



HAPPY HOGLETS NURSERY

EDUART C.I.C.

**Unit 1, Wolseley Trust Business Park
Plymouth, PL2 3BY**

SAFEGUARDING AND CHILD PROTECTION POLICY

Policy status: Statutory / Safeguarding

Applies to: All children, staff, volunteers, students, apprentices, visitors and contractors

Age range: 2–5 years

Setting capacity: Up to 20 children

Responsible organisation: EDUART C.I.C.

Designated Safeguarding Lead (DSL): Claudia Cristina Zolde

Deputy Designated Safeguarding Lead (Deputy DSL): Irina Ecaterina Matei

Policy owner: Nursery Manager / DSL

Approved by: EDUART C.I.C. Management

Date adopted: 01/09/2026

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Version: 1.0

Classification: Confidential – Safeguarding Document

1. Purpose of this Policy

Happy Hoglets Nursery is committed to safeguarding and promoting the welfare of every child in its care.

We recognise that safeguarding is everyone's responsibility. Every adult working in or connected with the nursery has a responsibility to protect children from harm and to act promptly when a concern arises.

Our safeguarding practice is based on the principle that children have the right to be safe, respected, listened to and protected from abuse, neglect, exploitation and avoidable harm.

As an EYFS early years setting, Happy Hoglets Nursery will take all necessary steps to actively protect the health, safety and welfare of children attending the nursery.

The nursery will maintain a strong safeguarding culture in which:

- children's welfare is always a priority;

- concerns are taken seriously;
- staff are confident about reporting concerns;
- children are listened to and their communication is taken seriously;
- safeguarding concerns are recorded accurately and promptly;
- information is shared appropriately and lawfully;
- staff understand that safeguarding concerns may arise inside or outside the nursery;
- the nursery works in partnership with parents and carers wherever this is safe and appropriate;
- the nursery works with Plymouth safeguarding partners and other agencies when required;
- staff understand that a failure to act on a safeguarding concern may place a child at further risk.

This policy should be read alongside all other Happy Hoglets Nursery safeguarding, welfare, health and safety and staff suitability procedures.

2. Our Safeguarding Commitment

Happy Hoglets Nursery is committed to creating an environment where every child can:

- feel safe and secure;
- develop trusting relationships with appropriate adults;
- be treated with dignity and respect;
- have their individual needs recognised;
- express their feelings and communicate concerns;
- be protected from abuse and neglect;
- receive appropriate support when they or their family require additional help;
- be protected from discrimination and prejudice;
- develop confidence, resilience and a positive sense of identity.

We recognise that children aged 2–5 may not always have the vocabulary or developmental ability to explain that they are experiencing harm.

Safeguarding therefore requires practitioners to remain professionally curious and alert to:

- changes in behaviour;
- changes in appearance;
- changes in emotional wellbeing;
- changes in attendance;
- changes in communication;
- unexplained injuries;
- developmental regression;
- unusual or concerning play;

- changes in relationships;
- signs of neglect;
- signs of domestic abuse;
- signs that a child may be experiencing harm outside the nursery.

The nursery will consider the child's individual circumstances and will not rely solely on a single incident or disclosure when assessing safeguarding concerns.

3. Legal and Statutory Framework

Happy Hoglets Nursery will operate in accordance with the legislation, statutory guidance and local safeguarding arrangements applicable to early years providers in England.

The nursery will have regard to, and work in accordance with, the current:

- Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers;
- Working Together to Safeguard Children;
- relevant safeguarding and child protection legislation;
- Plymouth Safeguarding Children Partnership procedures and guidance;
- Plymouth City Council safeguarding procedures and referral pathways;
- Ofsted requirements applicable to registered early years providers;
- Prevent duty requirements applicable to the setting;
- relevant data protection and information-sharing requirements.

The nursery will review this policy whenever relevant statutory guidance, local procedures or legal requirements change.

Where national or local guidance is updated, the DSL and Nursery Manager will assess whether this policy or any associated procedure requires immediate amendment.

