HAPPY HOGLETS MULTILINGUAL NURSERY

Operated by EDUART C.I.C. (trading as EduArt Global Learning CIC) • Unit 1, Wolseley Trust Business Park, Plymouth, PL2 3BY

Child Protection & Safeguarding Policy

> *"At Happy Hoglets Nursery, every language is valued, every child belongs, and we promote equality between all people, recognising the Equality Act 2010."*

Policy Details

Setting:	Happy Hoglets Multilingual Nursery (operated by EDUART C.I.C.)
Designated Safeguarding Lead (DSL):	Mrs Cristina Zolde
Deputy Designated Safeguarding Lead (DDSL):	Irina Matei
Designated Lead for Looked-After Children:	Mrs Cristina Zolde
Local Safeguarding Partnership:	Plymouth Safeguarding Children Partnership (PSCP)
Contact Details:	Tel: 07445 961 393 • Email: eduartcic@gmail.com
Review Cycle:	At least annually, and sooner if legislation, EYFS requirements, or local procedures change.
Version / Adoption Date:	Review and enter formal adoption date prior to sign-off.

Implementation Note: Before formal adoption, the Directors and Nursery Manager should verify this policy against the current Early Years Foundation Stage (EYFS) Statutory Framework, *Working Together to Safeguard Children*, Ofsted Early Years requirements, and Plymouth Safeguarding Children Partnership procedures, and record the formal adoption date below.

1. Policy Statement and Commitment

Happy Hoglets Multilingual Nursery (EDUART C.I.C.) recognises its moral and statutory responsibility to safeguard and promote the welfare of every child in our care. We are committed to providing a warm, nurturing, multilingual, safe, and stimulating early years environment in which young children can explore, communicate, and develop socially, physically, emotionally, and morally.

We promote an open, vigilant culture in which children, parents, carers, and staff feel safe, respected, and listened to. The welfare of the child is paramount. All directors, managers, early years practitioners, apprentices, volunteers, students, contractors, and visitors share a responsibility to help protect children from harm and maintain the safeguarding principle that **"it could happen here"**.

All adults who work with children in the nursery must be suitable for their role, complete enhanced vetting and disqualification checks required for early years settings, and receive appropriate safeguarding training and supervision.

2. Purpose and Scope

This policy sets out how Happy Hoglets Nursery prevents harm, recognises safeguarding concerns, responds to disclosures, records and shares information securely, and works with parents, carers, and relevant agencies. It applies to all nursery activities and settings, including core nursery sessions, wraparound care, holiday provision, outdoor play, outings, and nursery events.

It applies to all staff and adults working for or on behalf of Happy Hoglets Nursery and EDUART C.I.C., whether paid or unpaid, full-time, part-time, temporary, or contracted, as well as visiting children and young people under 18.

3. Definitions and Principles

- **Safeguarding and promoting the welfare of children** means protecting children from maltreatment; preventing impairment of children's mental and physical health or development; ensuring they grow up in circumstances consistent with the provision of safe and effective care; and taking action so that all children have the best outcomes.
- **Child protection** is part of safeguarding and concerns action taken to protect a child who has suffered, or is at risk of suffering, significant harm.
- **A child** is anyone who has not yet reached their 18th birthday.
- **Parent or carer** includes a birth or adoptive parent, step-parent, guardian, foster carer, or another adult with parental responsibility or a caring role.

Abuse may include physical, emotional, and sexual abuse, neglect, exploitation, domestic abuse, online abuse, and harm caused by adults or other children. Young children may experience more than one form of harm at the same time and may express distress through play, behaviour, or physical indicators rather than words.

Every child has the right to feel safe and to be protected, regardless of age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, home language, culture, or family circumstances. We make reasonable adjustments to help children with Special Educational Needs and Disabilities (SEND) and children learning English as an Additional Language (EAL) access support and participate safely.

