



Safeguarding Policy Little Learners Nursery Clapham

Date Policy Approved:	5th January 2026	Date updated policy was shared with all staff:	9th January 2026	Date of next review of the policy:	January 2027
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1. Policy Statement

We embrace our legal and ethical duty to protect and promote the welfare of every child in our care. Our nursery provides a secure, inclusive environment where both children and adults are treated with respect and dignity.

Operated under the principle that **“it could happen here”**, we foster a transparent culture where children are encouraged to speak up and are always heard. This policy establishes a rigorous framework for staff and volunteers to ensure child safety, while providing parents and carers with clear insight into our protective measures.

Our procedures align with the [Wandsworth Safeguarding Children’s Partnership](#), and comply with the 2025 Statutory Framework for the Early Years Foundation Stage ([EYFS](#)), takes into account the statutory guidance [Working Together to Safeguard Children](#) and [Prevent Duty Guidance: England and Wales \(2023\)](#)

The policy outlines the procedures that our nursery has in place to ensure all children in our care receive effective support, protection and justice.

Preventative education is effective within our approach and prepares children for life in modern Britain with a zero tolerance for racism, sexism, misogyny/misandry, homophobia, biphobic and sexual violence/harassment.

2. Definition of Safeguarding

As defined in statutory guidance:

- 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 the 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
- taking action to enable all children to have the best outcomes.



3. Aims of the Policy

- To ensure all staff are aware of their statutory duty to safeguard the children in their care.
- To ensure staff are trained to recognise and report safeguarding concerns, ensuring appropriate action is taken in a timely manner to safeguard and promote children's welfare.
- To ensure all staff support all children to develop the skills needed to support their mental Wellbeing.
- To uphold children's rights to feel safe and protected from harm
- To work effectively in partnership with other agencies for the benefit of children
- To ensure the interest of the child is paramount in all safeguarding decisions made and actions taken.

We will work openly with parents/carers; however, we reserve the right to contact Children's Social Care or the police, without notifying parents if this is believed to be in the child's best interests.

4. The Role of the DSL

Michelle Reynolds, Maria Crescenzo and Beata Janik are the settings Designated Safeguarding Leads and will follow the Wandsworth Safeguarding Children's Partnership ([WSCP](#)) procedures in the event of any cause for concern.

The key responsibilities for the Designated Person are to:

- Ensure that their Designated Lead training is kept up to date and attend all training as required
- Be a key point for liaison across professional services including child protection agencies
- Ensure that records of children are detailed and kept securely and that "live" concerns have been followed up appropriately and that this has also been recorded.
- Ensure that information is shared with other professionals and records are transferred to other settings when a child moves from Little Learners.
- Seek advice from other professionals such as the [Multi Agency Safeguarding Hub \(MASH\)](#) as appropriate when deciding whether to escalate a case to **Children's Social Care** or [Early Help \(Thrive Wandsworth\)](#)



- Provide information on children, families and vulnerable families when requested to by other agencies such as MASH and Children's Social Care, and to attend all meetings as required.
- Ensure that all Designated Safeguarding Leads are kept up to date with referrals and concerns as appropriate.
- Ensure that concerns about the inaction or decisions of other agencies are raised using the [Wandsworth Escalation Policy](#).
- Develop a strategy for practitioner training, professional development and support and ensure that information is kept on site for staff to refer to should they need additional information.
- Ensure that all members of staff working at Little Learners, including volunteers and Peripatetic teachers have a current police check (DBS), and that an up to date list of these checks is kept on the premises in the form of a Single Central Register.
- Ensure the Single Central Register is accurate and up to date, and has been checked by the Proprietor and Manager on a regular basis.
- Ensure all policies and procedures are followed and implemented by staff, students, volunteers and visitors at all times
- Ensure that students, volunteers and trainees are supervised by permanent members of staff, and have a valid DBS check prior to starting placement.
- Review and update guidelines every year or more frequently based on findings from local or national enquiries or local authority instructions.
- Provide support for staff with regard to the emotional impact that child protection and safeguarding may have upon them including ensuring that supervision of staff happens regularly and is appropriate for the role they are employed in.
- Ensure that the provision and environment is safe and secure for both children and adults, and that risks assessments are undertaken and updated regularly, to minimise risks both on and off the premises (see Health & Safety/Outings Policy?).
- Ensure that visitors are signed in and out of the premises and are clearly identified to staff and parents by wearing a clearly displayed badge.
- Ensure that staff, students, volunteers and visitors do not carry or have access to their mobile phones whilst they are working with children, unless they are on an outing when they would carry the nursery phone in case of emergencies.