4. Scope of Safeguarding

Safeguarding at Happy Hoglets Nursery includes, but is not limited to:

- physical abuse;
- emotional abuse;
- sexual abuse;
- neglect;
- domestic abuse;
- child sexual exploitation;
- child criminal exploitation;
- trafficking and modern slavery;
- online abuse and digital safeguarding;

- radicalisation and extremism;
- female genital mutilation (FGM);
- forced marriage;
- honour-based abuse;
- harmful cultural practices;
- child-on-child abuse;
- harmful sexual behaviour;
- bullying;
- discriminatory behaviour;
- inappropriate adult behaviour;
- allegations against staff or volunteers;
- fabricated or induced illness;
- safeguarding concerns relating to children with SEND;
- safeguarding concerns relating to children who are non-verbal or have communication difficulties;
- concerns relating to attendance or unexplained absence;
- missing children;
- neglect of a child's basic needs;
- unsafe collection arrangements;
- concerns arising from the home or community;
- concerns about a child's mental or emotional wellbeing.

The nursery recognises that safeguarding concerns may overlap and that one child may experience more than one form of harm.

5. Designated Safeguarding Lead

Happy Hoglets Nursery Designated Safeguarding Lead (DSL) will have lead responsibility for safeguarding and child protection within the nursery.

The DSL will:

- act as the main safeguarding point of contact;
- receive safeguarding concerns from staff;
- provide advice and support to staff;
- ensure safeguarding concerns are recorded promptly;
- assess concerns and determine appropriate action;
- make referrals to children's social care when required;
- liaise with Plymouth Families First – Children's Services;
- cooperate with social workers, police, health professionals and other agencies;
- maintain secure safeguarding records;
- maintain safeguarding chronologies;
- monitor ongoing safeguarding cases;

- ensure appropriate information is shared;
- ensure staff understand safeguarding procedures;
- arrange safeguarding induction and training;
- maintain the safeguarding training record;
- ensure staff understand the procedure for allegations against adults;
- ensure safeguarding policies are reviewed;
- promote a strong safeguarding culture;
- ensure safeguarding information is available to staff;
- support staff who raise safeguarding concerns;
- ensure appropriate escalation takes place where necessary.

The DSL will ensure that safeguarding decisions are recorded with sufficient detail to demonstrate:

1. what the concern was;
2. what information was available;
3. what action was considered;
4. what decision was made;
5. who made the decision;
6. when the decision was made;
7. why the decision was made;
8. what action followed;
9. what further monitoring is required.

6. Deputy Designated Safeguarding Lead

Happy Hoglets Nursery Deputy DSL will:

- support the DSL in safeguarding duties;
- receive safeguarding concerns when the DSL is unavailable;
- act as DSL when formally delegated or when the DSL is absent;
- maintain appropriate safeguarding records;
- participate in safeguarding training;
- support staff with safeguarding concerns;
- assist with referrals and information sharing;
- participate in safeguarding reviews and audits.

The nursery will ensure that there is appropriate safeguarding leadership whenever children are present.

7. Reporting a Concern

Any member of staff who has a concern about a child must report the concern immediately to the DSL or Deputy DSL.

Staff must not assume that someone else will report the concern.

A concern may arise from:

- something a child says;
- something a child does;
- something a practitioner observes;
- information provided by a parent or carer;
- information provided by another professional;
- an unexplained injury;
- a pattern of behaviour;
- changes in attendance;
- changes in presentation;
- information received from another agency.

The person reporting the concern must record factual information as soon as possible.

Records should distinguish clearly between:

Fact: What was seen, heard or directly observed.

Information: What another person said.

Professional opinion: The practitioner's interpretation or assessment.

Staff should avoid speculation or assumptions.

Where appropriate, the child's exact words should be recorded.

8. Responding to a Child's Disclosure

If a child communicates something that raises a safeguarding concern, staff should:

- remain calm;
- listen carefully;
- allow the child to speak;
- take the child seriously;
- reassure the child that they have done the right thing by telling an adult;
- avoid promising confidentiality;
- avoid leading questions;
- avoid investigating the matter;
- avoid expressing shock or disbelief;
- record the child's words as accurately as possible;
- report the concern immediately to the DSL.

Appropriate responses may include:

- "Thank you for telling me."

- “I am glad you told me.”
- “I will help you.”
- “I may need to tell someone who can help keep you safe.”

Staff must not:

- interrogate the child;
- repeatedly question the child;
- ask leading questions;
- suggest answers;
- promise to keep the information secret;
- confront an alleged perpetrator;
- investigate the allegation themselves.

9. Immediate Risk of Harm

If a child is in immediate danger or requires urgent protection, staff must take immediate action.

Where necessary:

- call **999**;
- seek immediate medical assistance;
- contact the DSL as soon as practicable;
- ensure the child remains safe.

The nursery will not delay urgent safeguarding action while waiting for parental consent.

10. Plymouth Safeguarding Referral Pathway

If a member of staff is concerned that a child may be suffering, or may be at risk of suffering, significant harm, the concern must be reported immediately to the DSL or Deputy DSL.

The DSL will determine whether a referral to Plymouth children’s social care is required.

For safeguarding concerns in Plymouth, the nursery will use the current **Families First – Children’s Services** pathway.

Families First – Children’s Services

Telephone: **01752 668000**

If the child is in immediate danger:

Call 999.

The nursery will use the current Plymouth City Council and Plymouth Safeguarding Children Partnership guidance when making referrals.

The DSL will record:

- the date and time of the referral;
- the name and role of the person contacted;
- the information provided;
- the advice received;
- the reference number, where provided;
- any agreed actions;
- the name of the DSL making the referral.

The DSL will ensure that safeguarding referrals are followed up where necessary.

If the nursery believes that appropriate action has not been taken, the DSL will escalate the concern in accordance with local safeguarding procedures.

11. Information Sharing

Happy Hoglets Nursery recognises that effective safeguarding depends upon appropriate information sharing.

Information will be:

- relevant;
- accurate;
- necessary;
- proportionate;
- shared with appropriate people;
- recorded securely.

The nursery will normally work transparently with parents and carers.

However, there may be circumstances in which information must be shared without parental consent because seeking consent could:

- place a child at increased risk;
- compromise a safeguarding enquiry;
- prejudice a criminal investigation;
- result in further harm.

Safeguarding information will only be shared with those who have a legitimate need to know.

12. Confidentiality and Record Keeping

Safeguarding records are confidential.

Records will be:

- factual;
- dated;
- signed or attributable to the person making the record;
- stored securely;
- accessible only to authorised individuals;
- retained in accordance with legal and organisational requirements.

Safeguarding records will be kept separately from general nursery records where appropriate.

The DSL will maintain:

- safeguarding concern forms;
- safeguarding logs;
- chronologies;
- referral records;
- agency contact records;
- DSL decision records;
- relevant correspondence.

The nursery will ensure that records are transferred securely when a child moves to another setting where information sharing is necessary to safeguard the child.

13. Attendance and Unexplained Absence

The nursery recognises that unexplained absence may be a safeguarding indicator.

The nursery will maintain accurate attendance records.

Where a child is absent unexpectedly:

1. the absence will be recorded;
2. the parent or carer will be contacted;
3. the reason for absence will be established where possible;
4. repeated or unexplained absence will be considered by the DSL;
5. patterns of absence will be monitored.

Where concerns about absence indicate a possible safeguarding risk, the DSL will determine whether further action or referral is required.

14. Existing Injuries

Any unexplained injury or injury that raises concern must be reported to the DSL.

The practitioner must record:

- the date and time;

- the location of the injury;
- what was observed;
- the child's explanation, if given;
- the parent's or carer's explanation, where obtained;
- any treatment provided;
- any further action taken.

A body map may be used where appropriate.

Staff must not make assumptions about the cause of an injury.

Repeated injuries or patterns of injuries must be considered in the context of the child's wider safeguarding history.

15. Allegations Against Staff, Volunteers or Other Adults

Any allegation that an adult working with or connected to the nursery may have:

- harmed a child;
- potentially committed a criminal offence against a child;
- behaved towards a child in a way that indicates they may pose a risk of harm;

must be reported immediately in accordance with the nursery's Allegations Against Staff Procedure.

Staff must not investigate the allegation themselves.

The nursery will follow the appropriate local authority and safeguarding procedures, including referral to the relevant designated officer or safeguarding service where required.

The nursery will also comply with Ofsted notification requirements where applicable.

The welfare of children will remain the priority throughout any investigation.

16. Low-Level Concerns

Happy Hoglets Nursery recognises that behaviour which does not meet the threshold for a formal allegation may still be concerning.

A low-level concern may relate to behaviour that is:

- inconsistent with the nursery's staff code of conduct;
- inappropriate;
- unprofessional;
- boundary-crossing;
- potentially concerning when viewed alongside other incidents.

Low-level concerns will be recorded and reviewed.

The DSL and Nursery Manager will consider whether a pattern is emerging.

A concern that initially appears low-level may be escalated if additional information becomes available.

17. Safer Recruitment

Happy Hoglets Nursery is committed to safer recruitment.

