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2025 | 2026

# Safeguarding and Child Protection Policy and Procedures

**tca** presents its safeguarding and child protection arrangements and guidance for staff, Children, parents/carers and volunteers.

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**Amendments since last review include updates from KCSE and EYFS Safeguarding reforms 2025:**

- Safer recruitment procedures (see safer recruitment policy)
- Child Absences (see attendance policy)
- At least 3 Emergency contacts (see attendance policy)
- Safeguarding training – 2-year refresher training
- Safer Eating procedures (see nutrition policy)
- Nappy changing (see nappy changing policy)
- Whistle blowing policy (see whistle blowing policy)
- Policy arrangements include volunteers

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare requirements: Safeguarding policies and procedures [3.4-3.6]* and *Suitable People [3.13-3.19] Safeguarding training [3.30- 3.32]*.

**Disclaimer from Ofsted: The EYFS requires that a setting's safeguarding policy 'should be in line with the guidance and procedures of the relevant local authority'.**

### **Policy intention**

At TCA we believe that a child should never experience abuse and therefore we are committed to always keeping our children safe we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Support staff to notice the signs of abuse and know what action to take
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children, always following our Health and Safety policy.
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

We will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. Our child protection procedures comply with all relevant legislation and with guidance issued by Liverpool's Safeguarding Children's Board (LSCB).

There is always a Designated Safeguarding Lead (DSL) available. The DSL coordinates safeguarding and child protection issues, supports practitioners with safeguarding concerns and liaises with external agencies (e.g. Social Care and Ofsted).

TCA's designated DSLs are Tamasine Vickery (Nursery Manager), Louise Vickery (Nursery Deputy) and Brian Quinn (Nursery Owner).

TCA has detailed procedures for suitability checking for new recruits. These procedures are detailed in our Safe Recruitment policy and all staff responsible for recruitment ensure safe and robust recruitment practice is always followed.

At **tca** we aim to:

- Keep the child at the center of all we do
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Liverpool Safeguarding Children Partnership (LSCP)
- Ensure that information is shared only with those people who need to know to protect the child and act in their best interests

- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access always
- Ensure that children are never placed at risk while in the charge of nursery staff
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Liverpool Safeguarding Children Partnership (LSCP)

### **Safeguarding and promoting the welfare of children is defined as:**

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

### **Child abuse, neglect, and exploitation**

Child abuse, neglect and exploitation are any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse, neglect or exploit a child directly, or by failing to protect them from harm. Some forms of child abuse, neglect and exploitation are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.
- **Domestic Abuse:** Psychological, physical, sexual, financial, and emotional.

### **Signs of child abuse, neglect, and exploitation**

Signs of possible abuse, neglect and exploitation may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, e.g. in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM), or that the child may have witnessed or be living with domestic abuse
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

### **If abuse is suspected or disclosed**

[https://thechildcareacademy101-my.sharepoint.com/personal/tammy\\_thechildcareacademy\\_co\\_uk/Documents/Tammy/The childcare academy - confidential/The Childcare Academy/TCA policies and prodeures/2025 2026/Sept 2025/tca Safeguarding policy sept 2025.docx](https://thechildcareacademy101-my.sharepoint.com/personal/tammy_thechildcareacademy_co_uk/Documents/Tammy/The%20childcare%20academy%20-%20confidential/The%20Childcare%20Academy/TCA%20policies%20and%20procedures/2025%202026/Sept%202025/tca%20Safeguarding%20policy%20sept%202025.docx)

When a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the staff member will act
- record the incident as soon as possible (see *reporting a concern* below).

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the **Reporting a concern** form. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they do not do so, we will explain that TCA is obliged to, and the incident will be reported accordingly.

All staff recognise that children may not feel ready or know how to tell someone that they are being abused, exploited or neglected and/or they may not recognise their experiences as harmful. This could be due to their vulnerability, disability or language barriers. They may also feel embarrassed, humiliated or are being threatened. Our staff recognise this and where they have any concerns about a child they will raise these with the designated safeguarding lead (DSL) without unreasonable delay.

### **Female genital mutilation (FGM)**

FGM is an illegal, extremely harmful practice and a form of child abuse and violence against women and girls. FGM is therefore dealt with as part of our existing safeguarding procedures. All our staff receive training in how to recognise when girls are at risk of FGM or may have been subjected to it.

#### ***If FGM is suspected or disclosed***

We will follow the same procedures as set out above for responding to child abuse and will make a report to Children's Social Care directly and in line with existing safeguarding procedures and in line with our mandatory reporting duty. We will make a report to the police by calling 101, the single non-emergency number, if it has been disclosed that either:

- a girl under 18 that an act of FGM has been carried out on her; or
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.

### **Child-on-Child abuse**

Children are vulnerable to abuse by their peers. Child-on-Child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of technology and the internet for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (e.g. much older)
- One of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

#### ***If child-on-child abuse is suspected or disclosed***

We will follow the same procedures as set out above for responding to child abuse.

### **Extremism and radicalisation**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, e.g.:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

## **Signs of radicalisation**

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a **reporting a concern** form and refer the matter to the DSL.

