarding is always the priority and in the essential criteria listed in the job description, all candidates must stipulate their knowledge, experience and their understanding of how important Safeguarding is. The shortlisted candidates are questioned at the interview on their Safeguarding knowledge. It is a requirement that at least two referees are obtained before the post is offered to the successful candidate. The successful candidate will not be allowed to start work until a clear DBS check and has been received through the University's DBS and screening.

- **Reporting child absences**- The parents, carers and family members of all children that are absent from nursery for a prolonged period will be contacted to ascertain the cause of the absences. At least two contact numbers will be held by the nursery for each child attending to ensure that contact with the child's family can be made. If this is not possible, the setting will contact the emergency services. See the setting's Attendance Policy.
- **Safer eating**- The EYFS statutory framework requirement states 'Where children are provided with meals, snacks and drinks, these must be healthy, balanced and nutritious'. We make every effort to supply nutritious, well-balanced meals and ~~have currently got our catering contract out for tender~~ contractor is asked to show evidence that the meals are made with ingredients that are locally sourced.
- fresh and provided from a sustainable ~~supplier~~ source. During mealtimes, staff with Paediatric First aid training sit with the babies and young children and are able to see and hear every child. This ensures that if a child should start to choke or have an allergic

reaction to their food, a staff member would be able to deliver first aid and alert colleagues immediately.

- **Safeguarding Training Criteria Annex-** All staff attend inhouse Safeguarding Training every year. Their attendance is recorded and throughout the year our Safeguarding Trainer, Sarah Birrane, updates and refreshes staff's knowledge during our termly staff meetings, keeping Safeguarding at the forefront of our practice.
- **Whistleblowing-** See the settings policy
- **Paediatric First Aid Training-** Amendments have been made to ensure that long serving apprentices have received Paediatric First Aid training by the local authority for them to be included in ratios at the level below their recent study.
- **Respecting children's privacy-** All staff will ensure that babies and young children having their nappy changed, using the potty or using the toilets can do so discreetly and respectfully as is possible whilst keeping a balance with Safeguarding considerations. All visitors, parents and maintenance staff will not be allowed into the playroom bathrooms and changing areas unless a member of staff has checked that no children or babies are using the facilities before allowing them to enter.

Safeguarding

The Nursery has a duty to be aware that abuse does occur in our society. This statement lays out the procedure that will be taken if we have reason to believe that a child in our care is subject to either emotional, physical, or sexual abuse or neglect.

Our prime responsibility is the welfare and wellbeing of all children in our care. As such we believe we have a duty to the children, parents/main carers, and staff to act quickly and responsibly in any instance that may come to our attention.

The Nursery has a duty to report any suspicions of children at risk to the local authority. The Children Act 1989 (Section 47(1)) places a duty on the Local Authority to investigate such matters. The Nursery will follow the procedures set out by the Coventry Safeguarding Children Board (SCB) and in the Government's statutory guidance "Working Together to Safeguard Children" and as such will seek the advice of the Coventry Safeguarding Children Board on all steps taken subsequently. We will also follow the guidance set out in the Statutory Guidance to the Early Years Foundation Stage 2025.

Every member of Nursery staff has a duty ensure their knowledge of the indicators of abuse, and how to sensitively manage any suspicions or accusations of abuse are continuously updated. To this end every member of staff must attend safeguarding training annually. This training will be provided by our own, in house, qualified, safeguarding trainer.

Where staff have concerns about the care of a child a Safeguarding Action Record (Reflective Journal) will be opened. This will be used to record all incidents that cause concern about a child. The entries kept in this journal may support a decision to progress safeguarding concerns to the SCB At all times the designated member of staff dealing with suspected child abuse will be the Nursery Manager, or in her absence the Assistant Manager or Designated Safeguarding Lead, who is responsible for the sensitive management of any accusations of abuse made. Should an accusation of abuse be made the nursery will work to ensure that all investigations will be carried out in accordance with the nursery confidentiality policy.