The nursery will undertake appropriate checks before staff begin work with children, including:

- identity verification;
- right to work checks where applicable;
- employment history;
- references;
- qualification checks;
- DBS checks where required;
- suitability checks;
- disqualification requirements where applicable.

The nursery will maintain appropriate recruitment and personnel records.

No individual will be permitted to work with children unless the required safeguarding and suitability arrangements have been completed or appropriate risk-managed arrangements are in place in accordance with legal requirements.

18. Safeguarding Training

All staff will receive safeguarding induction before, or as part of, commencing their role.

Staff will understand:

- the safeguarding policy;
- who the DSL and Deputy DSL are;
- how to report a concern;
- how to respond to a disclosure;
- how to record concerns;
- the importance of professional curiosity;
- the procedure for allegations against adults;
- whistleblowing arrangements;
- confidentiality and information sharing;
- online safety;
- Prevent;
- relevant safeguarding risks.

The DSL and Deputy DSL will receive appropriate additional training and will keep their knowledge up to date.

Safeguarding training will be refreshed regularly and whenever significant changes occur.

19. Multilingual and EAL Safeguarding

Happy Hoglets Nursery recognises that children may communicate in more than one language and that language differences must never be mistaken for lack of understanding, lack of communication or lack of safeguarding concern.

The nursery will:

- value children's home languages;
- use appropriate language support where required;
- consider the child's preferred language when communicating with the child;
- use interpreters or translation support where appropriate;
- ensure that safeguarding concerns are not overlooked because of language barriers;
- avoid relying solely on a child's ability to communicate in English when assessing wellbeing;
- work sensitively with multilingual families.

The nursery will ensure that cultural sensitivity does not prevent appropriate safeguarding action.

20. SEND and Vulnerable Children

Children with SEND, communication difficulties or additional needs may be particularly vulnerable to abuse or neglect.

The nursery will ensure that safeguarding practice takes account of:

- communication needs;
- developmental differences;
- dependence on adults;
- limited ability to report concerns;
- behavioural or communication changes;
- barriers to disclosure.

The DSL will consider whether reasonable adjustments are required to enable a child to communicate safely.

21. Prevent and Radicalisation

Happy Hoglets Nursery recognises its responsibility to protect children from exposure to extremist or radicalising influences.

Staff will remain alert to concerns relating to:

- extremist influence;
- radicalisation;
- inappropriate exposure to extremist material;
- concerning adult behaviour;
- risks arising from online content.

Any concern will be reported to the DSL.

The nursery will follow relevant Prevent guidance and safeguarding referral procedures.

22. Female Genital Mutilation, Forced Marriage and Honour-Based Abuse

The nursery recognises that safeguarding concerns may arise in relation to FGM, forced marriage or honour-based abuse.

Any concern must be reported immediately to the DSL.

Staff must not:

- investigate the concern themselves;
- confront family members;
- promise confidentiality;
- delay reporting.

The DSL will determine the appropriate safeguarding response and referral pathway.

23. Online Safety and Digital Safeguarding

The nursery recognises that children may be exposed to digital risks at home or through the wider community.

Staff will consider online safety as part of safeguarding practice.

The nursery will have clear procedures relating to:

- staff use of personal devices;
- mobile phones;
- photography;
- video recording;
- digital communication;

- parental sharing of images;
- social media;
- electronic storage of children's information.

Any concern involving online harm will be reported to the DSL.

24. Mobile Phones, Cameras and Images

The nursery will maintain strict controls over the use of mobile phones and devices capable of taking photographs or recording video.

Staff must follow the nursery's Mobile Phones, Cameras, Photography and Recording Policy.

Children must not be photographed or recorded using personal devices.

Images of children may only be taken, stored or shared in accordance with nursery procedures and appropriate parental consent arrangements.

25. Child-on-Child Abuse and Harmful Behaviour

Although Happy Hoglets Nursery cares for young children, safeguarding concerns may arise through children's interactions with one another.

The nursery will respond appropriately to:

- physical aggression;
- persistent bullying;
- harmful sexual behaviour;
- inappropriate sexualised behaviour;
- discriminatory behaviour;
- coercive or controlling behaviour;
- repeated harmful interactions.

Children will be supported according to their age, stage of development and individual circumstances.

The nursery will not dismiss concerning behaviour as "just children's behaviour" where it may indicate a safeguarding concern.

26. Domestic Abuse

The nursery recognises that children can be harmed by living with or experiencing domestic abuse.