## **Fabricated illness**

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

## **Mental Health Awareness**

At TCA we understand that mental health issues can be an indicator that a child has suffered, or is at risk of suffering from abuse, neglect or exploitation. Staff can observe children and identify those whose behaviour suggests that they may be experiencing a mental health problem or at risk of developing one.

If a staff member has a concern about the mental health of a child, they will discuss this with our trained champions. The child's needs will be identified and supported through our curriculum. If a mental health concern develops into a safeguarding concern the well-being champion will immediately discuss this with the DSL. We will always act in the best interest of the child and access appropriate support; this may include support from external agencies.

## **Domestic Abuse / Honour Based Abuse / Forced Marriages**

We look at these areas as a child protection concern. Please refer to the separate policy for further details on this.

At TCA all staff are aware that abuse, neglect, exploitation and safeguarding issues are rarely standalone issues and events. In most cases multiple issues will overlap. Staff recognise that children might be at risk of harm inside and outside of their time in our setting, inside and outside of their home and whilst online. Our team exercises professional curiosity to help identify early signs of abuse, neglect and exploitation and act early in cases where children might need our help or protection.

All staff at TCA are aware of the indicators of abuse, neglect and understand that children can be at risk of harm inside and outside of the school/college, inside and outside of home, and online.

Staff exercising professional curiosity and knowing what to look for is vital for the early identification of abuse and neglect so that staff can identify cases of children who may need help or protection.

All staff, but especially the designated safeguarding leaders, should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines and radicalisation.

All staff at TCA are aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse and other risks online as well as face to face. In many cases abuse and other risks will take place concurrently both online and offline. Children can also abuse other children online, this can take the form of abusive, harassing, and misogynistic/misandrist messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography to those who do not want to receive such content. In all cases, if staff are unsure, they always speak to the designated safeguarding leads.

## **Reporting a concern**

All information about the suspected abuse, disclosure or concern, will be recorded on the **Reporting a concern** form (**these are stored in SG file in the office and given to staff to complete by the DSL**) as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name, signature of the person making the record.

The record will be given to the DSL who will decide on the appropriate course of action.

The designated safeguarding lead will:

- Contact the Local Authority CASS to report concerns and seek advice. If it is believed a child is in immediate danger we will contact the police. If the safeguarding concern relates to an allegation against an adult working or volunteering with children, then the DSL will follow the reporting allegations procedure (see below).
- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not to do so by LA CASS)
- The designated safeguarding lead will follow up with the Local Authority CASS if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children. We will never assume that action has been taken,

For concerns about **child abuse**, the DSL will contact Social Care immediately in line with the local reporting procedures. The DSL will follow up all referrals to Social Care in writing within 48 hours.

If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For minor concerns regarding **radicalisation**, the DSL will contact the Local Authority Prevent Co-ordinator. For more serious concerns the DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns, the DSL will contact the Police using 999.

### **Allegations or Concerns against staff**

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded as a statement of what was seen, signed, and dated. The records will be given to the DSL who will decide on the appropriate course of action.
- The DSL will hold a meeting with the individual raising the concern, and will decide whether an investigation is appropriate and, if so, what form it should take. If a concern relates to issues which fall within the scope of other policies, it will be addressed under those policies.
- Any witnesses to the incident will also be asked to give written statements, sign and date the entry to confirm it.
- It may be necessary to suspend the member of staff pending full investigation of the allegation.
- The DSL will investigate the concerns thoroughly, ensuring that all written statements and responses are recorded, and include details of how the matter was investigated, conclusions drawn from the investigation, and who to contact if the member of staff is unhappy with the response and wishes to take the matter further.
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority CASS, LADO and Ofsted and where an offence is believed to have been committed, the police. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and may result in the termination of employment, Ofsted will be notified immediately of this decision.
- If appropriate, TCA will make a referral to the Disclosure and Barring Service.

### **Escalation and Resolution**

If any staff member is unhappy with the response they have received in relation to a safeguarding concern they have raised, it is their responsibility to ensure they escalate their concern.

Where the DSL is unhappy with the actions or decisions of another agency, they will escalate their concern in line with LSCP Resolution & Escalation Procedure (this can be located on the LSCP website under their Policy and Guidance tab).

