Safeguarding Children and Child Protection Policy

PART 1: Safeguarding children and child protection procedures

**Introduction**

**Blossom Tree Early Education (BTEE)** is dedicated to the support, development and promotion of high-quality care and education for the benefit of our children, families and community. We are committed to safeguarding children and promoting their welfare.

All staff, students and volunteers have a responsibility for safeguarding children, being vigilant and identifying and reporting any safeguarding concerns, in line with this and supporting policies, including:

1. Mobile phone and electronic device use policy
2. Online safety policy
3. Low-level concern policy
4. Late collection and non-collection of children policy
5. Complaint and compliments policy
6. Whistleblowing policy
7. Safer Recruitment policy
8. Lone working policy

We ensure all staff, students and volunteers have the necessary knowledge and skills to carry out their duties and have sufficient understanding of how this policy and procedures support them in promoting and safeguarding the welfare of children. This is achieved through recruitment and induction processes and by offering ongoing training and support to all staff, appropriate to their specific role.

This policy is reviewed annually to ensure it remains in line with statutory guidance. Its effectiveness is monitored through staff and stakeholder reviews, appraisals and feedback to ensure appropriate knowledge and awareness is in place.

It is the responsibility of every staff member, student and volunteer to report any breaches of this policy to the Designated Safeguarding Lead (DSL).

**Policy intention**

The policy makes it clear that all staff, students and volunteers have a responsibility to safeguard children and young people and to protect them from harm. It aims to raise awareness of how to safeguard and promote the welfare of children and provides procedures should a child protection issue arise.

This policy applies to all children up to the age of 18 years whether living with their families, in state care, or living independently (*Working together to safeguard children*).

Safeguarding and promoting the welfare of children, in relation to this policy, is defined as:

* Providing help and support to meet the needs of children as soon as problems emerge
* Protecting children from maltreatment, whether that is within or outside the home, including online
* Preventing impairment of children’s mental and physical health or development
* Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
* Promoting the upbringing of children with their birth parents, or otherwise family network through a kinship care arrangement, wherever possible and where this is in the best interests of the children
* Taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children’s Social Care National Framework.

Child protection is an integral part of safeguarding children and promoting their overall welfare. In this policy, child protection shall mean:

* The activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

(*Working together to safeguard children*)

To safeguard children and promote their welfare we will:

* Develop a safe culture where staff are confident to raise concerns about professional conduct
* Ensure all staff are able to identify the signs and indicators of abuse, including the softer signs of abuse, and know what action to take
* Understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families’ lives
* Share information with other agencies as appropriate.

We promote:

* Always listening to children
* Positive images of children
* Children developing independence and autonomy as appropriate for their age and stage of development
* Safe and secure environments for children
* Tolerance and acceptance of different beliefs, cultures and communities
* British values
* Providing intervention and help for children and families in need.

We have a duty to act quickly and responsibly in any instance that may come to our attention. If in any doubt about what constitutes a safeguarding concern, refer to the Designated Safeguarding Lead (DSL). If there is a concern, never do nothing (Laming, 2009), always do something, including sharing information with any relevant agencies. Safeguarding is everybody’s responsibility.

The nursery aims to:

* Keep the child at the centre of all we do, providing sensitive interactions that develop and build children’s well-being, confidence and resilience. We will support children to develop an awareness of how to keep themselves safe, healthy and develop positive relationships
* Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND), isolated families and vulnerabilities in families, including the impact of toxic trio on children and Adverse Childhood Experiences (ACEs)
* Ensure that all staff feel confident and supported to act in the best interest of the child, maintaining professional curiosity around welfare of children, sharing information, and seeking help that a child may need at the earliest opportunity
* Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local and/or national procedures, including thorough annual safeguarding updates
* Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the **Kent County Council**
* Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
* Ensure that staff identify, minimise and manage risks while caring for children
* Take any appropriate action relating to allegations of serious harm or abuse against any person working with children including reporting such allegations to Ofsted and other relevant authorities
* Ensure parents are fully aware of our safeguarding and child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
* Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by **Kent County Council**

**Designated Safeguarding Lead (DSL)**

The DSL has overall responsibility for the Safeguarding children and child protection policy and procedures. It is their role to ensure that the policy and procedures are implemented to safeguard and promote the welfare of children. They are responsible for coordinating safeguarding and child protection training for staff across the organisation.

