



Safeguarding and Child Protection Policy

This policy has been developed in accordance with the principles established by the Children Act 1989; and in line with the following:

- EYFS 2025
- Keeping Children Safe in Education 2024
- [Working Together to Safeguard Children 2018](#)
- [Buckinghamshire Safeguarding Children Partnership Guidance](#)
- [The Continuum of Need - Buckinghamshire Safeguarding Children Partnership](#)
- [Bucks Early Year's Safeguarding Guidance](#)
- Revised Prevent duty guidance: for England and Wales updated 2023

Terminology

Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of their health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective and nurturing care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Child protection refers to the processes undertaken to meet statutory obligations laid out in the [Children Act 1989](#) and associated guidance (see [Working Together to Safeguard Children, An Interagency Guide to Safeguard and Promote the Welfare of Children](#)) in respect of those children who have been identified as suffering, or being at risk of suffering harm.

Purpose

To ensure safety and welfare of pupils in accordance with the DfE guidance on Safeguarding Children, Safer Recruitment in Education and understand the processes of Child Protection.

We intend to create in our nursery an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We recognise that the welfare of all children is paramount and that all children, regardless of ability or culture, have equal rights of protection. We have a duty of care when they are in our charge and will do everything we can to provide a safe and caring environment whilst they attend Aflah Nursery.

All parents must be aware that we have a legal responsibility to report to the relevant authority any safeguarding concerns/suspicious/allegations about the children in our setting (in accordance with BSCB protocols and procedures).

In order to achieve this we will:

It will be made clear to applicants for posts within the nursery that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All staff employed in the nursery will need to have been vetted by the Disclosure and Barring Service (DBS).

All staff employed in the nursery will need to sign a declaration vouching for their suitability under the Childcare Act 2006 as part of the recruitment process. They will need to re-affirm their suitability via staff supervisions, using a proforma that includes the statutory statements from the EYFS, namely, 3.11, 3.19, in order that records are up-to-date and necessary interventions can be affected where necessary.

All applicants for work within the nursery, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least two references. All such references will be followed up and obtained prior to employment. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

All appointments, whether paid or voluntary, will be subject to a probationary period and will not be confirmed unless the nursery is confident that the applicant can be safely entrusted with children.

All staff, management and any persons having unsupervised access to children, will undertake child protection training within 6 months of employment.

We will seek out training opportunities for all staff to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse. All members of staff will be provided with opportunities at least every three years to receive training in order to develop their understanding of the signs and indicators of abuse, how to respond to a pupil who discloses abuse and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse. Designated Safeguarding Leads will renew their training every two years.

All adults, (including volunteers) new to our setting will be made aware of this policy and the procedures for child protection, the name and contact details of the Designated Safeguarding Lead and have these explained, as part of their induction into the setting.

Prevent abuse by means of good practice

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout of the nursery will permit constant supervision of all children.

Mobile phone Usage

We believe our staff should be completely attentive during their hours of work to ensure all children in the nursery receive good quality care and education. Mobile phones must not be used during working hours.

- Mobiles must be kept on silent or switched off during working hours;
- Mobiles may only be used on a designated break and only in a child free area of the nursery (the Manager's or most senior staff member's mobile phone will only be used to receive a call from staff who may have taken the Nursery mobile phone to external play areas during outdoor play. The Management team is expected to adhere to the same policies concerning the use of personal mobile phones during work hours);
- Ideally a nursery mobile should be used on outings however in the event that this is not available staff may use mobiles on outings for nursery/emergency use only;
- Mobiles must never be used to take photographs of any of the children or any area of the nursery or its work or any member of staff at work;

It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager. Concerns will be taken seriously, logged and investigated appropriately.

The Manager or Deputy Manager in her absence reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.

Should inappropriate material be found then the Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's continuation of employment/dismissal.

Camera

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their

progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

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Only the designated nursery cameras are to be used (this includes cameras within tablets and digicam) to take any photos within the setting or on outings.

Images taken must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff is responsible for the location of the cameras/tablets; this should be placed in the designated area in the office area.

