

**Group Policy: Safeguarding & Welfare**

|                 |                                                                       |
|-----------------|-----------------------------------------------------------------------|
| Policy Header:  | Safeguarding & Welfare                                                |
| Policy Number:  | Ops - 004                                                             |
| Version:        | 1.0                                                                   |
| Owner:          | Quality & SLT                                                         |
| Applies to:     | All Flower Pots settings, staff, students, volunteers and contractors |
| Effective date: | October 2026                                                          |
| Review date:    | October 2027                                                          |

## **1. Policy Statement & Vision**

At Flower Pots Day Nursery's, safeguarding is the heartbeat of our settings. We recognise that a child's safety, welfare, and ability to learn are inextricably linked. We operate an open culture of safeguarding, vigilance and Professional Curiosity, where every adult is empowered to look beyond the obvious to protect children from harm, abuse, neglect, exploitation, and modern safeguarding threats.

We also recognise that safeguarding children starts with protecting and supporting the staff who care for them. We are deeply committed to staff welfare, wellbeing, and physical and psychological safety. Fostering a supportive, respectful, and safe working environment where staff feel valued, heard, and protected from harm, harassment, or burnout is essential to maintaining a vigilant and resilient safeguarding culture across our settings.

We are fully committed to fulfilling our statutory obligations. We aim to create an inclusive, nurturing, and secure environment where children and staff are respected, fundamental British Values are embedded in daily life, and every child and practitioner is enabled to thrive in a safe space.

## 2. Statutory & Regulatory Framework

This policy is mandatory across all Flower Pots settings and is underpinned by the latest statutory frameworks and regulatory guidance:

- Statutory Framework for the Early Years Foundation Stage (EYFS) 2026
- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children 2023 (and 2026 Updates)
- Ofsted Early Years Inspection Handbook & Safeguarding Toolkit 2026
- The Prevent Duty (2015 / Revised Statutory Guidance)
- Information Sharing: Advice for Practitioners Providing Safeguarding Services (2024/2026 Updates)
- The Children Act 1989 & 2004; Equality Act 2010
- Data Protection Act 2018 & UK General Data Protection Regulation (UK GDPR)
- Dangerous Dogs Act 1991 / Dangerous Dogs (Exemption Schemes) Order 2023

## 2. Key Safeguarding Leadership & Key Contacts

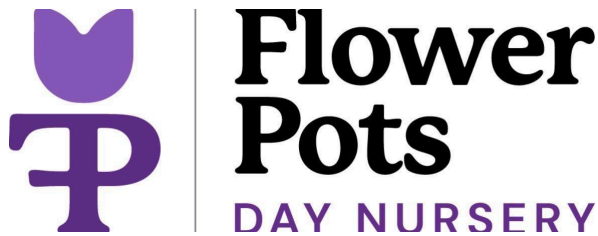
Safeguarding governance at Flower Pots Day Nursery operates on a clear hierarchy of responsibility. The overall strategic accountability for safeguarding, child protection, and staff welfare across the organisation rests with executive leadership.

### 2.1 Company Safeguarding Lead (Strategic Governance)

The Company Safeguarding Lead oversees strategic safeguarding compliance, policies, staff welfare, safer recruitment standards, and board-level reporting across all Flower Pots settings:

| Role                      | Name                                         | Contact information                                    |
|---------------------------|----------------------------------------------|--------------------------------------------------------|
| Company Safeguarding Lead | Gemma Kamali (COO)                           | <a href="mailto:gemma@fpdn.co.uk">gemma@fpdn.co.uk</a> |
| Deputy Safeguarding Lead  | Nikki McNulty (Head of Quality & Operations) | <a href="mailto:nik@fpdn.co.uk">nik@fpdn.co.uk</a>     |

### 2.2 Setting-Level Designated Safeguarding Lead (DSL) Structure



Every Flower Pots nursery setting has an appointed, fully trained **Designated Safeguarding Lead (DSL)** present on-site at all times during operational hours.

- **Role of the Setting DSL:** Responsible for day-to-day child protection, managing disclosures, logging concerns on Famly, making timely MASH referrals, and liaising with multi-agency partners.
- **Role of the Company Safeguarding Lead/deputy Safeguarding Lead:** Provides strategic direction, handles complex cases involving allegations against staff (in partnership with the LADO), manages the 'Speak Up' Whistleblowing Platform, and ensures consistent policy implementation and staff support across all sites.

### 3. Roles and Responsibilities

- **Designated Safeguarding Lead (DSL):** Hold overall operational responsibility for coordinating safeguarding concerns, liaising with local Children's Services/MASH and the Local Authority Designated Officer (LADO), managing referrals, maintaining confidential records, and overseeing staff training.
- **Every Staff Member / Practitioner:** Possesses a personal statutory duty to recognise signs of abuse, neglect, radicalisation, and vulnerability, record observations factually, and report concerns immediately to the DSL.
- **Management Team & Directors:** Provide expert operational support, ensure staffing ratios consistently allow for safe supervision, maintain statutory compliance, and foster a nursery culture where British Values, safer working practices, and professional curiosity flourish.

### 4. Operational Procedures & Prevent Duty

#### 4.1 Professional Curiosity & Prevent Identification

Staff do not merely "watch" children; they "observe with intent."

- **Identifying Vulnerability:** Staff must remain alert to sudden or subtle changes in a child's behavior, physical appearance, or parental demeanor that could indicate susceptibility to extremist ideology, exploitation, or severe domestic strain.
- **Contextual Safeguarding:** We actively evaluate risks beyond the nursery environment, considering risks within the family home, local community, and online spaces.

- **Observation Windows:** Safeguarding indicators may surface during unstructured play, meal times, care routines, circle times, or "quiet times" when children feel closest to their key persons.
- **Non-Discriminatory Practice & Cultural Respect:** Radicalisation can affect any individual regardless of religion, ethnicity, or background. Staff must strictly distinguish between healthy cultural/religious expression (e.g., standard religious terminology such as *Inshallah*, or traditional dress such as hijabs) and actual indicators of extremist concern or behavioral shifts.

## 4.2 The Reporting Chain & Prevent Referrals

- **Immediate Disclosure:** Any concern regarding safeguarding, child protection, or radicalisation must be reported to the DSL instantly.
- **Multi-Agency Liaison:** The DSL will evaluate the concern and, where appropriate, submit a formal referral to the local Channel Programme, local Police (101/999), or Social Care (MASH).
- **DfE Counter-Extremism Helpline:** For non-emergency guidance regarding extremism or radicalisation, staff and DSLs can contact the Department for Education helpline on 020 7340 7264 or email [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk).

## 4.3 Body Autonomy, Anatomical Naming & Safeguarding Language

At Flower Pots, we actively teach and promote body autonomy and require all staff to consistently use correct, anatomical terminology (e.g., *vagina, penis, vulva, testicles, bottom*) when describing body parts during personal care routines, medical needs, or everyday learning conversations.

| Why anatomical naming is a core safeguarding tool |                                                              |
|---------------------------------------------------|--------------------------------------------------------------|
| Clear disclosures                                 | Eliminates ambiguity if a child makes a disclosure           |
| Removes shame                                     | Teaches children that their bodies are natural and respected |
| Confusion free                                    | Leaves no doubt during medical/injury reporting              |
| Evidence rigor                                    | Provides factual accuracy                                    |

- **Why This is Essential for Safeguarding:**

- **Enabling Clear Disclosures:** If a child experiences inappropriate touching, sexual abuse, or harm, knowing the proper names for their private parts enables them to speak clearly and confidently. Euphemisms, nicknames, or cute family terms create confusion, ambiguity, and embarrassment, which can delay or obscure a disclosure.
- **Removing Shame & Establishing Boundaries:** Teaching children the correct names for their bodies removes stigma and shame. It empowers children to understand body ownership—learning that their private parts belong to them and that no one should touch them without permission (aligning with NSPCC *PANTS* rule guidance).
- **Factual Reporting & Evidence Gathering:** When staff record a disclosure or physical concern for MASH, Police, or medical professionals, using precise anatomical terms removes all doubt, ensuring legal and evidentiary rigor from the very first record.
- **Staff Expectation & Professional Consistency:**
  - All staff and students must use correct anatomical language at all times. Pet names, slang, or euphemisms for genitalia are strictly prohibited within setting routines.
  - Key persons sensitively partner with parents to explain why our settings use anatomically correct language, encouraging families to mirror these protective behaviors at home.

## 5. Promoting Fundamental British Values

We build children's resilience to radicalisation and social exclusion by embedding the four Fundamental British Values directly into our daily EYFS curriculum:

| Fundamental value  | Practice within Flower Pots Settings                                                                                                                                                   |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Democracy          | Supporting children to understand that their views count; using show of hands for group activity choices, encouraging turn taking, active listening and collaborative decision making. |
| Rule of law        | Collaborating with children to set simple, positive room boundaries; helping children to understand how actions impact others, supporting self regulation and conflict resolution.     |
| Individual liberty | Nurturing self esteem, self confidence and self advocacy; encouraging safe risk taking in play, creating open spaces to discuss feelings and individual                                |

|                                       |                                                                                                                                                                      |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | identities.                                                                                                                                                          |
| <b>Mutual respect &amp; tolerance</b> | Celebrating diverse faiths, family structures, languages and cultures; actively challenging stereotypes through rich literature, resources and community engagement. |

**Prohibited Actions:** Actively promoting intolerance; failing to challenge gender stereotypes; promoting non-mainstream partisan political views; isolating children from the wider community.

## 6. Safer Recruitment & Ongoing Suitability

Flower Pots maintains zero tolerance for unsuitable adults working with children. Our safer recruitment procedures align fully with KCSIE 2026:

### 6.1 Digital Vetting via Zinc & Verification

We utilise Zinc, an automated safer recruitment platform, to conduct rigorous, tamper-proof background checks prior to any candidate beginning employment:

- **DBS & Barred List Checks:** Enhanced Disclosure and Barring Service (DBS) checks with Barred List verification are processed via Zinc before start dates. All employees are required to subscribe to the DBS Update Service.
- **Automated Reference Verification:** Zinc verifies professional referee credentials directly. A minimum of two written references are secured, including the most recent employer, with specific questions addressing safeguarding suitability and disciplinary history related to children.
- **Identity, Right to Work & Overseas Checks:** Zinc validates official government identification documents, Right to Work status, and overseas criminal record checks (where candidates have resided outside the UK for 3+ months within the past 5 years).
- **Online & Social Media Screening:** In line with KCSIE 2026, shortlisted candidates undergo online checks to identify any publicly available information that may indicate unsuitability to work with children.
- **Focused Interviewing:** Interviews are conducted face-to-face with a panel containing at least one safer-recruitment-trained manager, incorporating values-based and scenario-driven safeguarding questions.

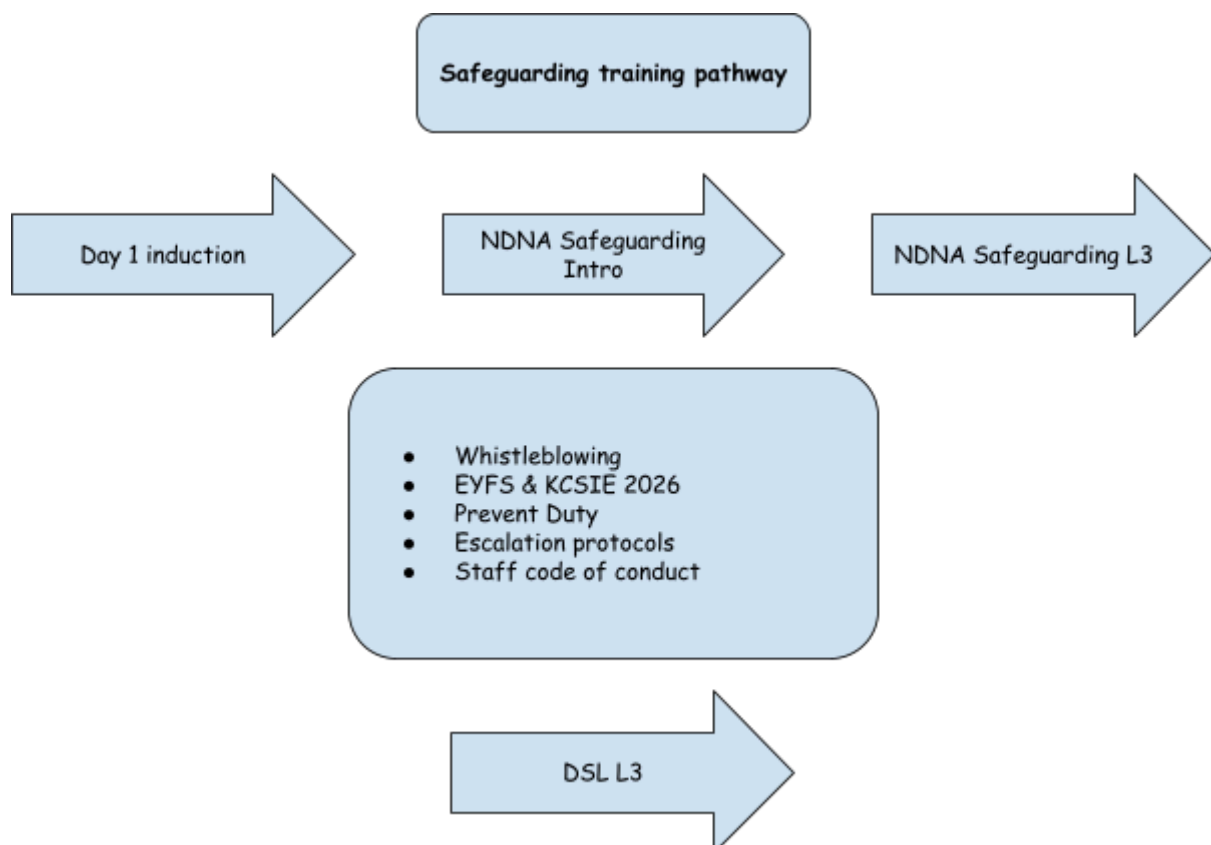
## 6.2 Ongoing Suitability & Termly Supervisions

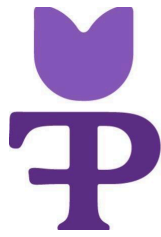
- **Termly 1:1 Supervisions:** Formal termly supervision meetings include a mandatory "Safeguarding & Suitability Declaration" where staff must declare any ongoing police investigations, cautions, convictions, health changes, or household disqualifications.
- **Annual Re-declarations:** All staff sign an annual suitability self-declaration.

## 7. Training, Awareness & Annex C Standards

### 7.1 NDNA Quality-Assured Training Framework

All Flower Pots safeguarding training is benchmarked against KCSIE 2026 Annex C (Safeguarding Training Standards for Schools & