

St. Panteleimon Nursery School

Safeguarding & Child Protection Policy

Reviewed and updated: 20/11/2025

Date of next review: 07/09/2026

This Safeguarding & Child Protection Policy and Procedure was agreed and signed off by:

Name: Andri Kyriakidou

Title: Manager & Owner

Signed: A . K

Date: 20/11/2025

Aim of the Policy:

At St. Panteleimon Nursery School we recognise that the welfare of our children is paramount and that it is our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

This safeguarding policy applies to all staff, including paid staff, volunteers, one-off visitors, students or anyone working on behalf of the setting.

Everyone who works with children has a responsibility for keeping them safe. 'No single practitioner can have a full picture of a child's needs and circumstances so effective sharing of information between practitioners, local organisations and agencies is essential for early identification of need, assessment, and service provision to keep children safe.' 'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children' (December 2023)

Safeguarding is:

- 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 impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Our core safeguarding principles are:

- Safeguarding is everybody's responsibility and all staff members have an equal duty to take all reasonable steps to safeguard and protect the rights, health and well-being of all children who are in our care.
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All staff will be alert to any issues of concern in a child's life at home or elsewhere.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- All allegations and suspicions of abuse will be taken seriously and responded to swiftly and appropriately.
- Staff will promote fundamental British values while assisting each child's personal, social and emotional development and understanding of the world.
- Protection of personal data will be managed according to the Data Protection Act 2018

Our aims are to:

- To protect children from harm, prevent abuse and neglect, and promote their well-being.
- To provide a safe and welcoming environment where all children are respected and valued and everyone understands their role in protecting children.
- To provide staff with the necessary information to enable us to meet our statutory responsibilities to promote and safeguard the wellbeing of children
- To ensure consistent good practice across the setting
- To demonstrate the setting's commitment to safeguarding children

Key Roles

Designated Safeguarding Lead (DSL): Andri Kyriakidou Job title: Manager Email: nursery@stpanteleimon.co.uk Contact telephone number: 07930 834240 / 07534 998637 / 020 8204 4975	Deputy Designated Safeguarding Lead (DDSL): Christos Kyriakidis Job title: <i>Deputy Manager</i> Email: nursery@stpanteleimon.co.uk Contact telephone number: 07930 834240 / 020 8204 4975
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Key contacts

Ring 999 in an emergency or if the child is in immediate danger.

Harrow Children's Access Team Golden Number - for concerns about a child/ren

Telephone: 020 8901 2690

Hours: Monday to Thursday 8am to 5.15pm Friday 8am to 5.00pm

Out of hours: 020 8424 0999

Local Authority Designated Officer (LADO) - Rosalind South

Telephone: via the Golden Number: 020 8901 2690

Email: lado@harrow.gov.uk

Out of hours: 020 8424 0999

[HARROW LADO Referral Form 2024](#)

When making a LADO referral if there is a safeguarding concern for a child we would also make a referral. To Harrow Children's Social Care via the Golden Number.

Ofsted

Ofsted will be contacted asap, but within 14 days, if a Harrow Children's Access Team via the Golden Number or LADO referral is made

Telephone: 0300 123 4666

Email enquiries@ofsted.gov.uk

[Report a serious childcare incident - GOV.UK](#)

Harrow Safeguarding Children Partnership (HSCP)

[Harrow Safeguarding Children Partnership \(HSCP\)](#)

What is child abuse and neglect?

Child abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them, or more rarely, by others (for example, via the internet). They may be abused by an adult or adults, or another child or children.