Images taken and stored on the cameras must be downloaded as soon as possible, ideally once a week. Images must only be downloaded by the Manager or Assistant Manager and stored on the nursery computer.

Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager or Deputy Manager. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Deputy Manager must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Smart Watches:

Smart watches that allow photos to be taken MUST not be worn to work. The same protocols, expectations and disciplinary actions apply as stated above in regard to mobile phones & personal cameras.

Responding appropriately to suspicions of abuse

Staff at Aflah Nursery will follow the Buckinghamshire Safeguarding Children Board Procedures/Local Authority guidance in all cases of abuse, or suspected abuse (these can be found at <http://www.bucks-lscb.org.uk>).

Staff will refer to '*The Continuum of Need*' - Buckinghamshire Safeguarding Children Partnership *and Threshold Document* to help identify and respond appropriately to possible abuse and /or neglect:

It may not always be appropriate to go through all stages sequentially.

Be Alert

Signs to be aware of include:

- ☐ Significant changes in children's behaviour
- ☐ Deterioration in children's general well being
- ☐ Unexplained bruising, marks or signs of possible abuse or neglect
- ☐ Children's comments which give cause for concern
- ☐ Any reason to suspect neglect or abuse outside the setting

Concerns in any of the areas mentioned above should be clearly documented, stating fact and not opinion and shared with your manager and Designated Officer (for safeguarding)

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You should not let other considerations, like the fear of damaging relationships with adults, get in the way of protecting children from abuse and neglect

Question Behaviours

The signs of child abuse might not always be obvious and a child might not tell anyone what is happening to them, you should therefore question behaviours if something seems unusual and try to speak to the child, to seek further information. If a child reports, following a conversation you have initiated or otherwise, that they are being abused and neglected, you should listen to them, take their allegations seriously, and reassure them that you will take action to keep them safe. You will need to decide the most appropriate action depending on the circumstances of the case.

At all times you should explain to the child the action that you are taking. It is important to maintain confidentiality, but you should not promise that you won't tell anyone, as you may need to do so in order to protect the child.

Before doing so, you should try to establish the basic facts. However, it will be the role of the Social Workers and the police to investigate cases and make a judgement on whether there should be a statutory intervention and/or a criminal investigation. You should record in writing, all concerns and discussions about a child's welfare, the decisions made and the reasons for those decisions.

Remember to:

- ☐ *Listen to the child, rather than directly question him or her;*
- ☐ *Never stop a child who is freely recalling significant events;*
- ☐ *Make a note of the discussion, taking care to record timing, setting and personnel as well as what was said; and*
- ☐ *Record all subsequent events up to the time of the substantive interview.*

All the above should be recorded clearly, and with care stating facts not opinions. Such recording is vital information for the police when gathering evidence in relation to a criminal offence but also to a child protection investigation generally. The above information must be shared with those managers who have responsibility for child protection. Written records should be held securely.

If a child is in immediate danger or is at risk of harm you should refer to First Response and/or the Police.

Ask for Help

Concerns about a child's welfare can vary greatly in terms of their nature and seriousness, how they have been identified and over what duration they have arisen, if you have concerns about a child you should ask for help.

The BSCP have published a *Thresholds Document* and *guidance* which helps identify when a child may be in need of additional support, and this is described through 4 levels of need:

- ☐ Level 1 – children whose needs are met within universal services
- ☐ Level 2 – children with additional needs showing early signs of vulnerability requiring early help
- ☐ Level 3 – children in need who require statutory or specialist services and targeted early help
- ☐ Level 4 – children who are suffering or likely to suffer significant harm

Refer

A referral to The First Response Team must be completed immediately if:

- ☐ You believe that a child may be in need; that a child is being harmed or is likely to be harmed, or
- ☐ Level 3 or Level 4 threshold is met

This referral can be made by any practitioner by;

Telephone: Local Rate: 01296 383962

Email: secure-cypfirstresponse@buckscs.gov.uk

Out of hours number: 0800 999 7677

Any referral should confirm your referral in writing within 24 hours **using the *Multi Agency Referral Form (MARF)***.