4. Aims

Happy Hoglets Nursery will: promote children's safety, dignity, wellbeing, and resilience; ensure all adults understand how to recognise and report concerns; respond promptly and consistently to disclosures and allegations; keep accurate, confidential records; share information lawfully when needed to protect children; work effectively with families and safeguarding partners where appropriate; and ensure recruitment, training, regular supervision, device controls, and site arrangements support safe practice.

5. Legislation and Statutory Guidance

This policy should be read alongside current versions of: the Early Years Foundation Stage (EYFS) Statutory Framework; the Children Acts 1989 and 2004; the Childcare Act 2006 and Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018; the Education Act 2002 where applicable; the Children and Social Work Act 2017; the Equality Act 2010; the Data Protection Act 2018 and UK GDPR; the Sexual Offences Act 2003; the Female Genital Mutilation Act 2003, as amended; the Counter-Terrorism and Security Act 2015; current statutory guidance including *Working Together to Safeguard Children* and *Keeping Children Safe in Education* where applicable; Ofsted Early Years requirements; and Plymouth Safeguarding Children Partnership (PSCP) and South West Child Protection Procedures.

Staff must use current local referral routes and statutory guidance. Where this policy and current legislation or guidance differ, current legal requirements and safeguarding procedures take precedence.

6. Recognising and Responding to Concerns

Any adult who has a safeguarding concern, observes a worrying change in a child, receives a disclosure, or suspects abuse must act promptly. Do not assume someone else will report it.

Where a child is in immediate danger or needs urgent medical assistance, call **999** immediately. Otherwise, report the concern to the **DSL, Mrs Cristina Zolde**, or in her absence to the **Deputy DSL, Irina Matei**, as soon as possible on the same day. If neither the DSL nor Deputy DSL is available, or if the concern involves the DSL,

contact Plymouth Children's Social Care / Multi-Agency Safeguarding Hub (MASH) or the Local Authority Designated Officer (LADO) directly without delay. Do not delay a referral while trying to contact the DSL.

Listen calmly at the child's level and take the child seriously. Reassure them that they have done the right thing by speaking up and are safe. Do not promise secrecy, investigate the allegation, ask leading questions, or confront the alleged person responsible. Use open, simple prompts only when needed to clarify what the child is saying. Where a child communicates in a home language other than English, use a vetted multilingual staff member or approved interpreter rather than a family member where family involvement may pose a risk.

Record the child's words, gestures, or behaviours as accurately as possible, separating fact from opinion. Include the date, time, location, people present, any visible injuries or relevant observations (using a body map—never take photographs of injuries), and the action taken. Sign and date the record and pass it securely to the DSL (or Deputy DSL). Follow up if you are unsure that the concern has been acted on.

7. Designated Safeguarding Lead (DSL) and Deputy DSL Responsibilities

The DSL (**Mrs Cristina Zolde**), supported by the Deputy DSL (**Irina Matei**), is the focal point for safeguarding concerns across Happy Hoglets Nursery and will: assess concerns and make or support timely referrals to Plymouth Children's Social Care, the Police, Early Help, or other services; seek advice from safeguarding partners when needed; maintain secure and accurate chronological records; ensure information is shared on a need-to-know basis; liaise with families where appropriate and safe; coordinate support and multi-agency working; ensure staff know this policy and reporting routes; monitor training and updates; and review safeguarding practice and this policy at least annually.

The DSL or Deputy DSL will attend relevant child protection meetings or arrange for a suitably informed representative to attend. Decisions, referrals, advice received, and reasons for action or non-action must be recorded. If a child is already known to services or is subject to a child protection plan, the DSL will follow the agreed plan and local procedures.

8. Staff Training, Supervision and Responsibilities

All adults working with children must complete safeguarding induction before working unsupervised with children, alongside role-appropriate training covering recognising signs of abuse in early childhood, responding to disclosures, recording concerns, online safety, child-on-child behaviour, and the Prevent duty. Training and updates will be refreshed regularly in line with statutory requirements and EduArt's training schedule. Both the DSL and Deputy DSL will refresh specialist DSL training at least every two years.

