GEMS TINEY HOME NURSERY

HOME FROM HOME CHILDCARE

Safeguarding and Child Protection Policy

Purpose scope and lead responsibility

Every child at Gems tiney Home Nursery has the right to be safe and heard. We act on concerns about harm, abuse or neglect at home, in the setting, online or elsewhere. This policy applies to Gemma, employed and volunteer assistants and anyone whose contact with children must be managed. Gemma Bayley is the designated safeguarding lead and takes lead responsibility.

We follow the Children Acts, current EYFS childminder framework effective September 2026, Working Together to Safeguard Children 2026, Prevent duty guidance and Surrey safeguarding procedures. Gemma is registered with tiney; agency notifications go to tiney and do not replace referrals to police, children's social care or LADO.

Immediate help and key contacts

Immediate danger, urgent medical need or a missing young child: call 999. Surrey Children's Single Point of Access: 0300 470 9100, cspa@surreycc.gov.uk. Out-of-hours Emergency Duty Team: 01483 517898. Non-emergency police: 101. Urgent safeguarding concerns should be phoned through, not left awaiting an email reply.

Surrey Duty LADO for allegations about adults working with children: 0300 123 1650 option 3, LADO@surreycc.gov.uk. Tiney: use the current safeguarding route supplied by the agency and held with the setting's accessible emergency contacts. Gemma's setting contact is 07742607803.

Any assistant must contact statutory services directly if Gemma is unavailable, implicated or not taking appropriate action. No one needs Gemma's or tiney's permission to refer. Contacting the agency or recording a concern must not delay urgent protection.

Recognising harm and listening to children

Adults remain alert to physical, emotional and sexual abuse and neglect, including domestic abuse and coercive control, exploitation, online harm, FGM, forced marriage, honour- or belief-based abuse and radicalisation. Harm can involve family members, professionals, other children or unknown people. Multiple concerns may occur together.

Signs may include injuries, pain, changes in behaviour or wellbeing, fear, sexualised behaviour, hunger, poor hygiene, unmet health needs, concerning interactions, repeated absence or comments from a child. A sign is not proof, and lack of disclosure is not reassurance. We consider development, disability, communication and cultural context without allowing assumptions or prejudice to obscure risk.

Unexplained or suspected bruising in a baby or child who is not independently mobile requires urgent action under Surrey's protocol and referral for appropriate safeguarding and medical assessment. Staff do not dismiss it as routine or wait for another injury.

Responding recording and referring

Listen calmly and take the child seriously. Reassure them that telling was right, do not promise secrecy and do not ask leading questions or investigate. Use minimal clarification needed for immediate safety and let the child use their own words or communication method.

Record date, time, exact words, factual observations, context, people present and immediate action as soon as practical. Distinguish what was seen or heard from interpretation. Necessary routine care observations may be recorded on a body map; do not undress or examine a child for evidence or photograph intimate areas.

Notify children's social care immediately in line with local procedures where there is a safety or welfare concern. Call police in an emergency or where needed. Share relevant information, obtain a reference or record the recipient and advice, and confirm the referral through the requested secure route.

Follow up and record the outcome. If the response does not address the concern, seek further advice or use Surrey's professional escalation procedures. Keep acting on new information. Appropriate family help may be offered with the family, but it is not a substitute for child protection action.

Parents information sharing and records

We work openly with families and normally explain concerns and intended referrals. Do not seek consent or tell a parent first where this could increase risk, lead to intimidation

or destruction of evidence or prejudice an investigation; seek social care or police advice.

Data protection does not prevent necessary safeguarding sharing. We use a lawful basis and applicable special-category condition, share relevant accurate information securely and record the reason. Safeguarding records have restricted access and are retained and transferred under our Retention Policy and agency advice.

Parents' access requests are considered lawfully, protecting the child and other people and applying relevant exemptions. Records are not stored where children, visitors or unauthorised phone users can view them.

Allegations concerns about adults and whistleblowing

Report any allegation or concerning behaviour involving a person living, working or caring for children at the premises, including conduct elsewhere. This includes possible harm, offences against children, behaviour indicating risk or possible unsuitability. If Gemma is the subject, contact LADO and tiney directly.

Protect children immediately and seek police or medical help where necessary. Refer a relevant allegation to LADO without delay and normally within one working day under local procedures. Do not conduct an internal investigation, confront the subject or agree secrecy before advice. Record the allegation and decisions and follow LADO and police directions.

Notify tiney of allegations of harm or abuse and action taken as soon as reasonably practicable and within 14 days, whether alleged on or off the premises. The threshold is not limited to serious harm. Relevant DBS referrals must be made if an assistant is removed, or would have been removed had they not left, for harming or posing a risk of harm to a child.

Assistants can raise poor or unsafe practice with Gemma and receive a prompt recorded response and appropriate action. If unable to do so or concerns remain unaddressed, contact tiney, LADO, children's social care or police according to the issue. The NSPCC whistleblowing advice line is 0800 028 0285. Genuine concerns are taken seriously without retaliation.

Safer recruitment suitability and training

Before recruitment, obtain identity and relevant employment information and at least one written reference directly from an appropriate verified source. Do not rely on open references or family references. Resolve gaps, discrepancies and suitability concerns before appointment.

Required enhanced DBS and barred-list checks and agency suitability processes apply to paid and volunteer assistants. New staff must not start employment before the required criminal-record check is received. No unchecked or unsuitable person may have unsupervised contact with children. Check relevant household members and notify tiney of changes as required.

Adults must disclose information affecting suitability, including relevant police, social care, disqualification or health changes. A DBS check alone does not authorise sole care. Assistants require appropriate competence, first aid and parental permissions, with sole care limited to two hours per day.

Gemma and assistants undertake safeguarding training meeting EYFS Annex C, renewed every two years, with annual refresher learning and updates as needed. Induction, ongoing supervision and discussion help adults apply referral, recording, online safety and emergency procedures.

Phones images and online safety

Approved phones, including authorised personal phones, remain available for tiney app records, appropriate photographs, parent communication and emergencies. Use is brief, secure and must not compromise supervision. Personal browsing does not take place while responsible for children.

No photographs, filming or app entry take place during intimate care. Approved accounts, device locks, access controls and secure transfers protect records; images are not placed on personal social accounts or unapproved AI tools. Publicity requires separate specific permissions. Follow the Mobile Phone Camera and Photographs Policy.

Children have no unsupervised internet access. We follow current screen use guidance and use adult-supported, age-appropriate content only where justified. For suspected illegal sexual images, do not copy, screenshot or forward them; restrict access and seek police advice. Online abuse follows the same referral procedures as offline harm.

Attendance daily safeguards and specific concerns

Follow up unexplained and prolonged absence promptly with parents and emergency contacts, considering patterns and family vulnerability. If wellbeing cannot be established and there is concern, refer to social care or request police assistance. The Attendance Policy sets out expectations; a fixed number of days is not required before acting.

We maintain secure handovers, suitable ratios, safe personal care, safer eating and sleep and clear adult boundaries. Sleeping children remain within sight and hearing and are checked frequently. Children are not punished physically or humiliated. Necessary physical intervention follows the Behaviour and Physical Contact policies and is recorded and shared with parents.

FGM, radicalisation, missing children and allegations follow their specific policies as well as this one. The specific FGM mandatory police-reporting duty has a defined professional scope; all adults still refer safeguarding concerns promptly. Emergency action must not wait for training certificates, a diagnosis or parental consent.

Notifications review and related policies

Serious child accidents, illness, injury or death and other reportable events are notified to tiney within the required timescales; serious accidents, injury or death also go to local child protection agencies. Different reporting duties may apply to one incident and none replaces urgent referrals.

Gemma checks contact routes and implementation, reviews incidents and updates this policy annually or sooner after changes. Families receive the policy and assistants know how to use it. Related policies include allegations, attendance, behaviour, physical contact, FGM, internet safety, phones, missing children, personal care, safer sleep, emergency care, privacy and retention. Primary references: current EYFS childminder framework; Working Together to Safeguard Children 2026; Surrey Safeguarding Children Partnership procedures; government safeguarding information-sharing advice.

Policy owner: Gemma Bayley
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