When referring a child to First Response, **you must make the parents/carer's aware and gain consent for level 3 referrals.**

You do not require consent if the child is likely to suffer or is suffering significant harm. If you are unsure about whether consent is required you can call First Response who will advise you.

You should consider and include any information you have on the child's development needs and their parent's/carer's ability to respond to these needs. A record of the referral should be retained.

Once you have made a referral, a social worker should respond to you within one working day telling you what further action they have decided to take.

A record of referrals should be retained which should provide evidence that any agreed action following the referral has been taken promptly to protect the child from further harm.

If you see further signs of potential abuse and neglect, report and refer again.

All providers must have agreed procedures for when and how to contact the First Response Team and/or other relevant agencies about an individual child.

If you have concerns about the safety or welfare of a child and feel they are not being acted upon by your manager or Designated Officer, it is your responsibility to take action.

We will therefore:

- Understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children.
- Ensure that we refer a child if there are concerns about a child's welfare, possible abuse or neglect to Social Care. A written referral using the Multi-Agency Referral Form (MARF) will be faxed/posted/e-mailed to Social Care as soon as possible within 24 hours.
- Ensure that detailed and accurate written records of concerns about a child are kept even if there is no need to make an immediate referral.
- Ensure that all such records are kept confidentially and securely.
- Ensure that the designated staff member, or another appropriate member of staff, attends case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributes to the Framework for Assessments process, and provides a report which has been shared with the parents.
- Establish and maintain links with relevant agencies and co-operate as required with enquiries of a child protection nature.
- Ensure that all setting staff is aware of the Safeguarding and Child Protection policy and procedures, and understand their responsibilities in being alert to, and acting appropriately in cases of abuse, or suspected abuse, and know how to recognise and refer any concerns.
- Changes in children's behaviour/appearance will be investigated as will:
- Deterioration in children's general well-being;
- Unexplained bruising, marks or signs of possible abuse or neglect;
- Children's comments which give cause for concern;
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children. Eg. Inappropriate sexual comments, excessive 1:1 attention beyond the requirements of their usual role or inappropriate sharing of images etc.
- Keep ourselves up to date with knowledge to enable us to fulfil our role, including attending relevant training, at least every two years, approved by the Buckinghamshire Safeguarding Children Board.
- Ensure that all staff and volunteers understand that there is a procedure to be followed in dealing with child protection allegations made against staff. This procedure must be followed on all occasions. All staff must be made aware of this process and how it differs from other concerns about children. See section entitled 'Whistle blowing' in this policy.

- Ensure that we have staff on all interview panels who are Safer Recruitment trained.
- Ensure that all staff/volunteers are selected and recruited only after having gone through appropriate checks.
- Our setting will have regard to our obligations to prevent our children from being drawn into extremism or terrorism. We recognise that this is our statutory duty under the counter terrorism and security act 2015. All staff will undertake the Government's training based around the Prevent Duty.

Parents will normally be the first point of reference, unless we feel this would be detrimental to a child's safety. All suspicions will be referred as appropriate to the Early Intervention Hub/BSCP/Social Services Department.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the child's key person, the nursery Manager and her assistant (Deputy Manager), who will report to the Designated Lead for Safeguarding.

The Designated Lead for Safeguarding & Prevent Duty Officer at Aflah Nursery is Ms. Rashda Amin and the
Deputy Safeguarding Officer is Ms Aeisha Hussain.
 The named Officer for advising on **Conflict Resolution**: Mrs Frazana Aslam

The Safeguarding Officers and the Senior Team must have regard to the Government's statutory guidance, '*Working Together to Safeguard Children*.'

Specific Safeguarding/Child Protection Considerations:

Children with Special Educational Needs

At our setting we recognise that children with special educational needs (SEND) and disabilities can face additional safeguarding challenges. This policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

Allegations of abuse made against other children (peer on peer abuse)

Our staff recognise that children are capable of abusing their peers. In a situation where child abuse is alleged to have been carried out by another child, our child protection procedures should be adhered to for both the victim and the alleged abuser; this means it should be considered as a child care and protection issue for both children.