In line with EYFS requirements, Happy Hoglets Nursery provides regular, documented staff supervision meetings to offer coaching, support, and a safe forum to discuss child welfare and safeguarding practice.

Staff must know the identity and contact details of the DSL and Deputy DSL, understand the Early Help process and local referral routes, maintain professional boundaries, follow safer working practice, and cooperate with safeguarding enquiries. Any adult may make a referral directly to statutory services if a child is at risk; they should inform the DSL or Deputy DSL where it is safe and appropriate to do so.

9. Supporting Children and Children in Care

Happy Hoglets Nursery builds children's confidence and resilience through strong key-person relationships, trusted adults, and a positive multilingual environment. Young children who have experienced abuse or trauma may respond in different ways, including withdrawal, regression, distress, aggression, or changes in eating, sleeping, or toileting behaviour. Staff must not make assumptions based on behaviour alone.

Where a child is looked after or was previously looked after, the DSL will liaise with the child's social worker, local authority, virtual school, and relevant carers as appropriate, ensuring staff receive only the information they need to support the child safely. If a child leaves Happy Hoglets Nursery while safeguarding concerns remain, relevant safeguarding records will be transferred securely to the receiving early years setting or school without delay.

10. Confidentiality, Records and Information Sharing

Safeguarding records are strictly confidential and must be stored securely in a locked cabinet or encrypted digital system, separately from general nursery and learning records, with access restricted to authorised people. Information may be shared without consent where necessary and lawful to protect a child. Staff must never promise a child or adult that safeguarding information will be kept secret.

Where appropriate, parents or carers will be informed of a referral. They must not be informed if doing so could increase risk to the child, compromise an investigation, or otherwise be contrary to safeguarding advice. If unsure, the DSL or Deputy DSL will seek advice from Plymouth Children's Social Care or the Police. Happy Hoglets Nursery handles personal information in accordance with the Data Protection Act 2018 and UK GDPR; data protection must never be used as a reason to withhold information needed to safeguard a child.

11. Allegations Against Adults and Low-Level Concerns

Any allegation that an adult working for or on behalf of Happy Hoglets Nursery or EDUART C.I.C. may have harmed a child, committed a criminal offence involving a child, behaved towards a child in a way that indicates they may pose a risk, or behaved in a way that indicates they may be unsuitable to work with children (including transferable risk outside work) must be reported immediately to the **Director/DSL (Mrs Cristina Zolde)** or, in her absence, to the **Deputy DSL (Irina Matei)**.

If the concern involves the DSL or Director, it must be reported directly to the **Plymouth Local Authority Designated Officer (LADO)** and/or Ofsted without informing the person implicated. The person receiving the allegation must not investigate it or promise a particular outcome. Happy Hoglets Nursery will contact the LADO within one working day, seek HR advice, follow local allegations procedures, preserve records, and consider protective measures, including suspension only where appropriate and advised.

In accordance with EYFS requirements, Happy Hoglets Nursery will notify Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises, and of the action taken, as soon as is reasonably practicable and within 14 days at the latest.

Concerns that do not meet the harm threshold must still be reported and recorded under EduArt's Low-Level Concerns Policy. We promote an open culture in which concerns about adult conduct are addressed promptly, consistently, and proportionately.

12. Whistleblowing and Professional Boundaries

All adults have a duty to raise concerns about unsafe practice, misconduct, or failures to safeguard children. Concerns may be raised with the DSL/Director or Deputy DSL, or externally with the LADO, Plymouth Children's Social Care, the **Ofsted Whistleblowing Hotline (0300 123 3155)**, or the **NSPCC Whistleblowing Advice Line (0800 028 0285)**, particularly where internal reporting feels unsafe or ineffective. Staff must follow EduArt's Whistleblowing Policy.

Adults must maintain professional boundaries, communicate openly and transparently, avoid unnecessary one-to-one situations where these cannot be observed or appropriately recorded, and never use humiliating, threatening, discriminatory, or inappropriate language or behaviour.

13. Safer Recruitment, Suitability and Disqualification

Happy Hoglets Nursery follows strict safer recruitment requirements in compliance with EYFS and Ofsted standards. Pre-employment checks include verifying identity, right to work in the UK, relevant early years qualifications, full employment history (with any gaps explored), at least two satisfactory references, enhanced DBS certificates with Children's Barred List checks, and overseas criminal record checks where applicable.

All staff and regular volunteers must complete a Childcare Disqualification declaration prior to starting work and annually thereafter to confirm they are not disqualified under the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2018. No individual may be left unsupervised with children until all required checks are completed and recorded on the setting's Single Central Record (SCR).

Recruitment decisions are documented. Online searches may be used fairly as part of recruitment due diligence. At least one person on every recruitment panel will have completed Safer Recruitment training. Students, volunteers, contractors, and visiting activity providers are vetted or supervised according to their role and access to children.

14. Child-on-Child Behaviour and Harm

Young children can harm other children through biting, hitting, pushing, bullying, or age-inappropriate sexualised behaviour. Such behaviour must never be dismissed as “banter”, “just a phase”, or harmless play.

All persistent, severe, or concerning incidents must be reported to the DSL or Deputy DSL and recorded. Happy Hoglets Nursery will consider the needs and safety of all children involved, take proportionate protective and supportive action, work with parents/carers, and refer to statutory services where appropriate.

15. Specific Safeguarding Risks

Staff must be alert to signs of neglect, physical or emotional abuse, sexual abuse and exploitation, domestic abuse, fabricated or induced illness, online harm, radicalisation, female genital mutilation (FGM), forced marriage, and so-called honour-based abuse.

- **Indicators:** Unexplained injuries, chronic hunger or poor hygiene, sudden changes in behaviour or regression, fear around holidays, prolonged unexplained absences, or concerns raised by the child. No single indicator proves abuse; staff must record and report concerns rather than investigate them themselves.
- **FGM:** Where a relevant professional discovers that FGM appears to have been carried out on a girl under 18, the mandatory reporting duty to the Police applies to the professionals specified in law. Staff must notify the DSL immediately and comply with their own legal duties. Suspected risk of FGM must be referred immediately through safeguarding procedures.
- **Forced Marriage and Honour-Based Abuse:** Treat any disclosure or suspicion seriously. Do not contact family members if this could place the child or another family member at greater risk. Seek immediate advice from the DSL and relevant statutory services; contact the Police where required.
- **Prevent and Radicalisation:** Staff must be alert to signs that a child or household may be vulnerable to radicalisation, including online influences. Concerns must be discussed with the DSL and referred through Plymouth’s Prevent/Channel procedures where appropriate. Happy Hoglets Nursery promotes mutual respect, kindness, inclusion, and fundamental British values in age-appropriate ways.

16. Online Safety, Mobile Phones, Smartwatches and Devices

Happy Hoglets Nursery promotes safe, supervised use of digital resources. Children are never left unsupervised with internet-enabled devices, and appropriate filtering and monitoring are maintained.

- **Personal Mobile Phones & Smartwatches:** Staff, students, volunteers, and visitors must not carry or use personal mobile phones, smartwatches capable of taking images or recordings, or personal cameras in rooms or outdoor areas used by children (including playrooms, bathrooms, nappy-changing areas, and sleep areas). Personal devices must be stored securely in lockers or the office during working hours and used only during breaks in designated staff-only areas.
- **Nursery Devices & Images:** Photographs and videos of children may only be taken using password-protected nursery devices and only where written parental consent is held. Images must never be taken in bathrooms or nappy-changing areas.
- **Illegal Imagery:** Staff must not view, download, copy, or forward illegal sexual images of children. If a report involves sexual imagery, preserve relevant information safely without viewing or sharing it and seek immediate advice from the DSL.