The Designated Safeguarding Lead's roles and responsibilities include:

- Following the Early Years Foundation Stage Statutory Framework (2025) which sets out the standards for the safeguarding and welfare requirements which all Early Years providers must meet.
- Understanding the Harrow Council safeguarding procedures:

- referring suspected abuse or neglect of children and young people to Harrow Children's Access Team via the Golden Number.
- reporting allegations made against members of staff to the Harrow local authority designated officer (LADO).
- liaising with local statutory children's services and local safeguarding partners.
- developing the child protection and other safeguarding policies ensuring staff are made aware of their responsibilities and families are familiar with how to raise a concern.
- ensuring that policies and procedures relating to safeguarding and child protection are fully implemented by the setting and followed by staff, students and volunteers.
- reviewing this policy annually, unless an incident or new legislation or guidance suggests the need for an earlier review date.
- keeping detailed, accurate records, either written or using appropriate online software, of all concerns about a child, even if there is no need to make an immediate referral, including any conversations with statutory agencies.
- monitoring children's attendance.
- ensuring all records are kept confidential and stored securely.
- cooperating with any request for information from the local authority.
- attending child protection conferences or other meetings as requested by Harrow children's social care.
- embedding robust safeguarding and child protection practices across all areas of the provision.
- ensuring all staff are suitable, i.e. by obtaining references (according to guidance within the EYFS) and having a suitability letter.
- providing references for previous employees upon request regarding the applicant's suitability to work with children in a timely manner.
- providing support, advice and guidance to all practitioners on an ongoing basis, and on any specific safeguarding issue as required.

Safeguarding Training:

As the DSL you must explain 'how safeguarding training is delivered and how practitioners are supported to put this into practice'. EYFS 2025

- The DSL/DDSL attends a child protection training course consistent with the criteria set out in Annex C of the EYFS.
- Updating safeguarding training at least every two years and attending any other relevant training whenever necessary.
- Ensuring all staff have appropriate safeguarding and child protection training and that training is cascaded to other staff members and records of training are kept.
- Providing safeguarding and child protection induction for new staff, students and volunteers.
- Keeping records of training up to date.

Training must be renewed every two years. Providers may consider whether any staff need to undertake annual refresher training during any two-year period to help maintain basic skills and keep up to date with any changes to safeguarding procedures or as a result of any safeguarding concerns that occur in the setting.

Attendance:

All agencies that work with children have a duty to ensure their safety, well-being, and protection from harm. While early years attendance is not statutory, absence can often be a significant indicator of underlying concerns. This is especially true for vulnerable children, where irregular or poor attendance may signal difficulties in their home life.

See Attendance Policy

Actions to be taken where there are safeguarding concerns about a child

We may become concerned or worried about a child's care, behaviour, an injury to a child, or the risk they may be being drawn into terrorism, but the child may not have said anything to suggest that they have been abused or in danger of abuse. Every case is individual and decisions to investigate or follow up a concern will be made by Harrow Children's Access Team via the Golden Number or a social worker.

Harrow Children's Access Team can be contacted for initial advice and guidance.

Refer to the safeguarding processes flowchart (at the end of this document)

Procedure:

We will:

- in an emergency take action to obtain urgent medical attention for the child, if required, for example, call 999.
- stop other activity, responding to a suspicion of abuse takes immediate priority.
- refer to the safeguarding processes flowchart.
- record who we have spoken to, any advice given and actions taken.
- if there is any reason to believe that a child is subject to physical, emotional, sexual abuse or neglect, report these concerns to the Harrow Children's Access Team via the Golden Number or out of hours Emergency Duty Team.
- complete a referral form if advised to by Harrow Children's Access Team.

- ask the parent or carer about what has been observed, so long as it does not put the child at increased risk. (see Seeking Consent section below).
- record the decision with the reason why we made the judgement if we decide not to discuss any concerns with the child's parents.
- record exactly what has been heard or seen, what has been said, and was done.
- use a body map to record injuries but will not take photographs.
- keep the notes taken at the time, without amendments, omissions or addition, even though subsequent reports may be written (each page will be signed and dated).
- operate on a need-to-know basis only and not discussed with any staff or parents.