Staff will report concerns to the DSL.

The nursery will consider:

- the child's emotional wellbeing;
- changes in behaviour;
- changes in attendance;
- injuries;
- disclosures;
- information provided by parents;
- information from other professionals.

The DSL will determine the appropriate response and whether a referral is required.

27. Working with Parents and Carers

The nursery believes that parents and carers are important partners in safeguarding children.

Where appropriate, the nursery will:

- communicate openly with families;
- share concerns sensitively;
- encourage families to seek support;
- signpost to appropriate services;
- work with parents and carers to promote children's welfare.

However, the nursery will not inform parents or carers of a safeguarding referral where doing so could increase risk to the child or compromise an investigation.

28. Safeguarding and the Wider Community

Happy Hoglets Nursery recognises that safeguarding concerns may arise outside the nursery environment.

Staff must report concerns even when:

- the concern relates to the home;
- the concern relates to a family member;
- the concern relates to another setting;
- the concern relates to an adult outside the nursery;
- the concern is based on information received from another professional.

The DSL will assess the concern and determine the appropriate action.

29. Professional Curiosity

All staff are expected to maintain professional curiosity.

This means staff should not automatically accept explanations when:

- information does not appear consistent;
- injuries are unexplained;
- attendance patterns change;
- a child's behaviour changes significantly;
- there are repeated concerns;
- a child's presentation raises concern.

Staff should consider whether individual incidents form part of a wider pattern.

The DSL will review safeguarding records collectively where appropriate.

30. Escalation

If a staff member believes that a safeguarding concern has not been appropriately addressed, they must raise the matter with:

1. the DSL;
2. the Deputy DSL or Nursery Manager;
3. the appropriate safeguarding agency where necessary.

Staff must not allow uncertainty about professional roles or internal management arrangements to prevent them from taking action to protect a child.

The nursery will support staff who appropriately escalate safeguarding concerns.

31. Ofsted

Happy Hoglets Nursery will comply with relevant Ofsted requirements for registered early years providers.

The nursery will notify Ofsted of relevant incidents, events or changes where required by the applicable regulations and guidance.

The DSL and Nursery Manager will ensure that safeguarding records are available for inspection where legally required.

Safeguarding arrangements will be reviewed regularly to ensure that they remain effective and compliant with current EYFS requirements.

32. Safeguarding Culture

Safeguarding is embedded throughout the nursery's practice.

The nursery will promote a culture in which:

- staff feel confident to speak up;
- concerns are welcomed;
- professional challenge is encouraged;
- safeguarding is discussed regularly;
- staff receive appropriate support;
- records are accurate;
- leaders review practice;
- learning from incidents informs improvement.

Safeguarding will be a standing consideration in staff meetings, supervision, training and management reviews.

33. Monitoring and Review

This policy will be reviewed at least annually and sooner if:

- legislation changes;
- the EYFS framework changes;
- Plymouth safeguarding procedures change;
- Ofsted requirements change;
- an incident identifies a need for improvement;
- an allegation or safeguarding concern highlights a procedural gap.

The DSL and Nursery Manager will monitor implementation of the policy.

The nursery will maintain a safeguarding action plan where improvements are identified.

34. Key Safeguarding Contacts

Designated Safeguarding Lead (DSL):

Name: Cristina Zolde

Telephone: 07445961393

Email: cristinazolde@gmail.com

Deputy DSL:

Name: Irina Matei

Telephone: 07494 781019

Email: irinabrdj@gmail.com

Nursery Manager:

Name: Cristina Zolde

Telephone: 07445961393
Email: cristinazolde@gmail.com

Families First – Children’s Services, Plymouth:

Telephone: **01752 668000**

Emergency:

999

Ofsted:

The nursery will use the current official Ofsted contact and notification arrangements applicable to registered early years providers.

35. Staff Declaration

I confirm that I have read and understood the Happy Hoglets Nursery Safeguarding and Child Protection Policy.

I understand that safeguarding is everyone’s responsibility and that I must report any concern about a child immediately to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

Name: Cristina Zolde

Role: Nursery Manager

Signature: _____ 

Date: 01/09/2026

DSL / Manager verification: Cristina Zolde

Date: 01/09/2026

36. Policy Approval

Approved by: EDUART C.I.C.

Name: Cristina Zolde

Position: Director

Signature: _____ 

Date approved: 01/09/2026

Next review date: 01/09/2027

Version: 1.0