17. Intimate Care, Toileting and Nappy Changing

Only vetted, permanent nursery staff holding a clear enhanced DBS check may carry out intimate care; students, volunteers, and unvetted visitors must never assist with toileting or nappy changing. Nappy changing and toileting take place in designated, hygienic areas that balance the child's dignity and privacy with open visibility and staff accountability.

Staff must inform a colleague before taking a child for nappy changing or toileting, explain actions to the child in reassuring, age-appropriate language, encourage independence, and wear disposable gloves and aprons. Any unusual marks, soreness, bruising, or signs of distress observed during intimate care must be recorded factually on a body map and reported immediately to the DSL or Deputy DSL.

18. Equality, Inclusion, EAL and Children with SEND

Happy Hoglets Nursery welcomes children from all linguistic, cultural, and family backgrounds and makes reasonable adjustments to support disabled children and children with additional needs. Staff must not assume that behaviour, mood, regression, or injuries are explained by a disability or language barrier without considering possible abuse or neglect. Communication barriers must be addressed with appropriate support.

19. Parents and Carers; Multi-Agency Working

Happy Hoglets Nursery works with parents and carers respectfully, openly, and honestly, sharing concerns where it is safe and appropriate. Parents receive information about safeguarding upon registration, can access a copy of this policy at any time, and are informed how to raise a concern. Information will not be shared with a parent or carer if doing so may place a child at greater risk or prejudice an investigation.

We work closely with Plymouth Children's Social Care, Health Visitors, Speech and Language Therapists, Early Help, the Police, the local authority, and the LADO, contributing to early-help assessments and multi-agency plans to safeguard children.

20. Site Security, Collection and Missing or Uncollected Children

External doors, gates, and entry points are kept secure at all times. Visitors must sign in, show identification, wear a visitor badge, store personal mobile phones, and remain supervised. Children may leave only with parents or pre-authorised adults named on registration records (using agreed collection passwords where applicable) and must be signed out.

Staff conduct continuous headcounts during transitions and outdoor play. If a child goes missing unexpectedly, staff must alert the Nursery Manager/DSL immediately, conduct an immediate search of the premises and surroundings while maintaining supervision for remaining children, contact the Police (**999**) and parents/carers promptly if the child is not immediately located, and record the incident. If a child is uncollected at the end of a session, two staff members remain with the child while contacting parents and emergency contacts; if no authorised adult can be reached, the DSL will contact Plymouth Children's Social Care for advice.

21. Health, Safety, First Aid, Safe Sleep and Physical Intervention

Adult-to-child ratios meet or exceed EYFS statutory requirements at all times. At least one member of staff with a current, full **Paediatric First Aid (PFA)** certificate is on the premises at all times when children are present and accompanies children on all outings.

When a child is injured or becomes unwell, a trained first aider attends, the incident is recorded, and parents/carers are informed. Parents are also asked to report any injuries sustained at home, which are logged on an *Existing Injury Form* and reviewed by the DSL where appropriate. Sleeping children are checked visually at regular intervals (at least every 10 minutes) for breathing, colour, and temperature, with checks logged.

Physical intervention is used only as a last resort, where necessary and proportionate to prevent harm, and in accordance with training, policy, and the law. Any incident must be recorded promptly, witnessed or reviewed where possible, and shared with parents/carers.

22. Activities, Outings and Visiting Professionals

Outings and off-site visits require a written risk assessment, managerial authorisation, written parental consent, emergency contacts, a first aid kit, a nursery emergency mobile phone, and enhanced adult-to-child ratios. Visiting professionals have their identity and employing organisation verified on arrival and are supervised unless appropriate vetted clearance has been confirmed.