Peer on peer abuse can take many forms, and gender issues can be prevalent when dealing with this type of abuse.

Children Absent / Missing From Education

Aflah Nursery has clear policies and procedures for dealing with children missing from education, particularly on repeat occasions. Leaders, Managers and staff are alert to signs that children who are missing might be at risk of abuse or neglect.

The Managers are responsible along with the Operations Managers for the upkeep and monitoring of an accurate daily register, a sign in and out log, following up absence on the day of absence, recording prolonged absences on a proforma set up for each child (using this to be alerted to patterns of absence), a sign out log for in-session leave; all of which work to track attendance and effect a course of action in the face of repeated absence/ prolonged absences or for a child who becomes missing from the setting.

Managers are aware of the action to take when a child stops attending or attendance becomes irregular: this includes speaking to the parents or emergency contacts if there has been no reason given for a child's absence. Refer any concerns to the setting's LEA Advisory teacher or the child's Health Visitor, if required. The local children's social care services may be contacted or a police welfare check may be requested, if needed.

An **attendance policy** will be shared with parents prior as part of the Admission's Pack which sets out the expectations of reporting a child's absence and what will happen if the nursery is not informed.

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM), is a form of physical abuse against children. FGM is also known as female circumcision or female genital cutting. FGM has no health benefits, and it harms girls and women in many ways. It involves removing and damaging healthy and normal female genital tissue, and interferes with the natural functions of girls' and women's bodies. FGM is defined by the World Health Organisation as "all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons". FGM has no health benefits for girls and women and procedures can cause severe bleeding and problems urinating, and later cysts, infections, infertility as well as complications in childbirth.

The *Female Genital Mutilation Act* was introduced in 2003 and came into effect in March 2004. It was made illegal to: practice FGM in the UK; take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in that country; and aid, abet, counsel or procure the carrying out of FGM abroad.

The age at which girls undergo FGM varies enormously according to the community. The procedure may be carried out when the girl is newborn, during childhood, adolescence, at marriage or during the first pregnancy. However, in the majority of cases FGM takes place between the ages of 5-8 and therefore girls within that age bracket are at a higher risk.

The sign that children may be at risk of FGM are as follows: Child is female, from a culture where FGM is practised, and parents request an extended summer holiday to the country of origin.

If staff are concerned that a child is at risk of FGM, they must tell the safeguarding lead. In the former case the safeguarding lead must request to meet parents in private, and ask them directly if they are seeking to take their daughter abroad to have FGM carried out on her. If the safeguarding lead is dissatisfied with their response and has real concerns that FGM may be imminent, they should refer the matter to First Response or to the Police. The parents should be told about the referral only if it is felt that it will not bring further risk to the child.

Safeguarding action may also be needed to protect children from:

- bullying, including online bullying and prejudice-based bullying
- racist, disability and homophobic or transphobic abuse
- gender-based violence/violence against women and girls
- child sexual exploitation and trafficking
- poor parenting
- Contextual safeguarding, which is the recognition that children & young people are influenced by a whole range of environments & people outside of their family. This includes on-line associates & their platforms. Staff must understand that these various contexts carry a potential for multiple risks owing to the fact that they can often be inter-related. Examples of contextual safeguarding include: sexual exploitation, modern slavery and criminal activity.

This list is not exhaustive.

Keep records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child: times and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the questions asked

by the adult (these must not be leading questions), the dated name and signature of the recorder.

Such records will be kept in a separate file, securely and safely and will not be accessible to people in the nursery other than the Operations Manager and Nursery Manager in the first instance, and if required the child's key person.

Such records will be retained in accordance to the BSCB guidelines and the GDPR policy, for such a time as is appropriate, as these may be required to undertake Case Reviews and Serious Case Reviews.

Liaise with other bodies

The nursery operates in accordance with the Buckinghamshire Safeguarding Children Partnership, BSCP, guidelines. Confidential records kept on children about whom the nursery is anxious will be shared with the Social Services Department if the nursery feels that adequate explanation for changes in the child's condition have not been provided.

If a report on a child is to be made to the authorities, the child's parents will be informed at the same time as the report is made.