What to do if a child discloses abuse

Procedure:

We will

- ensure the immediate safety of the child.
- stop all other activity and focus on what the child is saying, responding to a suspicion of abuse takes immediate priority.
- seek any necessary medical treatment without delay.
- stay calm and will not express shock or disbelief.
- listen carefully to what is being said, allow the child to continue at their own pace.
- repeat back to the child (as accurately as possible) what was heard, to check any understanding of what the child has said.
- reassure the child they are not to blame, it's not their fault and they have done the right thing in telling us.
- **not** promise to keep secrets and find an appropriate early opportunity to explain it will be necessary to tell someone else in order to help them and keep them safe.
- ask the child if they have told anyone else.
- tell the child what I will do next and with whom the information will be shared.
- ask the parent or carer about what has been disclosed, so long as it does not put the child at increased risk (see Seeking consent section below).
- as soon as possible, record in writing what was said, using the child's own words. will note the date, time and names mentioned and ensure that all records are signed and dated.
- note anything the parent or carer says.
- contact Harrow Children's Access Team via the Golden Number.

Seeking consent:

While we would always seek to discuss any concerns with the child's parents or carers and where possible, seek their agreement to make a referral to Harrow Children's Access Team

via the Golden Number, there are cases where we must not discuss concerns with them before making a referral.

Concerns must not be discussed with parents or carers before referral in the following circumstances

- where discussion would put a child at risk of significant harm.
- where discussion would impede a police investigation or social work enquiry.
- where sexual abuse is suspected.
- where female genital mutilation (FGM) suspected to been carried out or planned.
- where radicalisation or extremism is suspected within the family.
- where organised or multiple abuse is suspected.
- where factitious illness or induced illness is suspected.
- where to contact parents/carers would place you or others at risk; or where it is not possible to contact parents or carers without causing undue delay in making the referral, advice should be sought from Harrow Children's Access Team via the Golden Number.

A decision not to see parental permission before making a referral to Harrow Children's Access Team via the Golden Number must be recorded, and the reasons given.

What to do if an allegation of abuse is made against a staff member or volunteer

Procedure:

We will:

- report the matter immediately to LADO and Harrow Children's Access Team via the Golden Number if concerned about a child.
- treat the matter seriously.
- if applicable, remove the adult from the situation.
- seek any necessary medical treatment for the child without delay.
- make a written record of the information that includes: when the alleged incident took place (time and date), who was present, and what was said to have happened and who else may have been present.
- write down exactly what is said, not what we think they have said, record the person's actual words. Will not rephrase and will avoid interpretations, if we are not sure about a word or phrase we will clearly state this in my notes.
- **not** attempt to investigate the matter by interviewing any potential child witnesses or the accused person but simply record the facts and information presented to them.
- complete a Safeguarding Incident Recording Form and complete a chronology from the date of incident (both forms are at the end of this document).

- cooperate fully with the processes of the LADO team and with any police investigations. If the LADO and police decide an allegation requires further investigation a multi-agency strategy meeting will be held to agree on who has responsibility for the actions, their timescales and what records are to be made (at the end of this document).
- ensure adults involved, including those who may have been suspended, are kept informed and supported throughout the investigation.
- await the outcome of the investigation before taking further action.
- ensure, if it appears from the results of the investigation that the allegations are substantiated, that disciplinary action will follow, taking legal advice where necessary.
- make a referral to the Disclosure and Barring Service (DBS) if the allegation is substantiated and the person concerned is dismissed.
- inform Ofsted throughout the investigation as soon as is reasonably possible, but at the latest within 14 days of the allegations being made and actions taken. Ofsted may suspend our registration at any time if it considers children are at risk.

If an adult tenders their resignation this must not prevent an allegation being followed up, a formal conclusion reached and action taken.

Use of mobile phones, cameras and other electronic devices with imaging and sharing capabilities

Mobile phones have a place in our setting and can be helpful in ensuring children are kept safe, especially on outings.

To protect children, we will:

- only use mobile phones appropriately and ensure staff have a clear understanding of what constitutes misuse and know how to minimise the risk. Mobile phones must not be used to take pictures or videos of the children attending the setting.
- Staff mobile phones are stored **in the office** and only accessed during breaks in child-free areas.
- ensure all mobile phone use is open to scrutiny.
- ensure staff are vigilant and alert to any potential warning signs of the misuse of mobile phones.
- ensure staff are responsible for their own behaviour regarding the use of mobile phones and should avoid putting themselves into compromising situations, which could be misinterpreted and lead to potential allegations.
- ensure use of mobile phones on outings included as part of the risk assessment.
- ensure that no visitor to the setting uses their mobile phone on the premises.

Smart watches

- Must be put on 'Do not disturb'.
- Any cameras must be disabled on the watch.

- If a staff member was seen to abuse this, they will be asked to remove it and put away in their personal belongings and not to be worn at the setting.

Cameras, photography and images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. However, due to cases of abuse to children through taking or using images, we must ensure that we have safeguards in place.

To protect the children, we will:

- obtain parents' and carers' consent for photographs to be taken or published on our website or in newspapers or publications.
- ensure the children are appropriately dressed.
- ensure the setting's designated ipads/cameras are only used in the setting.
- that where professional photographers are used, parental consent will be obtained prior to photographs being taken.
- ensure that all images are stored securely and deleted regularly.

Online Safety

We adopt a whole setting approach to online children's safety which seeks to reduce risk as far as possible without depriving children of the benefits provided by technology and the internet.

The breadth of issues classified within online safety is considerable, but can be categorised into four main areas of risk:

Content: Being exposed to illegal, inappropriate, or harmful material.

Contact: Being subjected to harmful online interaction with other users.

Conduct: Personal online behaviour that increases the likelihood of, or causes, harm.

Commerce: Risks such as online gambling, inappropriate advertising, phishing and/ or financial scams.

To limit the children's exposure to the above risks. We ensure:

- children are always supervised when using technology and accessing the internet.
- all websites, apps, and online content are age-appropriate and align with the child's developmental stage.
- we activate and utilize safety and privacy settings on all devices and platforms to minimise risks.
- we don't allow children to use their own personal devices
- we talk about online safety and model safe online behaviour for children and encourage them to discuss any concerns they may have.

- we communicate with parents about online safety practices and any concerns that arise.
- we create a clear code of conduct for staff regarding their own online behaviour, especially when using social media.

We follow the following guidance: [Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK](#)

Whistleblowing

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues, poor or unsafe practice and potential failures in the settings safeguarding arrangements. The setting nurtures a culture in which all adults, including volunteers feel safe to raise, without fear of reprisal, any concerns.

Staff reporting concerns:

- in the first instance you should raise any concerns with the Designated Safeguarding Lead.
- record what you have witnessed in writing including where possible any background.
- include names, other witnesses, dates, times and places as well as the nature of your concern.
- DSL to include when they will send a written acknowledgement of any concerns and when they will inform you of any outcomes and actions.
- contact Ofsted if not satisfied with the outcome on 0300 123 4666.

Where a staff member feels unable to raise an issue with their management, or feels that their genuine concerns are not being addressed, then Ofsted can be contacted by email - enquiries@ofsted.gov.uk or by phone on **0300 123 4666**

The NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally.

Telephone: 0800 028 0285 or email: help@nspcc.org.uk

Confidentiality and sharing information

The setting will ensure all staff understand that child protection issues warrant a high level of confidentiality. This is not only out of respect for the child and staff involved, but also to ensure that information being released into the public domain does not compromise evidence. Staff will only discuss concerns with the designated person or manager. That

person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis. A GDPR Privacy Notice will be signed by all staff members.

Child protection information will be stored and handled in line with the Data Protection Act 2018 principles.

Record of concern forms and other written information will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals. Sensitive or personally identifiable information will not be sent via standard email. A secure service must be used. We are registered with the Information Commissioner's Office (ICO) and follow the guidelines required. We will develop effective links with relevant agencies and cooperate as required with any enquiries regarding child protection matters, including attendance at case conferences.