23. Curriculum and Prevention

Through the EYFS Personal, Social and Emotional Development (PSED) curriculum, stories, songs, and multilingual play, practitioners help children understand feelings, kindness, body boundaries (including age-appropriate PANTS messages), trusted adults, and how to seek help. Children are reassured that they will always be listened to and taken seriously.

24. Attendance and Unexplained Absence

Unexplained or repeated absence can be a safeguarding indicator. Happy Hoglets Nursery monitors daily attendance and contacts parents/carers on the **first day of unexplained absence**. Repeated or unexplained absences—particularly for children with a social worker or funded early years places—are reviewed by the DSL and shared with relevant local authority services where appropriate.

25. Review and Related Policies

The Directors and Nursery Manager will review this policy at least annually and sooner following changes in legislation, EYFS requirements, local procedures, or a significant safeguarding incident. Staff will be informed of all updates.

This policy should be read alongside Happy Hoglets Nursery and EDUART C.I.C.'s: Low-Level Concerns Policy; Managing Allegations Policy; Whistleblowing Policy; Safer Recruitment Policy; Mobile Phone, Smartwatch & Camera Policy; Intimate Care & Nappy Changing Policy; Positive Behaviour & Physical Intervention Policy; Online Safety & Acceptable Use Policy; Health & Safety, Fire Safety, and Safe Sleep Policies; First Aid, Medication & Medical Needs Policy; and Missing & Uncollected Child Procedures.

Appendix 1: Types of Abuse and Neglect

Abuse is maltreatment of a child. It may be inflicted directly or occur through failure to prevent harm. It can take place in families, institutions, communities, or online, and may be perpetrated by adults or other children. Different forms of abuse often overlap.

- **Physical abuse:** Deliberately causing physical harm, including hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise injuring a child. It may also include a carer fabricating or deliberately inducing illness.
- **Emotional abuse:** Persistent emotional maltreatment that harms a child's emotional development. It may include rejection, humiliation, threats, intimidation, silencing, inappropriate expectations, isolation, exposure to domestic abuse, serious bullying, or exploitation.
- **Sexual abuse:** Forcing or enticing a child to take part in sexual activities, whether or not the child understands what is happening. It can involve contact offences, non-contact acts, grooming, exposure to sexual activity or images, and online abuse. It can be perpetrated by adults or children, of any sex.
- **Neglect:** Persistent failure to meet a child's basic physical or psychological needs, likely to harm their health or development. It may include failing to provide adequate food, clothing, or shelter; protect from danger; provide suitable supervision; obtain medical care; or respond to emotional needs.
- **Exploitation:** Abuse in which a child or family is manipulated, coerced, or used for another person's benefit. This may include sexual or criminal exploitation, trafficking, and county lines, and may occur online without physical contact.

Safeguarding Concern: Quick Response Guide

1. **Immediate Danger:** If there is immediate danger or urgent medical need, call **999** immediately.
2. **Listen & Reassure:** Listen calmly at the child's level, reassure them, and take them seriously. Do **not** promise confidentiality, investigate, or ask leading questions.
3. **Report Promptly:** Report on the same day to the **DSL, Mrs Cristina Zolde**, or in her absence to the **Deputy DSL, Irina Matei**.
4. **Direct External Referral:** If neither is available or either is implicated, contact **Plymouth Children's Social Care (MASH)** on **01752 668000** (Out of Hours: **01752 346984**) or the **Plymouth LADO** on **01752 306758** directly without delay.
5. **Record Factually:** Make a factual, signed, and dated record using the child's own words/observations where possible, pass it securely to the DSL/DDSL, and follow local safeguarding procedures.

Policy Adoption & Sign-Off

Designated Safeguarding Lead: Mrs Cristina Zolde	**Signature & Date:**
Deputy Designated Safeguarding Lead: Irina Matei	**Signature & Date:**