The Designated Lead for Safeguarding will maintain ongoing contact with the registering authority, including names, addresses and telephone numbers of individual social worker, to ensure that it would be easy, in any emergency, for Aflah nursery and Social Services Department to work well together.

Records will also be kept of the local BSCP, NSPCC contact, or other contact(s) as appropriate.

The protection of children will always be an area in which there may be differences of opinion about the best course of action. It is very important that all those working with children and families feel able to air their views and constructively challenge the action of others. This includes cases where the difference of opinion is with professionals who are more senior or experienced. Similarly, agencies/professionals should not be defensive if challenged. Practitioners and managers should always be prepared to review decisions and plans with an open mind and act proportionately.

To this end, all staff is advised to follow the ***BSCP's Escalation, Challenge and Conflict Resolution Procedure Document***, attached as an appendix.

Immediate Concerns about a Child

First Response is the front door to Bucks Children's Social Care for child protection and immediate safeguarding concerns. If there is an immediate safeguarding concern, for example:

- ☐ Allegations/concerns indicating a serious risk to the child e.g. physical injury, injury to a baby or serious neglect – e.g. bruises evident, implement used to chastise
- ☐ Allegations that the child has been sexually/physically abused and is to be returned to a situation that may place him/her at risk
- ☐ The child is frightened to return home
- ☐ The child is already subject to a child protection plan
- ☐ Concerns that the child is suffering from severe neglect or other severe health risks
- ☐ The child has been abandoned or parent is absent (e.g. unaccompanied asylum seeker)

Support families

Aflah nursery will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the nursery.

Where abuse at home is suspected, the nursery will continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shared with the child's parents.

Allegation Made Against Member of Staff

Whistleblowing

Staff should avoid putting themselves in situations that may lead to allegations being made against them. However, if an allegation of abuse/neglect is made against a member of staff, the following action will be taken:

The Designated Lead will consult with her line Managers and thereafter on all such occasions will discuss the content of the allegation with the LADO (Local Authority Designated Officer) **before** taking any action.

- The Local Authority Designated Officer (LADO) must be informed of the allegation within 24hrs (The LADO provides support to the person against whom an allegation has been made).
- A referral will be made for the child(ren) to Buckinghamshire Safeguarding Children Partnership Social Services within 24 hours of the allegation.

- Ofsted will be informed of any allegations of serious harm or abuse. Ofsted will be informed of any action taken within 14 days.
- The staff member will be suspended (after consultation and heeding the advice of We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO (see contact details at end of document).

the LADO) on full pay pending the enquiry.

- All details regarding the allegation will be kept confidential at all times and will be recorded in the member of staff's personal file.

Should the allegation concern an issue of conduct, our complaints and disciplinary procedures will be followed.

If allegations are made to a member of staff implicating a member of the Management Team, that staff member should contact LADO/BSCP/Social Services as detailed below. All details regarding the allegation should be kept confidential.

With the provision that the care and safety of the child must always be paramount, Aflah Nursery will do all in its power to support and work with the child's family.

1. What is Whistleblowing?

In this policy 'Whistleblowing' means the reporting by employees of suspected misconduct, illegal acts or failure to act within Aflah Nursery.

The aim of this Policy is to encourage employees and others who have serious concerns about any aspect of their work to come forward and voice those concerns to their line Managers, where appropriate.

Employees are often the first to realise that there may be something seriously wrong within their work place. 'Whistleblowing' is viewed by the Directors of Aflah Nursery as a

positive act that can make a valuable contribution to the provision's efficiency and long-term success. It is not disloyal to colleagues to speak up. The Directors are committed to achieving the highest possible standards of service and the highest possible ethical standards in all of its practices. To help achieve these standards we encourage freedom of speech.

If you are considering raising a concern you should read this Policy first. It explains:

- the type of issues that can be raised
- how the person raising a concern will be protected from victimisation and harassment
- how to raise a concern, and
- what the Management team will do.

If you are unsure whether to use this Policy or want independent advice at any stage, you may contact the LADO (see contact numbers at the bottom of this policy).

2. What is the aim of the Policy and when does it apply?

2.1. Aims of the Policy

The Policy is designed to ensure that you can raise your concerns about wrongdoing or malpractice within Aflah Nursery without fear of victimisation, subsequent discrimination, disadvantage or dismissal.

This Policy aims to:

- encourage you to feel confident in raising serious concerns at the earliest opportunity and to question and act upon concerns about practice
- provide avenues for you to raise those concerns and receive feedback on any action taken
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied

- re-assure you that you will be protected from possible reprisals or victimisation if you have made any disclosure in good faith.

2.2. Scope of this Policy

This Policy is intended to enable those who become aware of wrongdoing within the provision (Aflah Nursery) affecting some other person or service, to report their concerns at the earliest opportunity so that they can be properly investigated.

The Whistleblowing Policy is not intended to replace existing procedures:

- if your concern relates to your own treatment as an employee, you should raise it under the existing grievance or harassment procedures
- if a parent has a concern about services provided to him/her, it should be raised as a complaint, following the procedures detailed in the Complaints Policy

2.3. Who can raise a concern under this Policy?

The Policy applies to all:

- employees of Aflah Nursery
- those providing services under a contract or other agreement with Aflah & Co Ltd for Aflah Nursery and
- volunteers & apprentices.

2.4. What should be reported?

Any serious concerns that you have about service provision or the conduct of fellow practitioners/teachers/instructors/trainers/volunteers/students on a placement that:

- make you feel uncomfortable in terms of known standards
- are not in keeping with Aflah Nursery's policies & procedures

- fall below established standards of practice; or
- are improper behaviour.

These might relate to:

- conduct which is an offence or a breach of the law (a criminal offence has been committed or failing to comply with any other legal obligation)
- knowledge of a disqualification to work with children (the LADO, DBS & OFSTED should be informed)
- neglect or abuse of children
- racial, sexual, disability or other discrimination
- health and safety of the children and/or other employees, or
- other unethical conduct.

This list is not exhaustive.

3. Protecting the Whistleblower

3.1. Your legal rights

This policy has been written to take account of the Public Interest Disclosure Act 1998 which protects workers making disclosures about certain matters of concern, when those disclosures are made in accordance with the Act's provisions and in good faith.

The Act makes it unlawful for Aflah & Co Ltd to dismiss anyone or allow them to be victimised on the basis that they have made an appropriate lawful disclosure in accordance with the Act.

Rarely, a case might arise where it is the employee that has participated in the action causing concern. In such a case it is in the employee's interest to come into the open as soon as possible. The Directors of Aflah Nursery cannot promise not to act against such an employee, but the fact that they came forward may be taken into account.

3.2. Harassment or victimisation

The Directors are committed to good practice and high standards and to being supportive of you as an employee.

It is recognised that the decision to report a concern can be a difficult one to make. If you honestly and reasonably believe what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer, your colleagues and those for whom you are providing a service.

The Directors will not tolerate any harassment or victimisation of a whistleblower (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith and will treat this as a serious disciplinary offence which will be dealt with under the disciplinary rules and procedure.

3.3. Support to you

Throughout this process:

- you will be given full support from Senior Management
- your concerns will be taken seriously; and
- the Directors will do all they can to help you throughout the investigation.

For those who are not Aflah Nursery employees, the Directors will endeavour to provide appropriate advice and support wherever possible.

3.4. Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if that is your wish. If disciplinary or other proceedings follow the investigation, it may not be possible to take action as a result of your disclosure without your help, so you may be asked to come forward as a witness. If you agree to this, you will be offered advice and support.

3.5. Anonymous allegations

This Policy encourages you to put your name to your allegation whenever possible. If you do not tell us who you are it will be much more difficult for us to protect your position

or to give you feedback. This Policy is not ideally suited to concerns raised anonymously.

Concerns expressed anonymously are much less powerful but they may be considered at the discretion of the Directors. In exercising this discretion the factors to be taken into account would include:

- the seriousness of the issue raised
- the credibility of the concern; and
- the likelihood of confirming the allegation from other sources.

3.6. Untrue allegations

If you make an allegation in good faith and reasonably believing it to be true, but it is not confirmed by the investigation, the Directors will recognise your concern and you have nothing to fear. If however, you make an allegation frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action, may be taken.

All staff will have an awareness of miscellaneous safeguarding issues and have recourse to the BSCP online Policies as well as the BSCP Strategies Documents.

Making referrals:

CONSENT:

- **For level 1 (Universal Services) & level 2 (Additional Support)** gain consent from the family to work with them to support their needs and prevent escalation of problems
- **For level 3 (Complex needs/Specialist/Children in Need)** talk to the family and gain written consent to ensure they agree to the referral, information sharing, assessment and intervention.
- **For level 4 (Acute / Child protection)** if there are safeguarding issues which place the child at risk of significant harm or could lead to loss of evidential material, you do not require consent. If you are unsure about whether consent is required you can call First Response who will advise you.

CONTACT:

- **Level 1 (Universal Services) & level 2 (Additional Support):** Can you support the child and their family through your own service? Or can you signpost to another service? See the [Buckinghamshire Family Information Service](#) website for a directory of services (click on the Early Help tab)
- **Level 3 (Complex needs/Specialist/Children in Need:** Contact First Response: send a [Multi Agency Referral Form \(MARF\)](#) – or call **01296 383962 (0800 999 7677** out of hours)
- **Level 4 (Acute / Child protection):** Collect all the information you have and contact First Response immediately on 01296 383962 (0800 999 7677 out of hours), followed up with a MARF. Call Police on 999 if there is immediate risk.

Tips for completing a MARF

To make sure the MARF is progressed quickly, please make sure you:

- Provide your contact details
- Gain written consent from the family
- Clearly state the level of need the child is at (through consulting the thresholds document)
- State what support your agency has provided to the family
- State the expected outcome for the family
- The MARF can be sent to Children's Social Care via secure email (secure-cypfirstresponse@buckscc.gcsx.gov.uk) Please note this email address is only secure if you are also emailing from a secure email address.

Concerns about staff working with children

If you have a concern about a member of staff working with children (in either a paid or voluntary capacity) please contact the Local Area Designated Officer,(LADO) on:

01296 382070

Useful contacts

Buckinghamshire County Council

First Response is a single point of contact for Buckinghamshire's Children's Social Care:

01296 383962

0800 999 7677 (Out of hours)

cypfirstresponse@buckscc.gov.uk

secure-cypfirstresponse@buckscc.gcsx.gov.uk

All allegations against staff must be reported to Ofsted and to the Designated Officer detailed below:

Local Authority Designated Officer (LADO) Children & Young People

New County Offices Walton Street Aylesbury Buckinghamshire

01296 382070

The Early Years Designated Managers can provide advice and support in the event of an allegation or query/concern.

Early Years Designated Manager for allegations against the childcare workforce:
Vanessa Mills
01296 387111

Early Years Designated Deputy Managers: Tanya Page/ Nathalie Furlong
01296 387111

Buckinghamshire Family Information Service (BFIS)
0845 688 4944
www.bucksfamilyinfo.org.uk

Buckinghamshire Safeguarding Children Board (BSCP)
www.bucks-lscb.org.uk

Child Exploitation and Online Protection Centre
0870 000 3344
www.ceop.police.uk

Child Protection and Sexual Crime Unit (Police)
01628 816935

Department for Education www.gov.uk/government/organisations/departments-for-education 0370 000 2288

Disclosure and Barring Service (DBS)

01325 953 795

www.gov.uk/government/organisations/disclosure-and-barring-service

National Society for the Prevention of Cruelty to Children (NSPCC)

0808 800 5000

NSPCC Whistleblowing Advice Line: 0800 0280285 (Mon-Fri: 08.00-20:00, Weekends: 09:00-18:00.) or email:

<http://www.nspcc.org.uk/help@nspcc.org.uk>

Prevent/Channel

01296 396567

Ofsted

0300 123 1231

www.ofsted.gov.uk

Print Name: Frazana Aslam

Role: Operations Manager & Director

Date: Aug 2025

Date of review: Aug 2026