There is always at least one designated person on duty during the opening hours of the setting. The designated persons receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year. They in turn support the ongoing development and knowledge of the staff team with regular safeguarding updates.

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| **Designated Safeguarding Lead** | Esme Wallace |
| **Deputy Designated Safeguarding Lead** | Corina Jones |

In the unlikely event of the DSL or Deputy DSL absence and to ensure immediate action can be taken, contact the Local Safeguarding Partnership (LSP).

**The role of the DSL**

The role of the DSL is to:

* Monitor and update the Safeguarding children and child protection policy and procedures in line with new legislation and to ensure it is effective. This will be done by making sure that everyone understands the correct procedures during their individual annual review
* Ensure updates and new legislation are reflected in our services as soon as they are known
* Act as a source of support, advice and expertise for all staff, students, volunteers, children and parents who have child protection concerns
* Ensure detailed, accurate, secure written records of concerns and referrals
* Review all written safeguarding reports
* Assess information provided promptly, carefully and refer as appropriate to external agencies
* Provide signposting to other organisations
* Consult with statutory child protection agencies and regulatory bodies where required
* Make formal referrals to statutory child protection agencies or the police, as required.

In addition, the DSL is required to:

* Keep up-to-date with good practice and national requirements for safeguarding and child protection
* Provide information on safeguarding and child protection for the setting
* Raise awareness of any safeguarding and child protection training needs and implement where necessary
* Retain up-to-date knowledge of the role of the local safeguarding partnership arrangements and local child protection procedures.

The DSL does not investigate whether or not a child has been abused or investigate an allegation or disclosure. Investigations are for the appropriate authorities, usually the police and social services.

**Sharing low-level concerns**

On occasion, inappropriate, problematic or concerning behaviour by staff or other adults is observed but does not meet the threshold for significant harm. This may be classed as a ‘low-level’ concern, although this does not mean that it is insignificant.

**See Low-level concerns policy for full details**.

We define a low-level concern as:

* Any concern, no matter how small, that an adult working with children may have acted in a way that is inconsistent with our Staff behaviour policy, including inappropriate behaviour outside of work
* A concern that may be a sense of unease or a ‘nagging doubt’ and does not meet the harm threshold or is serious enough to refer to the LADO.

We encourage a culture of openness, trust and transparency, with clear values and expected behaviour, monitored and reinforced by all staff. All concerns or allegations, however small, will be shared and responded to. All concerns will be shared with the DSL, or other nominated person, as in our reporting procedures. We encourage concerns to be shared as soon as reasonably practicable and preferably within 24 hours of becoming aware of it. However, it is never too late to share a low-level concern.

It is not expected that staff will be able to determine whether the behaviour in question is a concern, complaint or allegation before sharing the information. If the DSL is in any doubt as to whether the information meets the harm threshold, they will consult the LADO.

Occasionally a member of staff may find themselves in a situation which could be misinterpreted or appear compromising to others. If this occurs, staff are encouraged to self-report to the DSL. Equally, a member of staff may have behaved in a manner which, on reflection, falls below the standards set in our Staff behaviour policy. If this occurs, staff are encouraged to self-report to the DSL. We encourage staff to be confident to self-refer and believe it reflects awareness of our standards of conduct and behaviour.

When the DSL receives the information, they will need to determine whether the behaviour:

* Meets, or may meet, the harm threshold (and so contact the LADO)
* Meets the harm threshold when combined with previous low-level concerns (and so contact the LADO)
* Constitutes a ‘low-level’ concern
* Is appropriate and consistent with the law and our Staff behaviour policy.

The DSL will make appropriate records of all information shared, including:

* With the reporting person
* The subject matter of the concern
* Any relevant witnesses (where possible)
* Any external discussions such as with the LSP or LADO
* Their decision about the nature of the concern
* Their rationale for that decision
* Any action taken.

This constitutes a record of low-level concern. We retain all records of low-level concerns in a separate low-level concerns file, with separate concerns regarding a single individual kept as a chronology. These records are kept confidential and held securely, accessed only by those who have appropriate authority. Records will be retained at least until the individual leaves their employment.

If the low-level concern raises issues of misconduct, then appropriate actions following our Disciplinary procedures will be taken. Records will be kept in personnel files as well as in the low-level concerns file.

**Mobile phones and other electronic devices with imaging and sharing capabilities**

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones or other personal devices with imaging and sharing capabilities during working hours.

We use electronic devices supplied by the nursery only to provide a means of contact in certain circumstances, such as outings.

Staff must adhere to the following:

* Mobile phones, or other personal devices with imaging and sharing capabilities are not accessed during working hours
* Mobile phones, or other personal devices with imaging and sharing capabilities can only be used on a designated break and then this must be away from the children
* Mobile phones, or other personal devices with imaging and sharing capabilities must be stored safely in the phone box at all times during working hours
* No personal device is allowed to be connected to the nursery Wi-Fi at any time
* The use of nursery devices, such as tablets, must only be used for nursery purposes
* The nursery devices will not have any social media or messaging apps on them, except those used by management for nursery purposes only
* Any apps downloaded onto nursery devices must be done only by management. This will ensure only age and content appropriate apps are accessible to staff
* Passwords and/or passcodes for nursery devices must not be shared or written down, and will be changed regularly
* During outings, staff must only use mobile phones belonging to the nursery
* Only nursery owned devices will be used to take photographs or film videos
* Nursery devices will remain secure at the setting when not in use.

Parent use of mobile phones and smartwatches

Parents are kindly asked to refrain from using their mobile telephones, or other personal devices with imaging and sharing capabilities, whilst in the nursery or when collecting or dropping off their children. We will ask any parents using their phone/device inside the nursery premises to finish the call or take the call outside. We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Parents are requested not to allow their child to wear or bring in devices with imaging and sharing capabilities. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the nursery.

Visitors’ use of mobile phones or other personal devices with imaging and sharing capabilities

Visitors are not permitted to use their mobile phones or other personal devices with imaging and sharing capabilities, e.g. smart glasses whilst at nursery and are asked to leave them in a safe secure place, such as the nursery office, for the duration of their visit.

**See Mobile Phone and Electronic Device Use Policy for further details.**

**Monitoring children’s attendance**

As part of our requirements under the statutory framework we are required to monitor children’s attendance patterns to ensure they are consistent and no cause for concern. We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day so the nursery management are able to account for a child’s absence.

If a child has not arrived at nursery within one hour of their normal start time, the parents will be contacted to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family.

If contact cannot be established then we would assess if a home visit were required to establish all parties are safe. If contact is still not established, we would assess if it would be appropriate to contact relevant authorities, including the police, in order for them to investigate further.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the Local Authority children’s social care team to ensure the child remains safe and well.

**Informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Authority children’s social care team, police or LADO does not allow this to happen.

This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

**Support to families**

The nursery takes every step in its power to build up trusting and supportive relationships among families, staff, students and volunteers within the nursery.

The nursery will continue to welcome a child and their family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

**Confidentiality**

Confidentiality must not override the right of children to be protected from harm. However, every effort will be made to ensure confidentiality is maintained for all concerned if an allegation has been made and is being investigated.

If uncertain about whether sensitive information can be disclosed to a third party, contact the DSL or call the Information Commissioner’s Office on 0303 123 1113. They will provide advice about the particulars relating to each individual case, including information which can and cannot be shared.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent, child or member of staff.