5. Steps Taken when a Safeguarding Concern Arises

At Little Learners we recognise that a concern for a child's and/or parent/carer's protection, welfare or safety can arise at any time and can come to the practitioners notice through:

- A change in the child's or adult's behaviour, including signs of discomfort or distress or overcompliance.
- Physical signs of harm or neglect
- What a child or parent might say
- Information received from a third party
- Behaviour witnessed off site by either a member of staff, parent or concerned member of the public
- Disengagement with professionals and increased isolation
- Sudden change in finances or living arrangements
- Avoidance or withdrawal of the child from nursery or older children from school
- Something a professional, parent, visitor or colleague has said or done

The wider context of what is also known about the family will also be considered when considering the plan of action following a concern being raised. This may include other information known about the family or situation, services that have already been accessed, local events, information shared by other schools and professionals.

There is more information in **Appendix One** on different signs and symptoms of potential abuse.

Working from a basis of “**it could happen here**” and having identified the concern for the child or adult, the staff must report their concern immediately to the DSL and record the concern on the appropriate form.

It is the responsibility of the staff member to follow up what has happened as a result of their concern with the Designated Safeguarding Lead and to alert another DSL if they do not think that the course of action has been appropriate or relevant.



If the situation or incident is serious then a referral may be made to Children's Social Care, or another professional agency. If the child or vulnerable adult is in imminent danger then the police should be contacted in the first instance.

The Designated Lead will discuss the concerns with the Multi Agency Safeguarding Hub (MASH) Education Safeguarding Lead PVI Settings, Matt Hutt, on 020 8871 8820 or matt.hutt@richmondandwandsworth.gov.uk before referring to Children's Social Care.

The Designated Lead will also use [Wandsworth Level of Need Framework](#) to establish the most appropriate agency to refer the family to and complete the appropriate referral form.

Referrals should be made by submitting an online [Multi-Agency Referral Form](#)

Monday to Friday 9.00 to 17.00

Telephone: 020 8871 6622

Out of Hours including weekends

Telephone: 020 8871 6000

Email: mash@wandsworth.gov.uk

Wherever possible the family should be informed of a referral in advance of it happening and consent gained. However, if the situation is likely to deteriorate by doing this, or if the Designated Lead has been advised not to inform the family then a referral may still be made if it is felt to be in the best interests of the child.

Any member of staff has the authority to contact Children's Social Care, MASH or the police and should do so if they feel that the appropriate action has not been taken by the Designated Lead.

If concerns arise about individual children who are at risk of specific harm, we will take appropriate steps as detailed below.

'Specific harm' would include sexual exploitation, radicalisation, forced marriage and Female Genital Mutilation (FGM). We are aware of our mandatory duty to report any known cases of FGM to the Wandsworth [Initial Point of Contact](#) on 0208 871 7899.

We also work within the remit of Wandsworth's Prevent programme and have a duty to report any concerns of Radicalisation within our community.

If there is an immediate risk of significant harm, we will dial 999 straight away to report concerns to the Police.



6. Allegations made against a member of staff

At Little Learners we will always consider an allegation made against a practitioner or volunteer as a serious Safeguarding matter in the first instance.

Allegations may be made by a child, parent, and another member of staff or member of the public, volunteer, student or visitor.

An allegation may relate to something that has happened recently or some time ago, but must be taken seriously at any event. Allegations will not be minimised or ignored.

If an allegation is made then,

- The Designated Safeguarding Lead (Michelle Reynolds, Maria Crescenzo) must be informed immediately.
 - Where the allegation concerns one of the DSL, the other DSL or Deputy (Beata Janik) must be informed at once.
 - The Designated Person or Deputy will collect information to ascertain facts and to decide on the best course of action
 - The **Local Authority Designated Officer (LADO)** must be contacted for advice and guidance regarding the allegation on LADO@wandsworth.gov.uk and 07974 586461
 - Employers have a dual responsibility to safeguard the children in their care and to ensure staff are treated fairly. To this end Information about the allegation will be kept confidential and only shared on a 'need to know' basis in order to protect children, facilitate enquiries, manage the disciplinary and complaints aspects and protect the rights of the person involved.
 - A referral will be made to Social Care if appropriate and Little Learners will co-operate fully in the investigation process.
- OFSTED will be informed of all allegations made against practitioners** (including agency staff, students and volunteers) by the registered person (Michelle Reynolds, DSL and Proprietor) or their nominee for Safeguarding (Maria Crescenzo).

The appropriate professional body and/or the vetting and barring board will be informed, should any practitioner, student or volunteer be dismissed on the grounds of misconduct.



7. Mobile Phones, tablets, smart watches and Social Media

Staff, parents, students and visitors are not permitted to carry their personal mobile phones and tablets or have access to them when in direct contact with children and all areas where children are present

During the induction period to the setting all staff, volunteers and students are briefed on our mobile phone policy and understand that the use of a mobile phone is only permitted during their breaks and in areas which are not accessed by children.

Staff and volunteers to keep mobile phones in cloakroom area whilst working directly with the children.

Phones calls to be taken during their breaks in designated areas i.e. cloakroom areas or outside the nursery.

If staff have a personal emergency, they can use the nursery's telephone, or if it is absolutely necessary to use their mobile phone they are to do so only with the consent of the setting's Manager.

The phone must be kept in the kitchen area, away from children and visible for other staff members.

Only a device authorised, owned and vetted by the Little Learners Group Ltd. can be used to take photos of children for observations and display purposes.

In circumstances such as outings and off-site visits, a nursery outings phone will be used.

It is the responsibility of all members of staff to be vigilant and report any concerns. Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the allegation process will be followed as outlined in point 5 of this policy.

Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.



To ensure the safe wearing of Smart Watches staff must adhere to the following:

The watch **must** be worn in 'flight mode' or Bluetooth disconnected, this will ensure there is no internet connectivity to access notifications or Wi-Fi.

Staff **must not** use their watch in any way whilst working directly with the children.

Staff **must not** use their Smart Watch to access photos or images whilst on nursery premises (indoors or outdoors) and whilst on local trips/outings.

Staff have to be vigilant of others checking their watches and follow our Whistleblowing policy.

As technology rapidly advances The Little Learners Group Ltd reserves the rights to request the removal of a Smart Watch if the safety of a child[ren] is at risk.

Staff at Little Learners will only take photos or videos of a child with a parent/carer's written agreement and these will only be used for the purposes that permission is given for.

Photographs of children in the setting or on outings will only be taken on devices that are registered with The Little Learners Group Ltd.

This could be on the designated phone or on electronic tablets used solely for children's electronic journals.

The Little Learners Group Ltd.'s management team will monitor all photographs and videos taken to ensure that children are safeguarded.

Photographs and videos are stored securely on the electronic devices used and downloaded to Tapestry.

All designated devices are kept in the office when not in use and locked away at the end of every session.

Photographs used for children's electronic journals will be uploaded and stored on the Tapestry app and only approved relatives will have access to the individual child's profile.

Photographs and videos will be deleted once uploaded onto Tapestry.

Printed photographs will be disposed of either by giving them to parents/carers or by shredding.



It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns.

In these cases, the 'Logging Concern Form and Body Map' must be used.

Recruitment and Selection

Michelle Reynolds and maria Crescenzo have been trained on Safer Recruitment and ensure that the protocols are followed at all times.

All members of Little Learners team are carefully recruited, for their suitability to work with children and their families. Child protection forms part of the Person Specification and therefore short listing criteria. Prior to interview, two references are sought for each short listed candidate and the individual candidate's knowledge and experience is also tested at interview level.

We routinely conducts checks, induct and train all members of the team in high standards of safeguarding practice and work to the setting professional code of practice.

All members of the team have been DBS checked prior to taking up employment at Little Learners Grp Ltd.

A list of these checks is kept as part of the Single Central Register.
This document is kept securely and contains details of staff and other people who may come into contact with the children such as students and volunteers.

The register is checked for accuracy and up to date details on a regular basis by Michelle Reynolds.

It is the responsibility of all staff to adhere to this policy at all times.

Other Policies that support this Policy:

- **Whistleblowing**
- **Rest and Sleep Policy**
- **Health & Safety**
- **Safer Recruitment**
- **Missing/Lost Child Policy**



Appendix 1.1

There are four categories of abuse although children and vulnerable adults may be subjected to more than one type as a time.

Abuse and harm are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.

Physical abuse - these include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child which is now known as fabricated or induced illness.

Emotional abuse – 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 children that they are worthless or unloved, inadequate or valued only insofar that 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 to feel frequently 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.