## Promoting awareness among staff

TCA promotes awareness of child abuse and the risk of radicalisation through its staff training. TCA ensures that:

- The DSLs have relevant experience and receive appropriate training in safeguarding and Prevent Duty, and are aware of the Channel Programme and how to access it
- DSLs receive Level 3 training every 2 years, with regular updates throughout this period
- All staff receive safeguarding training meeting the requirements of EYFS Annex C, which is refreshed at a maximum of 2-year intervals.
- annual refresher training will be offered to all staff in the form of 121 supervisions and CPD monitoring, "via online courses," to help maintain basic skills. Staff are supported to implement learning through Safeguarding updates and quizzes e.g. "team meetings".
- procedures to ensure only suitable individuals are recruited, including obtaining references before employment commences, conducting identity and qualification checks, and recording all vetting information as part of safer recruitment processes are understood and followed by all responsible for recruitment, in line with our Safe Recruitment Policy
- All staff have access to a copy of this **Safeguarding Policy**, confirm their understanding of its contents and are vigilant to signs of abuse, neglect or radicalisation
- All staff are aware of how to respond in a timely way at the earliest opportunity
- All staff are aware of their statutory duties regarding the disclosure or discovery of child abuse, and concerns about radicalisation
- Safeguarding is a permanent agenda item at all staff meetings ensuring the whole team communicates well and is kept up to date
- all staff receive basic training in the Prevent Duty
- staff are supported to understand how to keep themselves safe and how to blow the whistle should they be concerned about other adults' behaviour or practice
- staff are familiar with the Safeguarding File which is kept in the locked office.
- TCA's procedures are in line with the guidance in 'Working Together to Safeguard Children (2023)' and staff have read and are familiar with 'What to Do If You're Worried a Child Is Being Abused (2015)'.
- The DSLs will provide support, advice, and guidance to all practitioners on an ongoing basis, and on any specific safeguarding issue as required.

## Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Only the TCA camera/mobile phones/iPads will be used to take photographs of children, except with the express permission of the manager. Neither staff nor children nor visitors may use their mobile phones or wearable technology such as smart watches to take photographs at TCA.

This policy works alongside these other specific policies to cover all aspects of child protection:

- Online safety policy
- Mobile Phone and Electronic Device Use policy
- Prevent Duty and Radicalisation policy
- Domestic Abuse, Honour Based Abuse (HBA) and Forced Marriages policy
- Looked After Children policy
- Safer Recruitment policy
- Whistle blowing policy
- Staff Behaviour policy
- Health and Safety policy

## Modern slavery

The Modern Slavery Act 2015 places a new statutory duty on public authorities to notify the National Crime Agency on observing signs relating to modern day slavery. Modern day slavery refers to any form of forced human exploitation for labor and service, such as human trafficking and forced Labor and may include:

- Child Sex trafficking
- Forced child labor
- Unlawful recruitment and use of child soldiers.



### **Online Safety.**

We take the safety of our children very seriously and this includes their online safety. Please refer to the Online Safety policy for details on this.

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the nursery Lead at the earliest opportunity.

### **Monitoring children's attendance (Child Absences)**

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and there is no cause for concern.

Parents should inform the nursery prior to their children taking holidays or days off, and all sickness should be reported into the nursery on the day, so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery within one hour of their normal start time the parents will be contacted to ensure the child is safe and healthy. If the parents are not contactable then further emergency contacts will be used to ensure all parties are safe.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority CASS to ensure the child remains safeguarded.

This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

### **Looked after children**

As part of our safeguarding practice, we will ensure our staff are aware of how to keep looked after children safe. To do this, we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

Please refer to the Looked After Children policy for further details.

### **Informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local authority CASS/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

### **Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority.

### **Support to families**

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

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

Confidential records kept on a child are shared with the child's parents or those who have parental

responsibility for the child, only if appropriate in line with guidance of the local authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

### Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority CASS and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have named people within the nursery who take lead responsibility for safeguarding and coordinating child protection and welfare issues, known as the Designated Safeguarding Leads (DSL), there is always at least one designated person on duty during all opening hours of the setting.

These designated people will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The nursery DSLs liaise with the local authority, undertake specific training, including a child protection training course, and receive regular updates on developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to always ensure cover, we have three designated leads in place. This enables safeguarding to always stay high on our priorities. There will always be at least one designated lead on duty our provision is open. This will ensure that prompt action can be taken if concerns are raised.

### Other Links to Statutory Guidance:

Keeping Children safe in Education (KCSE)

Working together to safeguard children

Early Years Foundation Stage (EYFS)

### Key contacts

Safeguarding Designated Leads:

Tamasine Vickery 0151 318 7399 [tammy@thechildcareacademy.co.uk](mailto:tammy@thechildcareacademy.co.uk)

Brian Quinn 0151 318 7399 [brian@thechildcareacademy.co.uk](mailto:brian@thechildcareacademy.co.uk)

Louise Hazley 0151 318 7399 [louise@thechildcareacademy.co.uk](mailto:louise@thechildcareacademy.co.uk)

### Contact telephone numbers

Children's Advice and Support Service – CASS: 0151 459 2606.

Local authority Designated Officer (LADO) **Pauline Trubshaw: 0784 172 7309**

All referrals should be sent by email to the LADO at [lado@liverpool.gov.uk](mailto:lado@liverpool.gov.uk)


NSPCC **0800 800 5000**

Ofsted **0300 123 1231**

Emergency police **999**

Non-emergency police **101**

Anti-terrorist hotline: **0800 789 321**

This policy was adopted on	Signed on behalf of the nursery	Last reviewed on	Date due for next review
January 2021		Sept 2025	Sept 2026

*This Policy is available to all parents on our FAMILY APP and our nursery website.*

## Actions where there are concerns about a child