**Record keeping and data protection**

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate and in line with guidance of the Local Authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

The nursery keeps appropriate records to support the early identification of children and families which would benefit from early help. Factual records are maintained in a chronological order with parental discussions. Records are reviewed regularly by the DSL to look holistically at identifying children’s needs.

Our Data protection and confidentiality policy will be applied with regards to any information received from an individual. Only persons involved in the investigation should handle this information although any investigating body will have access to all information stored in order to support an investigation.

PART 2: Reporting procedures

**Public interest disclosure (whistleblowing)**

Whistleblowing is the term used when a worker passes on information concerning wrongdoing. All safeguarding allegations, internal or external, current or historical, must be passed on the DSL. We will cooperate fully with the authorities involved and follow any guidance given.

We believe keeping children safe is the highest priority and if, for whatever reason, concerns cannot be reported to the DSL or deputy DSL, concerns can be reported anonymously to the NSPCC, the police or the LA social services safeguarding children team.

**Allegation against our staff**

An allegation against our staff may relate to a person who has:

* Behaved in a way that has harmed a child, or may have harmed a child
* Possibly committed a criminal offence against or related to a child
* Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, or
* Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

We will make every effort to maintain the confidentiality of all parties while an allegation or concern is being investigated. Dealing with an allegation can be a stressful experience and, to support the staff member, a named person (usually the DSL or Deputy DSL) to liaise with will be offered. The timeframes for an investigation will follow the guidelines of other involved authorities.

We reserve the right to suspend a staff member until the investigation is concluded. Further action will be determined by the outcome of the investigation.

*Founded allegations* are considered gross misconduct, in accordance with our disciplinary procedures, and may result in the termination of employment. DBS will be informed to ensure their records are updated and Ofsted will be informed. We retain the right to dismiss any member of staff in connection with founded allegations following an inquiry.

All safeguarding records are kept until the person reaches normal retirement age or for 22 years, if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids unnecessary reinvestigation.

*Unfounded allegations* will result in all rights being reinstated. A return to work plan will be put in place for any member of staff returning to work after an allegation has been deemed unfounded. Individual support will be offered to meet the needs of the staff member and the nature of the incident such as more frequent supervisions, coaching and mentoring or external support services.

If the member of staff resigns during the investigation, we will inform DBS, Ofsted and the police, where appropriate.

**Support for staff during safeguarding incidents**

The DSL will support staff throughout any of the processes listed above and will organise appropriate counselling should this be required.

Any member of staff who has concerns about the content of this policy and its procedures, should speak to the DSL as soon as possible. If any member of staff wishes to talk confidentially about any safeguarding concern or any other issue relating to child protection or personal circumstance, it is important to do this as soon as possible.

**Reporting procedure**

We will always act on behalf of the child and will do everything possible to ensure the safety and welfare of any child and so will take all allegations of potential abuse seriously. All concerns reported to staff will be pursued, regardless of the nature of the concern and to whom the allegation relates.

All staff have a responsibility to report safeguarding and child protection concerns and suspicions of abuse. These concerns will be discussed with the DSL as soon as possible, as follows:

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|  | **Staff member role**  on receiving information that causes a safeguarding concern | **DSL role**  on receiving information that causes a safeguarding concern |
| **Step 1** | * Contact the DSL immediately. This must be a verbal conversation to ensure the concern is clearly understood and action is taken * If the DSL is unavailable, contact the Deputy DSL, LSP, NSPCC, social services or police until you are able to have a verbal conversation * For children who arrive at nursery with an existing injury, an ‘incident outside nursery’ form will be completed. If there are queries or concerns regarding the injury or information given, follow these procedures | * If it is believed a child is in immediate danger, contact the police |
| **Step 2** | * Write an objective report including: * Child's name and address * Age and date of birth * Date, time and location of the observation or disclosure * Exact words spoken by the child (as close to word-for-word as possible) and non-verbal communication * Outline of the concern * Exact position and type of any injuries or marks seen * Exact observation of any incident or concern reported and the names of any other person present at the time * Any known confidentiality issues * Signature and date of person making the report and the DSL or other nominated individual receiving the report | * Sign and date report received from staff member * Securely store the information according to the nursery procedures * If the safeguarding concern relates to a child, contact the Local Authority children’s social care team, report concerns and seek advice immediately, or as soon as it is practical to do so * If the safeguarding concern relates to an allegation against an adult working or volunteering with children, contact the Local Authority Designated Officer (LADO) and request a confirmation email of the report, then report the concern to Ofsted * A full investigation into any allegation will be carried out by the appropriate professionals to determine how this will be handled * Note any actions requested by LADO / Ofsted and follow any instructions received |
| **Step 3** | * If you feel the report is not being taken seriously or are worried about an allegation getting back to the person in question, then it is your duty to inform the Local Authority children’s social care team yourself directly * Follow all instructions from the Local Authority children’s social care team and/or Ofsted, co-operating where required | * If appropriate, discuss the concerns or incidents with parent(s), unless it is believed that this would place the child at greater risk of harm * Record all discussions (remember parents will have access to these records on request in line with GDPR and data protection guidelines) * Follow all instructions from the Local Authority children’s social care team and/or Ofsted, co-operating where required * Record information and actions taken |
| **Step 4** |  | * If the DSL is not the owner/manager and there is an allegation against a member of staff, then the owner/manager must be informed as they have a duty of care for their employees |
| **Step 5** |  | * If the Local Authority children’s social care team have not been in contact within the timeframe set out in Working Together to Safeguard Children, it must be followed up * Never assume that action has been taken |
| **Step 6** | * Safeguarding procedures will be reviewed to ensure the process has been applied in line with the policy | |

If a concern is raised anonymously and we have no contact details, we will treat the concern as valid and follow the procedures as above. If a malicious call is suspected, the procedures will still be followed: a child may be in danger. The Information Commissioners Office (ICO) will be contacted to ensure permitted data sharing.

PART 3: Recruitment, selection, induction and training

**Recruitment and selection**

Through the implementation of our Safer recruitment of staff policy, we endeavour to prevent unsuitable people from becoming members of staff. Procedures include relevant checks, such as requesting references, establishing the identity of applicant and conducting criminal records disclosures. Where required, staff and stakeholders have enhanced DBS checks. Clear person specification criteria and processes during the recruitment and selection process enable us to determine a candidate’s suitability for the role.

We have specific responsibilities, as outlined in this policy, for any staff, apprentices, students and learners under the age of 18 whether living with their families, in state care, or living independently.

**Induction and probation for staff**

As part of our induction process, all new workers will receive basic training on this Safeguarding children and child protection policy so they have the necessary knowledge and skills to safeguard and promote the welfare of children.

Within the first week of induction, all staff will receive a copy of this policy. It is the line manager’s responsibility to ensure that the new staff member understands it and is able to follow it. All safeguarding training must be completed by the end of the probationary period.

All staff are expected to keep their safeguarding knowledge and skills up-to-date and report any concerns they may have. We maintain records to ensure all staff have received the training they need.

**Learners on placements or in employment**

We hold responsibility for ensuring that learners on placement or in employment are familiar with and sign up to this policy and agree to work within this framework. Learners will receive basic child protection training prior to starting their placement.

Learners and students under the age of 18 will be protected as children. Risk assessments will be completed to ensure their safety and well-being are protected and supported during their employment or training period. If situations arise during employment or placement which identifies those aged 18 or under are at risk from abuse or neglect, we will contact the appropriate bodies to ensure the individual is safeguarded.

**Responding to and recording disclosures**

Staff, volunteers or students may receive a safeguarding disclosure. See the guidance below for responding to and reporting disclosures of abuse.

