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| Document Reference and Title | DTB-P-01.1 Children’s Rights and Entitlements Policy | | |  |
| Document Type | Policy | | | |
| Revision History | H | April 2024 | Dottie Tots Leadership & Management Team | |
| | I | April 2025 | Dottie Tots Leadership & Management Team | |
| | J | September 2025 | Dottie Tots Leadership & Management Team | |
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Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Policy Statement

- We promote children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
 - We promote children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence.
 - We promote children's right to be strong, resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
 - We help children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
 - We work with parents to build their understanding of, and commitment to, the principles of safeguarding all children.
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What it means to promote children's rights and entitlements to be 'strong, resilient and listened to'.

To be strong means to be:

- secure in their foremost attachment relationships, where they are loved and cared for by at least one person who is able to offer consistent, positive and unconditional regard and who can be relied on;
- safe and valued as individuals in their families and in relationships beyond the family, such as day care or school;
- self-assured and form a positive sense of themselves – including all aspects of their identity and heritage;
- included equally and belong in our setting and in community life;
- confident in their own abilities and proud of their achievements;
- progressing optimally in all aspects of their development and learning;
- part of a peer group in which they learn to negotiate, develop social skills and an identity as global citizens, respecting the rights of others in a diverse world; and
- able to represent themselves and participate in aspects of service delivery that affects them, as well as aspects of key decisions that affect their lives.

To be resilient means to:

- be sure of their self-worth and dignity;
- be able to be assertive and state their needs effectively;
- be able to overcome difficulties and problems;
- be positive in their outlook on life;
- be able to cope with challenge and change;
- have a sense of justice towards themselves and others;
- develop a sense of responsibility towards themselves and others; and
- be able to represent themselves and others in key decision making processes.

To be listened to means:

- adults who are close to children recognise their need and right to express and communicate their thoughts, feelings and ideas;
- adults who are close to children are able to tune in to their verbal, sign and body language in order to understand and interpret what is being expressed and communicated;
- adults who are close to children are able to respond appropriately and, when required, act upon their understanding of what children express and communicate; and
- adults respect children's rights and facilitate children's participation and representation in imaginative and child centred ways in all aspects of core services.

Signatures

DTB-P-01.1


Children’s Rights and Entitlements Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

| Name | Position | Signature | Date |
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Policy to be reviewed as necessary or annually at a minimum.

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|------------------------------|---|----------------|--|---|
| Document Reference and Title | <div>DTB-P-01.2</div> <div>Safeguarding children, Young People and Vulnerable Adults Policy</div> | | |  |
| Document Type | Policy | | | |
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| | I | April 2025 | Dottie Tots Leadership & Management Team | |
| | J | September 2025 | Dottie Tots Leadership & Management Team | |
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This policy is based on the statutory requirements of the Early Years Foundation Stage (EYFS, September 2025), Working Together to Safeguard Children (2023), and Keeping Children Safe in Education (2024). It is also aligned with the procedures and thresholds of the Hampshire Safeguarding Children Partnership (HSCP), which all staff are required to follow.

In developing and reviewing this policy, we also draw on sector guidance, including resources from the Early Years Alliance, to ensure our approach reflects current best practice in safeguarding and child protection.

In line with the EYFS statutory requirements, the nursery has a safeguarding and child protection policy and procedures. Safeguarding is broader than child protection: it means protecting children from harm, preventing impairment of health or development, and ensuring they grow up in safe and secure circumstances. Child protection forms part of safeguarding and refers specifically to the actions taken to protect children at risk of, or suffering, significant harm.

Designated Safeguarding Lead (DSL): Nursery Manager

Deputy Designated Safeguarding Lead (DDSL): Deputy Nursery Manager

Designated Safeguarding Officer is (DSO): Sarah Harvey – Head of Nurseries

The Designated Safeguarding Lead (DSL) is responsible for implementing child protection procedures, making referrals to children's social care, and acting as the main point of contact for safeguarding concerns. The DSL reports to the Designated Safeguarding Officer (DSO), who has overall responsibility for monitoring and overseeing all safeguarding and child protection matters within the setting.

The DSL (or deputy in their absence) has lead responsibility for safeguarding and child protection, including

online safety. This responsibility cannot be delegated. The DSL ensures that staff receive and understand safeguarding training, can apply it in practice, and that safeguarding policies and procedures are implemented consistently across the setting.

The DSL maintains detailed, accurate and secure records of concerns and referrals, and ensures that decisions are made in line with the Hampshire Safeguarding Children Partnership (HSCP) thresholds and procedures. The DSL also acts as the primary point of contact with external agencies, including children's social care, the police, health services, and the Local Authority Designated Officer (LADO) in relation to allegations against staff.

The DSL is given the time, training, support and resources required to fulfil this role effectively. The DSL role is set out in a written job description which clearly identifies the scope of their safeguarding responsibilities and is reviewed regularly to reflect statutory updates and best practice guidance.

Policy statement

Our nursery school works in partnership with children, parents, staff and the wider community to safeguard and promote the welfare of every child. We are committed to ensuring that all children are safe, protected from harm, and enabled to thrive.

Safeguarding in our setting includes: monitoring attendance and child absence; implementing safer recruitment practices; supervising eating and intimate care routines safely; and addressing contextual safeguarding risks, including those that occur beyond the home and online.

This policy is underpinned by the statutory requirements of the Early Years Foundation Stage (EYFS, September 2025), Working Together to Safeguard Children (2023), and Keeping Children Safe in Education (2024). It is also aligned with the procedures of the Hampshire Safeguarding Children Partnership (HSCP) and reflects the three key commitments of the Early Years Alliance Safeguarding Children Policy.

Procedures

We carry out the following procedures to ensure that we meet the three key commitments of the Early Years Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

Procedures – Key Commitment 1: Creating a Culture of Safety

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

Leadership & Accountability

- We have a Designated Safeguarding Lead (DSL) (Nursery Manager) and a Designated Safeguarding Officer (DSO) (Sarah Harvey, Head of Nurseries).
- A suitably trained deputy DSL is always available when the DSL is off-site; the DSL/DSO are contactable by telephone at all times.
- The DSL (or deputy in their absence) has lead responsibility for safeguarding and child protection, including online safety, and this responsibility cannot be delegated.
- The DSL maintains secure safeguarding records, makes referrals to children's social care, and liaises with external agencies including the police, health services, and the Local Authority Designated Officer (LADO) in relation to allegations against staff.
- The DSL role is defined in a written job description, reviewed regularly in line with statutory updates and Early Years Alliance guidance. [ADD]
- The DSL is given sufficient time, resources and support to fulfil their role effectively, including attending safeguarding networks and DSL forums run by Hampshire SCP. [ADD]
- The DSO oversees all safeguarding matters and supports the DSL with advice, guidance, supervision and resources.

Staff Training, Awareness & Culture

- All staff receive induction and refresher training in safeguarding, including recognising the four categories of abuse: physical, emotional, sexual, and neglect.
- Staff are trained to understand:
 - Additional vulnerabilities linked to inequalities of race, gender, disability, language, religion, sexual orientation, or culture.
 - Wider social factors increasing risk: domestic abuse (including coercive control), parental mental ill-health, substance misuse, parental learning disability, poverty/social exclusion, and radicalisation/extremism.
 - Different forms of significant harm and contextual safeguarding risks: fabricated/induced illness, faith-linked abuse, CSE, CCE (trafficking, gangs, county lines), FGM and honour-based abuse, peer-on-peer abuse, online harms, and extra-familial exploitation.
- Training is refreshed regularly and supported through supervision and team discussions, so staff can apply learning in practice.
- All staff understand the principles of early help and can identify and support families below the threshold of significant harm.

- Staff know how to escalate concerns if they feel the setting or local authority has not taken adequate action.
- Low-level concerns: All staff must share any concerns about colleagues' conduct, even if below the threshold for an allegation. Concerns are recorded, reviewed for patterns, and managed under safer working practice.
- Staff can also use the Whistleblowing Policy to raise concerns, including to external bodies (Ofsted, NSPCC).
- Staff are encouraged to be respectfully sceptical, to ask questions, and not to take things at face value.
- Staff understand what the organisation expects in terms of conduct and behaviour, following our policies on positive behaviour, online safety, whistleblowing and dignity at work.
- All staff follow our Code of Conduct and safer working practice guidance (based on national guidance and Early Years Alliance resources).

Early Help, Attendance & Thresholds

- The DSL and DSO understand Hampshire Safeguarding Children Partnership (HSCP) thresholds and how to access support for families both above and below the threshold for significant harm.
- Staff are trained to support families to receive early help by sharing information with other agencies in line with statutory requirements.
- We monitor daily attendance and unexplained absence. Absence patterns are tracked, and unexplained or prolonged absence is escalated by the DSL in line with HSCP procedures.