The designated member of staff will provide support, advice, and guidance to the nursery staff on an on-going basis, and on specific safeguarding issues when necessary.

It must be noted that in some circumstances it may be necessary to share information with other agencies before informing parents in order to safeguard the child.

Where an accusation of abuse is made about a child, or where a child discloses an abuse, whether in the home or in the nursery or elsewhere, the University's Safeguarding officer must be contacted and informed of the accusation.

In the event of a member of nursery staff being accused of abusing a child, the settings Designated Safeguarding Lead (DSL) will inform the university Safeguarding Officer, Ofsted and the Local Authority Designated Officer (LADO) will be informed and our Policy on Professional Abuse followed.

Below are definitions of the most common forms of abuse and our recommended procedure in responding to the abuse.

Physical Abuse

Action will be taken under this heading if the staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, hitting, shaking, throwing, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Procedure

- a.** Any sign of a mark/injury to a child when they come into the Nursery will be recorded.
- b.** The incident will be discussed with the parent/main carer.
- c.** Such discussions will be recorded, and the parent/main carer will have access to such records.
- d.** If there appear to be any queries regarding the injury the Local Authority will be notified.

Sexual Abuse

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, and drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

Sexual abuse is defined by the Safeguarding Children Authority as; forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities, may involve physical contact, including penetrative or non-penetrative acts (including rape, buggery or oral sex). They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Procedure

- a.** The observed instances will be reported to the Nursery Manager.

- b.** The matter will be referred to Social Care.

Emotional Abuse

Action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to be frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Procedure

- a.** The concern will be discussed with the parent/main carer.
- b.** Such discussion will be recorded and the parent/main carer will have access to such records.
- c.** If there appears to be any queries regarding the circumstances, the matter will be referred to the Local Authority.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing or shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Procedure

- a.** The concern will be discussed with the parent/main carer and a record of the facts of the concern will be made.
- b.** One of the setting's DSLs will be informed and decisions will be made as how to proceed.
- c.** Such discussions will be recorded and the parents included in those decisions.

- d. If there appears to be any queries regarding the circumstances the Local Authority will be notified.

Statement

It is the policy of the Nursery to provide a safe and secure environment for all children.

It aims to:

- Ensure that children are never placed at risk while in the charge of the Nursery staff.
- Ensure that confidentiality is maintained for as long as it is safe to do so. However, it should be acknowledged that information on a child will only be shared on a need-to-know basis.
- Ensure that children are listened to and believed in the event of a disclosure.
- Ensure that parents/main carers are treated fairly and supported.
- Revise staff awareness to Child Protection issues and procedures
- Ensure all staff are familiar with the Coventry Safeguarding Children's Board guidelines and this policy.
- The Nursery will act swiftly and will co-operate fully with the Coventry Safeguarding Children Board if an accusation of abuse is made against a member of staff or volunteer in the Nursery.
- Regularly review and update this policy.
- Ensure that all staff attends Safeguarding training. In house training will be provided to ensure that every member of staff is able to identify possible signs of abuse and is able to respond and act at the earliest opportunity.
- Ensure that Criminal Records Bureau Enhanced Disclosure checks are carried out on all paid staff and that until these are completed staff will not have unsupervised access to children.
- There is a professional abuse policy in place for allegations made against a member of staff which should be considered in conjunction with this policy, (Whistleblowing Policy)
- There is a setting policy on the use of mobile phones and cameras which should be considered in conjunction with this policy.
- This policy should be considered in line with the University's Child protection policy, <https://warwick.ac.uk/services/wss/about/safeguarding/>

University Safeguarding Officer: Internal: safeguarding@warwick.ac.uk

Coventry Safeguarding Children Board Helpline: 02476 833443

Emergency Duty Team: 02476 832222 (out of hours)

West Midlands Police Child Protection Team: 02476 539044

Children's Social Care Referral and Assessment Service: 02476 78855

LADO [contact details - web link](#) or lado@coventry.gov.uk