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| **Responding to a child’s disclosure of abuse - what to do and say**   * Stay calm and listen carefully * Try not to look shocked and reassure them that this is not their fault * Find an appropriate opportunity to say that the information will need to be shared and do not promise to keep the information shared a secret * Allow the child to continue at their own pace * Only ask questions for clarification and avoid asking any questions that may suggest a particular answer * Reassure the child that they have done the right thing, let them know what you will do next and with whom the information will be shared * Record the disclosure in writing using the child’s own words as soon as possible, but not while the child is talking * Includes the date and time, any names mentioned and to whom the information was given * Sign and date the record, store it securely and refer the disclosure to the setting DSL and/or manager. |

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| **Recording a case of disclosure or suspicions of abuse in the community**  If you observe a concern or receive a disclosure, make an objective record. Where possible include:   * Child's name and address * Age of the child and date of birth * Setting name and address * Date and time of the observation or disclosure * Details of the concern using factual information, including the exact words, if relevant * Accurate details of the observation, including actions of the child or adult involved * Accurate details of an injury or wound seen, including position and size * The names of any other person present at the time * Name of the person completing the report * Name of the person to whom the concern was shared, with date and time. |

Discuss the record with the setting DSL or manager and follow the procedures. We expect all members of staff and stakeholders to co-operate with relevant agencies to ensure the safety of children.

**Legal framework**

We adhere to all current legislation, as below:

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| Children and Social Work Act 2017  Criminal Justice and Court Services Act 2000  Female Genital Mutilation Act 2003 (as amended by the Serious Crime Act 2015)  Freedom of Information Act 2012  Safeguarding Vulnerable Groups Act 2006  The Childcare Act 2006  The Children Act 2004  The Children Act (England and Wales) 1989  The Counter-Terrorism and Security Act 2015  The Data Protection Acts 1984, 1998 and 2018  The Domestic Abuse Act 2021  The Equality Act 2010  The Human Rights Act 1998  The Police Act 1997  The Sexual Offences Act 2003  Keeping Children Safe in Education  Working together to safeguard children |

Relevant non-statutory guidance:

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| Child sexual exploitation, DfE 2017  Information sharing, DfE 2024  What to do if you’re worried a child is being abused, DfE 2015 |

**Useful contacts**

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| **Setting** | |
| Main office | 07708406619 |
| Local Authority Designated Officer (LADO) | 03000 410 888 |
| Local Authority Safeguarding Children Partnership | 03000 41 91 91 |
| [Ofsted](https://www.gov.uk/government/organisations/ofsted) (England) | 0300 123 1231 |

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| **Police and related contacts** | |
| Emergency police | 999 |
| Non-emergency police | 101 |
| [Child exploitation and online protection](https://www.ceop.police.uk/safety-centre/) (CEOP) | Online contact only |
| [DfE counter-extremism helpline](https://www.educateagainsthate.com/contact/) | 020 7340 7264 |

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| **Other useful contacts** | |
| [Anti-terrorist hotline](https://report-extremism.education.gov.uk/https:/report-extremism.education.gov.uk/) | 0800 789 321 |
| [NSPCC Child Protection Helpline](https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/) | 0808 800 5000 |
| [Childline](https://www.childline.org.uk/) | 0800 1111 |
| [Kidscape](https://www.kidscape.org.uk/) | 020 7823 5430 |
| [National Domestic Abuse helpline](https://www.nationaldahelpline.org.uk/) | 0808 2000 247 |
| [Modern slavery helpline](https://www.modernslaveryhelpline.org/) | 08000 121 700 |
| [Crimestoppers](https://crimestoppers-uk.org/) | 0800 555 111 |
| [Internet Watch Foundation](https://www.iwf.org.uk/) (IWF) | 01223 20 30 30 |
| [Information Commissioners Office](https://ico.org.uk/global/contact-us/) (ICO) | 0303 123 1113 |

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *15/07/2025* | EMWALLACE | *1 years time* |