Safer Recruitment & Suitability

- Recruitment is carried out in line with our Safer Recruitment Policy. Applicants are informed posts are exempt from the Rehabilitation of Offenders Act 1974.
- All references are obtained directly from the applicant's most recent employer, training provider or education institution, verified for authenticity, and any discrepancies followed up before employment begins.
- We record vetting checks including DBS disclosure numbers, overseas certificates of good conduct, dates obtained, and who carried out the checks.
- Staff and volunteers must disclose any convictions, cautions, court orders or warnings that may affect their suitability to work with children.
- We notify the DBS of any dismissal/resignation where safeguarding concerns apply.
- Volunteers:
 - Must be 17 or over, considered competent, inducted and supervised.

- Must be familiar with policies and procedures.
 - Must be fully vetted if they may have unsupervised access to children.
- Students and trainees under 17 are always supervised and never included in ratios. Those aged 17 and over are only included in ratios if they are assessed as competent and, from September 2025, hold a current Paediatric First Aid certificate.
- Staff have regular supervision meetings including safeguarding discussions, and expectations of conduct are reinforced in the staff handbook.

Safe Working Practices & Environment

- Adequate staffing levels are maintained at all times.
- Children have a key person and are supported to articulate worries or complaints in an age-appropriate way.
- Staff follow policies on positive behaviour, including managing aggression safely.
- Safeguarding includes safe supervision of children during mealtimes and intimate care routines, in line with EYFS 2025 welfare requirements.
- Security procedures control entry to the setting; visitor details are recorded.
- Mobile phones are not used in areas where children are present.
- Children are not photographed or filmed except with parental consent and for developmental purposes; staff use only nursery devices, not personal equipment.
- The DSL ensures a robust Online Safety Policy is in place, covering safe use of technology by staff, parents and children.
- Risk assessments are carried out, signed by relevant staff, and regularly reviewed.
- Complaints and safeguarding concerns are logged and reviewed.

Information Sharing & Data Protection

- The DSL and DSO ensure compliance with the Data Protection Act 2018 and UK GDPR.
- Information about children and families is shared lawfully and transparently with the HSCP and other agencies, when required to safeguard children.
- Families are supported to access early help through lawful and appropriate information sharing.
- We are transparent about how we process data and ensure it is used only in line with safeguarding legislation.

Escalation & Professional Challenge

- All staff understand how to escalate concerns if they believe the local authority or the setting has not

acted adequately.

- Staff follow HSCP escalation procedures to resolve professional disputes.

Key Commitment 2: Responding to Concerns and Working with Agencies

We are committed to responding promptly and appropriately to all safeguarding concerns, allegations or incidents of abuse. All concerns are taken seriously, recorded, and acted upon in line with statutory guidance and local procedures. The Designated Safeguarding Lead ensures that referrals are made without delay to children's social care or, where appropriate, the Local Authority Designated Officer (LADO), the police, or other relevant agencies.

We work in partnership with statutory agencies, including those set out in 'Working Together to Safeguard Children' (2023), the Early Years Foundation Stage (2025), the Care Act (2014), and the Hampshire Safeguarding Children Partnership (HSCP) procedures. Staff understand their duty to cooperate fully with child protection investigations, child in need processes, and safeguarding enquiries, ensuring the welfare of the child is always paramount.

Recognising Abuse and Vulnerability

- Abuse can take the form of physical, emotional, sexual abuse, or neglect.
- Staff are trained to recognise additional vulnerabilities, including those linked to SEND, race, gender, language, religion, sexual orientation, or culture.
- Indicators of possible abuse may include:
 - Significant changes in behaviour or well-being;
 - Comments or disclosures that cause concern;
 - Changes in appearance, play, or social interaction;
 - Unexplained bruising or injuries;
 - Any reason to suspect harm, neglect, or abuse outside the setting.
- Staff are alert to wider safeguarding issues such as fabricated or induced illness, spirit possession, child sexual exploitation (CSE), child criminal exploitation (CCE, including gangs, trafficking and county lines), female genital mutilation (FGM), honour-based abuse, radicalisation/extremism, modern slavery, forced marriage, organised abuse, and online harms.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance, with the DSL undertaking Channel/Prevent/WRAP training in line with Hampshire SCP protocols.
- Staff are aware of the mandatory duty on teachers and health professionals to report FGM, and that

early years practitioners must follow HSCP safeguarding procedures to respond to FGM and other concerns.

- We take account of the safeguarding needs of young people aged 16–19 who may be students, apprentices, young employees, or young parents. Where abuse is suspected, we follow the same safeguarding procedures as for younger children.

Early Help, Referrals and Escalation

- We identify children who may need early help and ensure access to services.
- Where a child meets the Children Act 1989 s17 child in need definition, a referral is made to Hampshire children's social care.
- Where a child may be at risk of significant harm, a referral is made immediately to children's social care.
- We are alert to the 'hidden harm' agenda (parental substance misuse, domestic abuse, radicalisation, mental ill-health, social exclusion, parental learning disability).
- We are aware of private fostering arrangements and notify the local authority if we know a child is privately fostered.
- If a child is absent when expected and no explanation is provided, the DSL acts immediately to contact parents. If there are concerns for the child's welfare, emergency contacts are called, and if needed, children's social care and/or police are informed the same day, in line with HSCP procedures.
- All staff know how to escalate concerns if they feel the setting or local authority has not acted appropriately, following HSCP's escalation and professional challenge procedures.

Recording and Sharing Concerns

- Any concerns, suspicions, or disclosures are recorded promptly, dated, and signed, including the child's exact words where possible.
- Staff listen carefully, offer reassurance, and avoid leading questions. Clarification may be sought, but questioning is avoided.
- Concerns are reported to the DSL without delay and within one working day.
- Records are stored securely and confidentially in the child's safeguarding file.
- The DSL uses the Hampshire Inter-Agency Referral Form (IARF) when making referrals.
- Information is shared in line with the UK GDPR, Data Protection Act 2018, HM Government "Information Sharing: Advice for Practitioners" (2018), and HSCP protocols.
- We recognise that safeguarding information may only make sense when shared collectively, so staff and volunteers are trained to contribute to multi-agency working.

Making a Referral to Children's Social Care

Safeguarding concerns must be acted upon immediately. The following steps are always followed:

1. If a child needs emergency medical attention

- Call **999** or take the child to the nearest Accident & Emergency department.
- Inform the DSL as soon as possible.

2. If a child is in immediate danger

- Call the **police on 999**.
- Then inform the DSL/DSO.


3. If there is a safeguarding concern (suspicion, allegation or disclosure):

- Report to the DSL immediately, or as soon as practicably possible on the same day.
- Concerns may arise from:
 - A disclosure by a child;
 - A comment that causes concern;
 - Physical evidence such as bruising or injury;
 - A significant change in behaviour or wellbeing;
 - Knowledge of inappropriate behaviour;
 - An unexplained or repeated absence (treated as a safeguarding concern).

4. Recording the concern

- The staff member records the concern on the **Reporting Form**, using the child's exact words where possible, dated and signed.
- The DSL adds their own record and ensures the file is kept securely.

5. Making the referral

- The DSL is responsible for completing the Hampshire Inter-Agency Referral Form (IARF):
 <https://childrenandfamiliesportal.hants.gov.uk/s4s/FormDetails/FillForm?formId=279>
- If the DSL is absent, the DSO is responsible.
- If neither is available, staff must not delay: they must contact Hampshire Children's Services directly or, if necessary, the police.

6. Urgent child protection enquiries

- For urgent advice or referrals, call **01329 225379** (Hampshire Children's Services).

7. After the referral

- The DSL/DSO informs the staff member who reported the concern of any action taken and, where appropriate, the outcome.
- The DSL/DSO ensures any partner agencies involved are informed where information-sharing protocols allow.

8. Information sharing

- All staff and volunteers follow HM Government and HSCP information-sharing protocols.
- Information is shared lawfully, proportionately, and only with those who need to know.

Informing Parents

- Parents are normally informed of concerns and referrals, unless doing so may:
 - Place the child at greater risk;
 - Interfere with a police or safeguarding investigation;
 - Unduly delay action.
- In such cases, the DSL seeks advice from children's social care or police before informing parents.
- All discussions with parents are recorded and stored in the child's file.

Liaison with Other Agencies

- We work within HSCP guidelines and cooperate fully with child protection investigations and safeguarding enquiries.
- We maintain up-to-date contact details for social workers and safeguarding partners.
- The current version of *"What to do if you're worried a child is being abused"* is available for staff and parents.
- Ofsted is notified of:
 - Any incident or allegation of abuse against staff or volunteers (whether on or off the premises);
 - Any event that affects the suitability of adults working with children;
 - Any incident or accident that significantly affects children's welfare.
- Notifications are made as soon as reasonably practicable, and always within **14 days**.
- NSPCC contact details are available to staff and parents.

Allegations Against Staff or Persons in Positions of Trust

- All staff, volunteers, students, contractors, parents and visitors know how to raise concerns about staff or adult conduct within the setting.
- We distinguish between concerns about practice/complaints and safeguarding allegations.
- Allegations that meet the threshold (harm, risk of harm, possible criminal offence, or behaviour indicating risk) are referred immediately to the Local Authority Designated Officer (LADO) via the initial enquiry form process.
- Allegations are also reported to Ofsted within 14 days. It is an offence not to do this.
- We cooperate fully with investigations led by the LADO, children's social care, and/or the police.

- Staff may be suspended, or, where agreed with the LADO, alternative safeguarding arrangements may be put in place. Suspension is a neutral act, designed to protect children and staff during the investigation.
- Examples of inappropriate behaviour that would trigger safeguarding action include (but are not limited to):
 - Sexual or inappropriate comments to children;
 - Excessive 1:1 attention beyond role requirements;
 - Inappropriate sharing or creation of images;
 - Breaches of safe working practice or professional boundaries.
- If staff have concerns that allegations are not being dealt with appropriately within the setting, they must follow the Whistleblowing Policy, which includes external reporting routes (Ofsted, NSPCC, Protect). This ensures safeguarding concerns are always escalated and addressed.

Disciplinary and Suitability Action

- We fulfil our legal duty to refer to the Disclosure and Barring Service (DBS) where a staff member, volunteer, student, or contractor is dismissed (or would have been dismissed had they not resigned) for reasons relating to child protection or where they pose a risk of harm to children.
- This statutory referral duty is made in line with the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 (Disqualification) Regulations.
- We also notify the DBS where there are concerns that an individual may be unsuitable to work with children, even if they have not been formally dismissed.
- This process ensures that unsuitable individuals are identified and barred from working with children or vulnerable adults.
- All staff, volunteers and others working in the setting are required to disclose any criminal convictions, cautions, court orders, reprimands or warnings, or any changes to their suitability to work with children, immediately to the DSL/DSO.
- Where a person is deemed unsuitable to work with children, they are removed from regulated activity immediately pending the outcome of investigations.
- We cooperate with Ofsted, Hampshire SCP, and the DBS in relation to any suitability investigations or referrals.

Key Commitment 3: Promoting Awareness and Empowering Children

We are committed to raising awareness of safeguarding and child protection issues through high-quality training and professional development for all adults working in or with our setting. This ensures that staff, volunteers and parents understand their roles, responsibilities, and the wider safeguarding context.

We are equally committed to empowering children through our curriculum and daily practice. Children are supported to develop resilience, confidence and self-advocacy skills, and are encouraged to express their views, feelings and worries in an age-appropriate way. Their voices are valued and listened to, in line with their rights under the UN Convention on the Rights of the Child.

Training and Professional Development

- All staff, volunteers and students receive induction and ongoing training to recognise the signs and indicators of:
 - Physical abuse, emotional abuse, sexual abuse (including child sexual exploitation), and neglect;
 - Extra-familial risks, such as online abuse, grooming, radicalisation and exploitation;
 - Families who may require early help;
 - Organisational safeguarding procedures, including safer working practice.
- Sarah Harvey (DSO) and nursery managers (DSLs) receive advanced safeguarding training and refresh their knowledge and skills at least annually, attending Hampshire SCP DSL briefings and training.
- All staff are required to know and follow procedures for reporting and recording concerns.
- Safeguarding updates are provided through emails, newsletters, online training, and staff meetings at least once a year, or more frequently if required by statutory or local changes.
- From September 2025, training explicitly covers:
 - Safer eating practices and safe supervision of mealtimes;
 - Monitoring child attendance and absence as a safeguarding duty.

Safe Environment and Planning

- The layout of rooms allows for constant supervision of children.
- No child is left alone with staff or volunteers in a one-to-one situation unless within sight and/or hearing of others.
- Staff follow the Code of Conduct and safer working practice guidance at all times.

Curriculum and Child Empowerment

- Key elements of keeping children safe are integrated into the curriculum, supporting personal, social and emotional development.
- Children are supported to:
 - Build resilience, confidence and self-esteem;
 - Understand how to keep themselves safe in developmentally appropriate ways;
 - Express their views, worries and feelings, knowing they will be listened to.

- We foster a culture of value and respect for individuals, recognising children’s heritage, colour, ethnicity, language, culture and social background.
- The child’s voice is promoted in line with Article 12 of the UN Convention on the Rights of the Child, ensuring children are included in decisions affecting them where appropriate.

Confidentiality and Information Sharing

- All suspicions and investigations are treated as confidential and shared only with those who need to know.
- Information is shared in line with:
 - Hampshire Safeguarding Children Partnership (HSCP) guidance;
 - UK GDPR and Data Protection Act 2018;
 - Working Together to Safeguard Children (2023).
- Records are stored securely and accessed only by those with authority.

Support to Families

- We build trusting and supportive relationships with families, staff and volunteers.
- Parents are informed of our safeguarding role and responsibilities, including referral duties, information sharing, monitoring, and liaison with children’s social care.
- The child and their family continue to be welcomed into the setting while investigations are ongoing, unless directed otherwise by safeguarding partners.
- We follow and contribute to statutory plans, including:
 - Child Protection Plans (set by social workers);
 - Child in Need Plans;
 - Early Help Plans.
- Confidential records are shared with parents or those with parental responsibility only when appropriate and in line with HSCP guidance.

Reference Materials and Key Information

Local Safeguarding Pathways (Hampshire)

Children’s Reception Team (CRT):

- CRT are the first point of contact for all referrals regarding child welfare and protection in Hampshire and Isle of Wight.

- They triage referrals, apply the HSCP Thresholds Chart, and decide whether to close the case, transfer to Early Help (Level 2/3), or escalate for further enquiries via MASH.
- Thresholds Chart: [HSCP Thresholds Chart PDF](#) (Accessed August 2025)

Multi-Agency Safeguarding Hub (MASH):

- The MASH works alongside CRT where concerns require further investigation.
- It includes social workers, police, health, and adult services.
- MASH gathers and analyses multi-agency information quickly to inform decision-making and determine whether cases should be:
 - Closed;
 - Referred to Early Help;
 - Escalated for Section 17 (Child in Need) or Section 47 (Child Protection) assessment under the Children Act 1989.

Key Contacts

- Children's Social Care Professional Helpline (Hants): 01329 225 379
- Children's Services Department (office hours): 0300 555 1384
- Children's Services Department (out of hours): 0300 555 1373
- Children's Services email: childrens.services@hants.gov.uk
- Local Authority Designated Officer (LADO): via enquiry form – contact details on HSCP website
- Hampshire Police (non-emergency): 101
- Emergency services: 999
- Ofsted (general/safeguarding enquiries): 0300 123 4666
- NSPCC Helpline: 0808 800 5000
- NSPCC Whistleblowing Advice Line: 0800 028 0285
- Childline: 0800 1111
- Women's Aid: 0808 2000 247
- Prevent Duty (Department for Education): 020 7340 7264
- Counter-Extremism Team (DfE): counter.extremism@education.gov.uk
- Hampshire Safeguarding Children Partnership Procedures:
<http://4lscb.proceduresonline.com/hampshire/index.html> (Accessed August 2025)

Legal Framework

Primary Legislation

- Children Act 1989 (s17, s47)

- Children Act 2004 (s11)
- Protection of Children Act 1999
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Children and Families Act 2014
- Care Act 2014
- Children and Social Work Act 2017
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018

Secondary Legislation

- Criminal Justice and Court Services Act 2000
- Sexual Offences Act 2003
- Equality Act 2010
- Childcare (Disqualification) Regulations 2009
- Serious Crime Act 2015
- Counter-Terrorism and Security Act 2015
- UK General Data Protection Regulation (GDPR) (2018) and Data Protection Act 2018

Statutory and Practice Guidance

- Early Years Foundation Stage (EYFS) Statutory Framework (DfE, September 2025)
- Working Together to Safeguard Children (HMG, 2023)
- Keeping Children Safe in Education (DfE, 2024) – where relevant to early years practice
- What to Do if You're Worried a Child is Being Abused (HMG, 2015)
- Information Sharing: Advice for Practitioners (DfE, 2018)
- Framework for the Assessment of Children in Need and their Families (DoH, 2000)
- The Common Assessment Framework (CAF) (CWDC, 2010)
- Prevent Duty Guidance for England and Wales (Home Office, revised 2023)
- Inspecting Safeguarding in Early Years, Education and Skills Settings (Ofsted, 2016)
- Early Years Alliance Safeguarding Resources:
 - Safeguarding Children
 - Safeguarding through Effective Supervision
 - People Management in the Early Years
 - New Early Years Employee Handbook

Key Acronyms

- **DSL** – Designated Safeguarding Lead
- **DSO** – Designated Safeguarding Officer
- **HSCP** – Hampshire Safeguarding Children Partnership
- **LADO** – Local Authority Designated Officer
- **DBS** – Disclosure and Barring Service
- **FGM** – Female Genital Mutilation
- **CSE** – Child Sexual Exploitation
- **CCE** – Child Criminal Exploitation
- **UNCRC** – United Nations Convention on the Rights of the Child
- **IARF** – Inter-Agency Referral Form (Hampshire)
- **CRT** – Children’s Reception Team
- **MASH** – Multi-Agency Safeguarding Hub
- A ‘young person’ is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer or parent.

Signatures

DTBKC-P-01.2

Safeguarding children, Young People and Vulnerable Adults Policy

I confirm that I have received, read and understood the *Safeguarding Children, Young People and Vulnerable Adults Policy*.


By signing this acknowledgement, I agree that:

- I will comply with this policy and all related safeguarding procedures at all times.
- I understand my individual responsibility to safeguard and promote the welfare of children, young people and vulnerable adults, and that safeguarding is everyone’s responsibility.
- I understand and will act in line with the updated EYFS Statutory Framework (September 2025) requirements, including:
 - Monitoring and escalating concerns about child absence as a safeguarding issue;
 - Following safe practice during mealtimes and intimate care;
 - Recognising and responding to contextual safeguarding risks such as online harm, exploitation, radicalisation and extra-familial abuse.
- I will seek clarification from the Designated Safeguarding Lead (DSL) or Designated Safeguarding Officer (DSO) if I am unclear about any aspect of safeguarding.
- I understand that failure to follow this policy or safeguarding procedures may result in disciplinary action and could lead to referral to external safeguarding bodies.

- I will take responsibility for keeping my safeguarding knowledge current through training, updates, briefings and policy revisions, and I will re-sign acknowledgement whenever this policy is updated.

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This policy will be reviewed at least annually, and sooner if there are changes to legislation, statutory guidance (including the EYFS Statutory Framework), Ofsted requirements, or Hampshire Safeguarding Children Partnership (HSCP) procedures. Interim reviews will also take place following any safeguarding incident, inspection feedback, or significant change in practice to ensure ongoing compliance and effectiveness.

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|------------------------------|--|------------|--|---|
| Document Reference and Title | DTB-P-01.3 Looked After Children Policy | | |  |
| Document Type | Policy | | | |
| Revision History | H | April 2024 | Dottie Tots Leadership and Management Team | |
| | I | April 2025 | Dottie Tots Leadership and Management Team | |
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Safeguarding and Welfare Requirement: Child Protection

Providers have and implement a policy, and procedures, to safeguard children

Policy statement

We are committed to providing quality provision based on equality of opportunity for all children and their families. All staff in our provision are committed to doing all they can to enable ‘looked after’ children in our care to achieve and reach their full potential.

Children become ‘looked after’ if they have either been taken into care by the local authority, or have been accommodated by the local authority (a voluntary care arrangement). Most looked after children will be living in foster homes, but a smaller number may be in a children’s home, living with a relative or even placed back home with their natural parent(s).

We recognise that children who are being looked after have often experienced traumatic situations; physical, emotional or sexual abuse or neglect. However, we also recognise that not all looked after children have experienced abuse and that there are a range of reasons for children to be taken in to the care of the local authority. Whatever the reason, a child’s separation from their home and family signifies a disruption in their lives that has an impact on their emotional well-being. Most local authorities do not place children under five with foster carers who work outside the home; however, there are instances when this does occur or where the child has been placed with another family member who works. It is not appropriate for a looked after child who is under two years to be placed in a day care setting in addition to a foster placement.

We place emphasis on promoting children's right to be strong, resilient and listened to. Our policy and practice guidelines for looked after children are based on two important concepts: attachment and resilience. The basis of this is to promote secure attachments in children's lives, as the foundation for resilience. These aspects of well-being underpin the child's responsiveness to learning and enable the development of positive dispositions for learning. For young children to get the most out of educational opportunities they need to be settled enough with their carer to be able to cope with further separation, a new environment and new expectations made upon them.

Principles

- The term 'looked after child' denotes a child's current legal status; this term is never used to categorise a child as standing out from others. We do not refer to such a child using acronyms such as LAC.
- We do not normally offer placements for babies and children under two years who are in care; we offer instead other services to enable a child to play and engage with other children while their carer stays with them.
- In exceptional circumstances, we offer places to two-year-old children who are in care. In such cases, the child should have been with the foster carer for at least two months and show signs of having formed a secure attachment to the carer, and the placement in the setting will last a minimum of three months.
- We offer places for funded three and four-year-olds who are in care to ensure they receive their entitlement to early education. We expect that a child will have been with a foster carer for a minimum of one month and that they will have formed a secure attachment to the carer. We expect that the placement in the setting will last a minimum of six weeks.
- We will always offer 'stay and play' provision for a child who is two to five years old who is still settling with their foster carer, or who is only temporarily being looked after.
- Where a child who normally attends our setting is taken into care and is cared for by a local foster carer, we will continue to offer the placement for the child.

Procedures

- The designated person for looked after children is the designated child protection co-ordinator.
- Every child is allocated a key person before they start and this is no different for a looked after child. The designated person ensures the key person has the information, support and training necessary to meet the looked after child's needs.
- The designated person and the key person liaise with agencies, professionals and practitioners involved

with the child and his or her family and ensure that appropriate information is gained and shared.

- The setting recognises the role of the local authority children's social care department as the child's 'corporate parent' and the key agency in determining what takes place with the child. Nothing changes, especially with regard to the birth parents or foster carer's role in relation to the setting, without prior discussion and agreement with the child's social worker.
- At the start of a placement there is a professional's meeting to determine the objectives of the placement and draw up a care plan that incorporates the child's learning needs. This plan is reviewed after two weeks, six weeks and three months. Thereafter at three to six monthly intervals.
- The care plan needs to consider issues for the child such as:
 - their emotional needs and how they are to be met;
 - how any emotional issues and problems that affect behaviour are to be managed;
 - their sense of self, culture, language(s) and identity – and how this is to be supported;
 - their need for sociability and friendship;
 - their interests and abilities and possible learning journey pathway; and
 - how any special needs will be supported.
- In addition the care plan will also consider:
 - how information will be shared with the foster carer and local authority (as the 'corporate parent') as well as what information is shared with whom and how it will be recorded and stored;
 - what contact the child has with his/her birth parent(s) and what arrangements will be in place for supervised contact. If this is to be at the setting, when, where and what form the contact will take will be discussed and agreed;
 - what written reporting is required;
 - wherever possible, and where the plan is for the child to return home, the birth parent(s) should be involved in planning; and
 - with the social worker's agreement, and as part of the plan, the birth parent(s) should be involved in the setting's activities that include parents, such as outings and fun-days etc alongside the foster carer.
- The settling-in process for the child is agreed. It should be the same as for any other child, with the foster carer taking the place of the parent, unless otherwise agreed. It is even more important that the 'proximity' stage is followed until it is visible that the child has formed a sufficient relationship with his or her key person for them to act as a 'secure base' to allow the gradual separation from the foster carer. This process may take longer in some cases, so time needs to be allowed for it to take place without causing further distress or anxiety to the child.

- In the first two weeks after settling-in, the child's well-being is the focus of observation, their sociability and their ability to manage their feelings with or without support.
- Further observations about communication, interests and abilities will be noted to form a picture of the whole child in relation to the Early Years Foundation Stage prime and specific areas of learning and development.
- Concerns about the child will be noted in the child's file and discussed with the foster carer.
- If the concerns are about the foster carer's treatment of the child, or if abuse is suspected, these are recorded in the child's file and reported to the child's social care worker according to the setting's safeguarding children procedure.
- Regular contact should be maintained with the social worker through planned meetings that will include the foster carer.
- The transition to school will be handled sensitively. The designated person and/or the child's key person will liaise with the school, passing on relevant information and documentation with the agreement of the child's social worker as detailed in the care plan.

Further guidance

- Guidance on the Education of Children and Young People in Public Care (DfEE 2000)
- Who Does What: How Social Workers and Carers can Support the Education of Looked After Children (DfES 2005)
- Supporting Looked After Learners - A Practical Guide for School Governors (DfES 2006)

Signatures

DTB-P-01.3


Looked After Children Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

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Policy to be reviewed as necessary or annually at a minimum.

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|------------------------------|---|------------|--|---|
| Document Reference and Title | DTB-P-01.4 Failing to Collect a Child Policy | | |  |
| Document Type | Policy | | | |
| Revision History | H | April 2024 | Dottie Tots Leadership and Management Team | |
| | I | April 2025 | Dottie Tots Leadership and Management Team | |
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Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Policy Statement

In the event that a child is not collected by an authorised adult at the end of a session/day, we will put into practice agreed procedures. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. These procedures ensure the child is cared for safely by an experienced and member of staff who is known to the child.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

Parents of children starting at Dottie Tots are asked to provide the following specific information which is recorded on our Registration Form:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given.
 - Work telephone number (if applicable).
 - Mobile telephone number (if applicable).
 - Names and telephone numbers of adults who are to act as emergency contact and authorised by the parents to collect their child from our setting, for example a childminder, friend or grandparent.
 - Who has parental responsibility for the child.
-

- Information about any person who does not have legal access to the child.

Parents are requested to abide by the following;

- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing via email or verbally give details of how they may be contacted.
- On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with written or verbal details of the name, address and telephone number of the person who will be collecting their child. We have forms available for parents to complete when this is known in advance. We agree with parents how to verify the identity of the person who is to collect their child, this is usually by an agreed password. We will not allow any child to be collected by persons unknown to us or whom we have not been given written or verbal consent for them to collect, if known to us.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone numbers.

In the event of a child not being collected at the end of the session/day, we follow the following procedures:

- The child's file and register is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home, or at work.
- If this is unsuccessful, the adult/s who are authorised by the parent to collect their child from the setting and whose telephone numbers are recorded on the Registration Form are contacted.
- All reasonable attempts are made to contact the parents or nominated emergency persons.
- The child does not leave the premises with anyone other than those named on the Registration Form or additional information stored in their file.

If no authorised adult collects the child after one hour of the setting closing at the end of the day and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children which is;

- If no-one collects the child within one hour of their expected collection time and there is no named contact who can be contacted to collect the child, we will apply the procedures for uncollected children.
- If we have any cause to believe the child has been abandoned we will contact the local authority children's social care team:
- If the children's social care team is unavailable [or as our local authority advise] we will contact the local police
- After an additional 15 minutes if the child has not been collected, we will contact the above statutory agencies again.

- We will contact our local authority children's social services care team: (Monday – Thursday up to 5pm, Friday 4.30pm) on 0300 555 1384 or the Out of Hours care team on 0300 5551384
- The child stays at the setting in the care of two of our fully-vetted workers, one of whom will be our manager or deputy manager until the child is safely collected either by the parents or by a social care worker, or by another person specified by social care.
- Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed on 03001231231

Signatures

DTB-P-01.4


Failing to Collect a Child Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

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Policy to be reviewed as necessary or annually at a minimum.

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|------------------------------|------------------------------------|------------|--|---|
| Document Reference and Title | DTB-P-01.5 Missing Child Policy | | |  |
| Document Type | Policy | | | |
| Revision History | H | April 2024 | Dottie Tots Leadership and Management Team | |
| | I | April 2025 | Dottie Tots Leadership and Management Team | |
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Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Policy Statement

Children's safety is maintained as the highest priority at all times at our premises and when we are out exploring our local village and when we are on outings. Every attempt is made through carrying out exit/entrance procedures and risk assessments to ensure the security of children is maintained at all times.

Procedures

Child going missing on the premises (Inside the building and secured garden area)

- As soon as it is noticed that a child is missing, the child's key person/the relevant member of staff alerts our setting manager
- The register is checked to make sure no other child has also gone astray
- Our manager will carry out a thorough search of the building and garden
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out
- If the child is not found within 10 minutes or once the entire building has been checked inside and out, our manager calls the police immediately and reports the child as missing. If it is suspected that the child may have been abducted, the police are informed of this
- The parent(s) are then called and informed
- A recent photo and a note of what the child is wearing is given to the police

- Our manager talks to our staff to find out when and where the child was last seen and records this
- Our manager contacts our Head of Nurseries and reports the incident. Our Head of Nurseries comes to the provision immediately to carry out an investigation, with our management team where appropriate

Child going missing on an outing

The following describes what to do when staff are accompanying children on an outing. Staff understand how frightening it can be when a child goes missing and will therefore instigate the following procedures immediately to assist in locating the missing child.

As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.

- One staff member searches the immediate vicinity. Other staff/parent helpers will also assist providing ratio of remaining children is not compromised
- If in an indoor venue, a member of staff will immediately notify the venue of a missing child. The venue will instigate their own procedures for a missing child which will include notifying the police
- If this is not immediately put into place by the venue, the senior member of staff (Manager/Deputy) accompanying the children will contact the police without delay
- The trip leader contacts the Manager immediately (if not on the outing) and the incident is reported
- A description of what the child is wearing is given to the police along with any photographs which may have been taken prior to the incident
- The Manager contacts the parents
- Staff remain with the children until advised by the police to leave
- A known member of staff, or senior member will stay behind to assist in the search
- Staff keep calm and do not let the other children become anxious or worried
- A full report of the incident will be carried out by the trip leader with the manager. The manager will then carry out a full investigation
- Ofsted are informed as soon as possible and kept up to date with the investigation. This will be within 24 hours of the incident happening

The investigation

- Ofsted are informed as soon as possible and kept up to date with the investigation. This will be within 24 hours of the incident happening

- The Manager or Deputy will speak with the parents/carers
- The Manager and Deputy carry out a full investigation, taking written statements from all the staff supervising the children on the premises/accompanying the outing

The key person and all staff present at the time write an incident report detailing:

- The date and time of the report
- Which staff/children were on the premises/on the outing and the name of the staff designated responsible for the missing child
- When the child was last seen on the premises/on the outing
- What has taken place on the premises/on the outing since the child went missing
- The time it is estimated that the child went missing. The report is counter signed by a senior member of staff and the time and date added
- A conclusion is drawn as to how the breach of security happened
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the Police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address
- In the event of disciplinary action needing to be taken, Ofsted is informed
- The insurance provider is informed

Managing people

- Missing child incidents are worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible
- The staff will feel worried about the child, especially the member of staff responsible for the safety of that child during the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases
- Staff may be the understandable target of parental anger and they may be afraid. Staff under investigation need to feel fairly treated and receive support while feeling vulnerable
- The parents will feel angry and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at staff. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom should be the Manager or Deputy. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called

- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly and reassuringly
- The Manager will use discretion to decide what action to take
- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The Manager will use her discretion to decide what action to take
- Our staff must not discuss any missing child incident with the press without taking advice or discuss with anyone else

Signatures

DTB-P-01.5


Missing Child Policy

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

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Policy to be reviewed as necessary or annually at a minimum.

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|------------------------------|---|-------------------|---|---|
| Document Reference and Title | DTB-P-01.6 Online Safety Policy (inc. Mobile Phones, Cameras and all electronic devices with imaging and sharing capabilities) | | |  |
| Document Type | Policy | | | |
| Revision History | H | April 2024 | Dottie Tots Leadership and Management Team | |
| | I | April 2025 | Dottie Tots Leadership and Management Team | |
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Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

April 2024 – Ensure your setting’s safeguarding policies and procedures include all electronic devices with imaging and sharing capabilities, not just mobile phones and cameras.

Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the setting.

Procedures

Our designated safeguarding lead is responsible for co-ordinating action taken to protect children.

Information Communication Technology (ICT) equipment (Including all electronic devices with imaging and sharing capabilities)

- Only ICT equipment belonging to the setting is used by staff and children.
 - The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
 - All computers have virus protection installed (where applicable).
-

- The designated safeguarding lead ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

Internet access

- Children do not normally have access to the internet and never have unsupervised access.
- If staff access the internet with children for the purposes of promoting their learning, this is supervised and appropriate content is filtered and monitored.
- We access YouTube kids for educational purposes, which is supervised by an adult.
- The designated safeguarding lead has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed where appropriate.
- Children are taught the following stay safe principles in an age appropriate way prior to using the internet;
 - only go on line with a grown up
 - be kind on line
 - keep information about me safely
 - only press buttons on the internet to things I understand
 - tell a grown up if something makes me unhappy on the internet
 - we use a selection of age appropriate books to teach children online safety
- Designated safeguarding lead will also seek to build children's resilience in relation to issues they may face in the online world, and will address issues such as staying safe, having appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age appropriate ways.
- All computers for use by children are located in an area clearly visible to staff.
- Children are not allowed to access social networking sites.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk.
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk.
- The designated safeguarding lead ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or www.nspcc.org.uk, or Childline on 0800 1111 or www.childline.org.uk.

Email

- Children are not permitted to use email in the setting. Parents and staff are not normally permitted to use setting equipment to access personal emails.
- Staff do not access personal devices with email access whilst supervising children.
- Staff send sensitive information by encrypted email and share information securely at all times.

Mobile Phones – Children

- Children do not bring mobile phones or other devices with imaging and sharing capabilities with them to the setting. If a child is found to have a mobile phone or another device with them, this is removed and stored in locked cupboard until the parent collects them at the end of the session.

Mobile Phones – Staff and Visitors

- Personal mobile phones are not used by our staff on the premises during working hours. They will be stored in a locked box or cupboard.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager.
- Our staff and volunteers ensure that the setting telephone number is known to family and other people who may need to contact them in an emergency.
- If our members of staff or volunteers take their mobile phones on outings, for use in case of an emergency, they must not make or receive personal calls, or take photographs of children.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. We make an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day.
- Visitors will be advised of a quiet space where they can use their mobile phone, where no children are present. These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.
- Outsourced teachers ie for yoga and gym may need to use a device to play music if using their own they must ensure that this is signed in and they are supervised by a member of staff at all times.
- The work mobile phone must always be kept safely out of reach of children and MUST NOT ever be taken into the toileting areas or closed spaces which are accessible to children
- There is a security code, only known to staff on company devices. The passwords are changed by the designated safeguarding lead for security purposes.

Electronic devices with imaging and sharing capabilities

- Our staff and volunteers must not bring their personal electronic devices with imaging and sharing capabilities.
- Photographs and recordings of children are taken to support children's learning and development in the setting on a company device and the images are deleted regularly. We gain written permission by parents at the point of registration. Such use is monitored by the designated safeguarding lead.
- Photographs for learning and development purposes are taken on the company device and photographs are shared directly to parents via the Famly system, which is monitored by the designated safeguarding officer. All images are deleted from the company device regularly.
- Where parents request permission to photograph or record their own children at special events, general permission is gained from all parents for their children to be included. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.
- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name or through being photographed in a sweatshirt with the name of their setting on it.

Social Media

- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff are advised not to accept service users, children and parents as friends due to the sensitive nature of their role. However, it is left to the discretion of the individual and professionalism is expected and confidentiality maintained at all times
- If that staff member names the organisation or workplace in any social media they do so in a way that is not detrimental to the organisation or its service users.
- Staff observe confidentiality and refrain from discussing any issues relating to work.
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the designated person in their setting.

Use and/or distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed
- Staff are aware that grooming children and young people online is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

Further guidance

- NSPCC and CEOP *Keeping Children Safe Online* training: www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/
- Safeguarding Children (EYA)
- The Employee Handbook
- EYFS Statutory Framework for group and school based providers – April 2024

Signatures

DTB-P-01.6


Online Safety Policy (inc. Mobile Phones, Cameras and all electronic devices with imaging and sharing capabilities)

Signed by - All staff at Dottie Tots (Please use additional space on the back of this paper if necessary)

By signing this means I have fully understood what is expected of me and I will carry out my duties in compliance to the details within this policy

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Policy to be reviewed as necessary or annually at a minimum.

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|------------------------------|---------------------------------------|----------------|--|---|
| Document Reference and Title | DTBKC-P-01.7 Whistleblowing Policy | | |  |
| Document Type | Policy | | | |
| Revision History | H | April 2024 | Dottie Tots Leadership and Management Team | |
| | I | April 2025 | Dottie Tots Leadership and Management Team | |
| | J | September 2025 | Dottie Tots Leadership and Management Team | |
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Introduction – What is Whistleblowing?

Whistleblowing is when a worker raises a concern about wrongdoing, unsafe practice, or risks that affect others, including children, colleagues, or the nursery as a whole. These concerns may be about something that:

- Is unlawful,
- Is against the nursery’s policies or professional standards,
- Puts the safety or welfare of children at risk,
- Damages the environment, or
- Represents a deliberate attempt to cover up wrongdoing.

Whistleblowing is different from raising a personal grievance (such as a dispute about a person’s employment), which should be dealt with under the nursery’s grievance or complaints procedure.

This policy is here to:

- Give staff, students, and volunteers clear routes for raising safeguarding or practice concerns.
- Ensure concerns are taken seriously, investigated fairly, and acted on appropriately.
- Protect whistleblowers from being treated unfairly or losing their job because they raised a genuine concern in good faith.

Legal and Statutory Framework

This policy is written with reference to the Early Years Foundation Stage (EYFS) Statutory Framework (September 2025), in particular:

- **3.7** – Providers must put appropriate whistleblowing procedures in place for all staff (including students and volunteers) to raise concerns about poor or unsafe practice in the setting’s safeguarding provision. Procedures must explain when and how to report concerns, and what process will be followed

afterwards. Providers must ensure all staff are aware of these procedures, feel able to raise concerns, and know that such concerns will be taken seriously by the senior leadership team.

- **3.8** – Where staff feel unable to raise an issue with their employer, or believe their genuine concerns are not being addressed, they should use alternative channels such as:
 - The NSPCC Whistleblowing Advice Line (0800 028 0285 / help@nspcc.org.uk)
 - Ofsted complaints procedure
 - General whistleblowing guidance for employees (www.gov.uk/whistleblowing)

Purpose

This policy ensures that all staff, students, and volunteers at Dottie Tots Nursery School feel confident and supported to raise concerns about poor or unsafe practice, particularly relating to safeguarding. We are committed to creating a culture where concerns are taken seriously, investigated promptly, and addressed fairly.

Scope

This policy applies to:

- All employees
- Volunteers
- Students on placement
- Agency and temporary staff

It covers concerns relating to:

- Safeguarding and child protection
- Poor or unsafe practice
- Breaches of statutory requirements, regulations, or policies
- Serious concerns that may put children, staff, or the setting at risk

Principles

- Everyone has the right and responsibility to raise concerns in good faith.
- Concerns will always be taken seriously and acted upon promptly.
- Staff will not suffer dismissal, detriment, or victimisation for raising genuine concerns, even if mistaken.
- Confidentiality will be maintained wherever possible.

Raising Concerns Internally

If you have a concern:

1. **First**, raise it with your **Line Manager**, who is also the **Designated Safeguarding Lead (DSL)**.

2. If your Line Manager/DSL is unavailable, or you feel unable to raise the concern with them, speak to the **Deputy DSL (Deputy Manager)**.
3. If the concern relates to the **DSL/Line Manager** or the **Deputy DSL**, or you feel it has not been addressed, escalate to:
 - **Sarah Harvey – Head of Nurseries and Designated Safeguarding Officer (DSO)**, or
 - **Karen Burrows – Ofsted Nominated Person / Company Director**.
4. **If the concern is about Sarah Harvey or Karen Burrows**, or you believe your concern has not been appropriately addressed, you should go directly to external whistleblowing channels, such as:
 - The **Local Authority Designated Officer (LADO)** in Hampshire or Surrey (see Section 5),
 - **Ofsted** (via their complaints procedure), or
 - The **NSPCC Whistleblowing Advice Line**.

All concerns will be acknowledged, recorded, and investigated. Staff will be kept informed about how the concern is being addressed.

External Whistleblowing Channels

Role of the LADO:

The LADO manages and oversees allegations against adults working with or caring for children. They provide advice, guidance, and ensure allegations are dealt with fairly and quickly. Staff should contact the LADO if an adult has:

Harmed, or may have harmed, a child

Possibly committed a criminal offence against, or related to, a child

Behaved in a way that indicates they may pose a risk of harm to children

Behaved in a way that raises concerns about their suitability to work with children

If you feel unable to raise a concern internally, or believe your concerns are not being addressed, you can contact the following:

Local Authority Contacts – Hampshire ***For our Bentley, Kingsley & Crondall nurseries***

- **Local Authority Designated Officer (LADO):**
 - Phone: **01962 876364** (LADO duty line)
 - Email: child.protection@hants.gov.uk
- **Hampshire Children's Services:**
 - Phone (office hours): **0300 555 1384**
 - Phone (out of hours): **0300 555 1373**

- Website: Hampshire Children's Services
- **Hampshire Safeguarding Children Partnership (HSCP):**
www.hampshirescp.org.uk

Local Authority Contacts – Surrey *For our Churt nursery*

- **Local Authority Designated Officer (LADO):**
 - Phone: **0300 123 1650** (ask for the LADO duty team)
 - Email: LADO@surreycc.gov.uk
- **Children's Services – Surrey (C-SPA, Children's Single Point of Access):**
 - Phone: **0300 470 9100** (Mon–Fri, 9:00am–5:00pm)
 - Out of hours: **01483 517898**
 - Email: cspa@surreycc.gov.uk
 - Website: Surrey Children's Services
- **Surrey Safeguarding Children Partnership (SSCP):**
www.surreyscp.org.uk

National Contacts

You may decide to contact the national whistleblowing routes if:

- You feel unable to raise a concern within the nursery or through local authority routes.
- You have already raised a concern but believe it has not been addressed properly.
- You believe there is a serious safeguarding risk, malpractice, or unsafe practice that is not being taken seriously.
- You want confidential advice before deciding what action to take.
- **NSPCC Whistleblowing Advice Line**
 - Provides free, confidential advice and support if you are worried about how child protection concerns are being handled in your organisation.
 - Phone: **0800 028 0285** (Mon–Fri 08:00–20:00; Sat–Sun 09:00–18:00)
 - Email: help@nspcc.org.uk
 - Write to: NSPCC, Weston House, 42 Curtain Road, London EC2A 3NH
- **Ofsted**
 - Contact Ofsted if you believe a childcare provider is not meeting requirements, safeguarding children, or operating safely, and you feel your concerns have not been dealt with internally.

- Website: Complaints procedure – www.gov.uk
- **General Guidance**
 - Independent advice on whistleblowing and your legal rights as an employee can be found here: <https://www.gov.uk/whistleblowing>

Protection for Whistleblowers

- Staff who raise genuine concerns will not face disciplinary action or victimisation.
- Malicious or deliberately false allegations may result in disciplinary action.

Awareness and Training

- This policy will be shared with all staff, students, and volunteers during induction.
- Refresher training and reminders will be provided annually.
- A copy of this policy will be accessible for staff and available upon request.

Review

This policy will be reviewed **annually** or sooner if there are changes to legislation, statutory guidance, or Ofsted requirements.

Signatures**DTBKCC-P-01.7 – Whistleblowing Policy****Acknowledgement & Agreement**


I confirm that I have read and understood the *Whistleblowing Policy (DTBKCC-P-01.7)* and my responsibilities under it.

I understand that:

- In line with the **EYFS Statutory Framework (September 2025, Sections 3.7 and 3.8)**, I must raise any concerns about poor or unsafe practice, particularly where this affects safeguarding and child protection.
- I know when and how to report concerns internally (to the DSL, Deputy DSL, Designated Safeguarding Officer, or Ofsted Nominated Person).
- I am aware of the external channels available to me if I feel unable to raise an issue internally, or if I believe my concern has not been addressed (including the Local Authority Designated Officer, Children's Services, Ofsted, and the NSPCC Whistleblowing Advice Line).
- I will not face detriment or victimisation for raising a genuine concern in good faith.

By signing below, I agree to comply with this policy at all times and to carry out my duties in a way that upholds the safeguarding and welfare of children, staff, and the nursery community.

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|------------------------------|--|----------------|--|---|
| Document Reference and Title | DTBKCC-P-01.8 Safer Recruitment Policy | | |  |
| Document Type | Policy | | | |
| Revision History | A | September 2025 | Dottie Tots Leadership & Management Team | |
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Policy Statement

At Dottie Tots Nursery School, safeguarding is at the heart of everything we do. We are committed to creating a safe, nurturing, and inclusive environment where children can thrive. To achieve this, we recognise that robust safer recruitment practices are essential.

Our recruitment procedures are designed to:

- deter, identify, and prevent unsuitable individuals from working or volunteering with children
- promote a culture of vigilance where safeguarding is everyone's responsibility
- ensure that all staff, volunteers, and students are suitable, skilled, and aligned with our values
- comply fully with statutory guidance and best practice, while going beyond minimum requirements where appropriate

This policy ensures that safeguarding is central at every stage of recruitment, from advertising and application through to appointment, induction, and ongoing employment or placement. It reflects our duty of care not only to children but also to families, colleagues, and the wider community.

Recruitment and Selection Procedures

Advertising and Applications

- All adverts include a safeguarding statement.

- Applicants must complete the nursery’s application form (CVs alone are not accepted).
- Applications are scrutinised for gaps or inconsistencies, which must be explored at interview.

Shortlisting

- At least two people shortlist candidates.
- Selection is based on role-specific criteria.

Interview

- At least one panel member has Safer Recruitment training.
- Interviews test candidates’ safeguarding knowledge, attitudes, and values.
- Candidates must bring: proof of identity, right to work, and original qualification certificates.

Conditional Offers

- All job offers are conditional upon satisfactory completion of pre-employment checks.
- No candidate, student, or volunteer may start work until all mandatory checks are complete.

Obtaining References

- Two references are required, including one from the current or most recent employer (for staff).
- References must be obtained directly by the nursery (not via the applicant).
- Open references (“to whom it may concern”) are not accepted.
- References cannot be from relatives or friends.
- If the applicant is not currently working with children, a reference must be obtained from their last role with children. If they have never worked with children, a reference from their current employer, training provider or education setting is required.
- References must come from senior staff with appropriate authority.
- Electronic references must come from a verified business domain.

References for Volunteers and Students

- All volunteers and students on placement must also provide at least one satisfactory reference.
- For students, this must be from their school, college, or training provider.
- For volunteers, a reference must be obtained from a professional or organisation able to comment on their suitability to work with children.
- Volunteers and students will not begin placement until a reference has been received and verified.

Scrutiny of References

- Referees will be contacted directly (phone/email) to verify authenticity and clarify vague or insufficient information.
- References must include explicit comment on the candidate’s suitability to work with children.
- Information in references is compared with the application form. Discrepancies are followed up with the

candidate.

- Reasons for leaving previous employment are always explored.
- No appointment or placement is confirmed until references are received and verified.

Providing References

When asked to provide references for former employees, students, or volunteers, Dottie Tots Nursery School will ensure that:

- References are provided promptly and in a timely manner.
- References confirm whether we are satisfied with the individual's suitability to work with children.
- Only factual information is provided, not opinions.
- References include details of any substantiated safeguarding concerns or allegations that met the harm threshold.
- References will not include information about concerns or allegations which were unsubstantiated, unfounded, false, or malicious.
- Information will be shared in line with safeguarding duties, data protection, and employment law.

Pre-Employment Checks

The following checks must be completed before employment or placement begins:

- **Enhanced DBS check**
- **Identity check**
- **Right to work in the UK verification** (staff only)
- **Two satisfactory references** (staff)
- **At least one satisfactory reference** (students and volunteers)
- **Employment history check** (with explanation of any gaps, staff only)
- **Qualifications check** (original certificates seen, if applicable)
- **Health declaration** (physical and mental fitness)
- **Overseas criminal record check** (if applicable, for 3+ months abroad in last 5 years)
- **Disqualification declaration** (Childcare Act 2006, where relevant)
- **Prohibition from teaching check** (if relevant for QTS/EYTS staff)
- **Suitability declaration** (see below)

All staff, students, and volunteers must complete and sign a suitability declaration before starting at the nursery.

This declaration confirms:

- That they are not disqualified from working with children under the Childcare Act 2006.
- That they have no criminal convictions, cautions, or orders that would make them unsuitable to work

with children.

- That they are not living with or in close association with anyone who is disqualified from working with children.
- That they understand their duty to notify the nursery immediately of any changes to their circumstances that may affect their suitability to work with children.
- Suitability declarations are renewed **annually** and re-signed during supervision or appraisal where appropriate.

Volunteers and students undergo proportionate vetting and remain supervised until suitability is confirmed.

Record Keeping

- All recruitment and vetting information is recorded on the Single Central Record (SCR), including:
 - Staff qualifications
 - Identity checks
 - DBS certificate reference number, issue date, and checker's details
 - Reference details and dates received
- The SCR is reviewed termly and then annually by the Head of Nurseries who is also the DSO.
- Recruitment paperwork is securely stored in line with data protection.

Induction and Ongoing Suitability

- **Safeguarding induction completed on first day**, covering:
 - Nursery safeguarding and child protection policy
 - Whistleblowing and escalation procedures
 - Role of the Designated Safeguarding Lead (DSL)
 - Local safeguarding partnership guidance
- **Policies read & signed**, including:
 - Safeguarding & Child Protection
 - Code of Conduct
 - Whistleblowing
 - Positive Behaviour Policy
 - Mobile Phone, Camera and Social Media Policy
 - KCSIE Part 1 or Annex A (as appropriate)
- **Early years shadowing completed** before being left unsupervised once DBS is complete, including:
 - Key person routines (settling, handover, parent communication)

- Safeguarding in practice (recording concerns, daily safety checks)
 - Hygiene and intimate care procedures
 - Food hygiene and allergy management
 - Outdoor/nature play safety expectations
- **Probationary review** carried out (usually after 3–6 months) to confirm ongoing suitability.
- **Annual suitability declaration scheduled**, renewed each year and revisited in supervision.
- **Regular supervisions** held regularly with a safeguarding discussion at each meeting.
- **Annual appraisal** reviews competence, conduct, and safeguarding responsibility.
- **Ongoing safeguarding and EYFS training** provided (refresher safeguarding at least every 12 months, full safeguarding every 2 years, paediatric first aid every 3 years).
- **DBS update service checked annually** if applicable.
- **Peer observations and practice monitoring** carried out to ensure consistent safeguarding practice.
- **Staff meetings include safeguarding updates**, safer practice reminders, and EYFS regulatory updates.
- **Duty to disclose** – all staff, volunteers, and students sign to confirm they will immediately inform management of:
 - any new convictions, cautions, or investigations
 - any association with disqualified persons
 - any health or personal circumstances that may affect suitability.

Monitoring and Review

- This policy is reviewed annually, or sooner if statutory guidance changes.
- Recruitment compliance is monitored by the Leadership and Management Team.

Signatures

DTBKCC-P-01.8


Safer Recruitment Policy

This Safer Recruitment Policy has been approved and adopted by Dottie Tots Nursery School.

It will be reviewed annually, or sooner if there are changes in statutory requirements, guidance, or best practice.

All staff, students, and volunteers are expected to read and comply with this policy as part of their safeguarding responsibility.

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|------------------------------|---|----------------|--|---|
| Document Reference and Title | DTBKCC-P-01.9 Attendance and Absence Policy | | |  |
| Document Type | Policy | | | |
| Revision History | A | September 2025 | Dottie Tots Leadership & Management Team | |
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Policy Statement

Dottie Tots Nursery School recognises that regular and punctual attendance is vital for children’s learning, development, and safeguarding.

This policy ensures compliance with the EYFS Statutory Framework (2025), requirements 3.11–3.12, which state that:

- Providers must follow up on absences in a timely manner.
- Providers must attempt to contact parents/carers and emergency contacts where a child is absent without notification or for a prolonged period.
- Providers must consider patterns, vulnerabilities, and home circumstances when determining whether absence should be considered prolonged.
- Concerns must be referred to children’s social care and/or a police welfare check requested if appropriate.
- Providers must have a written attendance policy shared with parents/carers, setting out reporting expectations and follow-up actions.

Aims

- To safeguard children by monitoring attendance and responding swiftly to absences.
- To set clear expectations for parents/carers regarding absence reporting.
- To provide a structured procedure for staff to follow in the event of unexplained or prolonged absence.
- To ensure compliance with EYFS requirements 3.11–3.12.

Expectations for Parents/Carers

- Parents/carers must notify the nursery of any absence **before the child's planned start time**.
- Notification should be made via [telephone number], [email address], or [parent communication app].
- For pre-arranged absences (holidays, medical appointments), parents/carers should provide at least 24 hours' notice.

Nursery Follow-Up Procedures

- **Morning sessions:** If a child expected in the morning has not arrived and no notification has been received, staff will telephone parents/carers by **10:00am**.
- **Later session start times:** If a child has not arrived for a later booked session and no notification has been received, staff will telephone parents/carers **one hour after their expected start time**.
- If parents/carers cannot be reached, staff will contact the child's emergency contacts.
- All contact attempts will be recorded on the child's attendance record.

Prolonged and Unexplained Absences

- A prolonged absence may be defined as **three or more consecutive days without notification**, or earlier if the child's circumstances raise concerns.
- Staff will use professional judgement, considering:
 - Patterns and frequency of absence.
 - The child's known vulnerabilities.
 - Parents'/carers' vulnerabilities and wider home circumstances.
- Concerns will be escalated promptly to the DSL for review.

Escalation & Safeguarding Actions

Where absence remains unexplained or safeguarding concerns are identified:

1. Continue attempts to contact parents/carers and emergency contacts.
2. Raise the concern with the Designated Safeguarding Lead (DSL).
3. If necessary, make a referral to children's social care.
4. If immediate welfare concerns arise or the child's safety cannot be confirmed, staff may request a police welfare check.

These steps will always be taken in line with our Safeguarding & Child Protection Policy.

Roles & Responsibilities

- **Parents/Carers:** Notify the nursery of all absences promptly and provide reasons.

- **Staff/Key Person:** Record attendance, monitor absences, make follow-up calls, and document all actions.
- **Nursery Manager/DSL:** Oversee attendance monitoring, exercise professional judgement on prolonged absences, and escalate to safeguarding authorities if required.

Record Keeping

- Attendance will be recorded at the start of every session.
- Absences, reasons given, and follow-up actions will be logged in the attendance register.
- Records will be reviewed regularly and retained in line with GDPR requirements.

Communication

- This policy will be shared with all parents/carers on induction and made available on request.
- Parents/carers will be reminded periodically of reporting expectations.
- Staff will be trained to apply this policy consistently.

Review

This policy will be reviewed annually or earlier if statutory guidance changes.

Signatures

DTBKCC-P-01.9

Attendance and Absence Policy

I confirm that I have read and understood the Attendance & Absence Policy (effective 1 September 2025).

I understand my responsibility to:

- Follow the procedures for reporting and following up absences.
- Escalate unexplained or prolonged absences in line with safeguarding procedures.
- Keep accurate records of attendance and any actions taken.

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| Document Reference and Title | DTBKCC-P-01.10 Intimate Care & Toileting Policy | | |
| Document Type | Policy | | |
| Revision History | A | September 2025 | Dottie Tots Leadership & Management Team |
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Policy Statement

At Dottie Tots, we recognise that toileting and intimate care are an important part of young children’s personal development. Our role is to support children with kindness, respect and sensitivity, while keeping them safe. This policy sets out how we ensure children’s privacy and dignity, while balancing safeguarding and hygiene requirements in line with the Early Years Foundation Stage (EYFS).

Our Approach

We believe that:

- Every child has the right to be treated with respect during intimate care.
- Children should feel safe, secure and valued at all times.
- Children will be encouraged to develop independence in toileting at a pace appropriate to their stage of development.
- Parents are key partners, and we work closely with them to ensure consistency between home and nursery.

Provision of Facilities

- There are enough child-sized toilets and wash basins to meet the needs of the children attending.
- Toilets are designed for young children, supporting their independence while allowing staff to supervise discreetly.

- Separate toilet facilities for staff and visitors are provided.
- Toilets and changing areas are kept clean, safe and checked regularly throughout the day.

Nappy Changing & Intimate Care

- Dedicated, hygienic changing facilities are provided for children in nappies or pull-ups.
- Staff use protective gloves and aprons and follow strict handwashing and cleaning routines.
- Changing mats and surfaces are disinfected after each use.
- Nappies and wipes are disposed of safely in sealed nappy bins.

Privacy, Dignity & Safeguarding

To meet EYFS requirement 3.86, we balance children's privacy with the need to keep them safe and supported:

Privacy & Comfort

- Changing and toileting areas have **screens or partitions** so children are not exposed unnecessarily.
- Toilet cubicles allow for privacy, but can be accessed quickly by staff if a child needs help.

Safeguarding & Visibility

- Staff must never change or toilet a child behind a locked or fully closed door.
- Intimate care takes place in sight or hearing of others, while protecting the child's dignity.
- Another staff member is always aware when intimate care is taking place.

Key Person Role

- Where possible, intimate care is carried out by the child's key person, who the child knows and trusts.
- This helps children feel safe and builds secure relationships.

Supporting Independence

- Children are encouraged to try using the toilet themselves, wash hands, and manage clothing where possible.
- Staff give gentle encouragement, offering support only where needed.

Respect & Communication

- Staff talk to children in a calm, reassuring way, explaining what they are doing using age-appropriate language.
- Only the clothing necessary is removed.
- Children are encouraged to express their needs and preferences.

Recording & Safeguarding

- All nappy changes are recorded, including time, staff member, and any notes.
- Any marks, injuries or disclosures noticed during intimate care are recorded and reported immediately to the Designated Safeguarding Lead (DSL).

Resources & Supplies

We always maintain a supply of:

- Clean towels, bedding, and spare clothes in a range of sizes.
- Spare nappies, wipes, and creams (parents may provide preferred brands).
- Child-friendly soap, paper towels, and hand dryers to encourage independence.

Staff Training & Conduct

- Only staff who are trained in safeguarding, hygiene, and intimate care carry out toileting or nappy changes.
- Staff follow the nursery's Code of Conduct to protect themselves and the children.
- All staff are responsible for upholding the highest standards of hygiene, safety and respect.

Partnership with Parents

- Parents are asked to provide nappies, wipes and spare clothes for their child where possible.
- Staff share updates on toilet training and routines with parents to ensure a consistent approach.
- Soiled clothes are placed in a sealed bag and returned to parents at the end of the day.

Monitoring & Review

- Toilets and changing areas are included in daily safety checks.
- This policy is reviewed annually, or sooner if there are changes to EYFS or Ofsted requirements.

Policy Context & References

This policy should be read alongside:

- Statutory Framework for the Early Years Foundation Stage (EYFS, 2025 update)
- EYFS Welfare Requirement 3.86 (toilets, hygiene, privacy, and dignity)
- Ofsted Education Inspection Framework (EIF)
- Dottie Tots Safeguarding & Child Protection Policy
- Dottie Tots Health & Safety Policy
- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children (2023)
- Health and Safety at Work Act (1974)

Signatures**DTBKCC-P-01.10****Intimate Care & Toileting Policy**

I confirm that I have read and understood the Intimate Care & Toileting Policy (DTBKCC-P-01.10). I agree to follow the procedures outlined in this document at all times and understand that failure to do so may result in safeguarding or disciplinary action.

I understand that:

- Children's privacy, dignity, and safeguarding must always be respected.
- Intimate care must be carried out in line with this policy and the EYFS statutory requirements.
- Any concerns, disclosures, or safeguarding issues identified during intimate care must be reported immediately to the Designated Safeguarding Lead (DSL).
- This policy works alongside the nursery's Safeguarding & Child Protection Policy, Health & Safety Policy, and Code of Conduct.

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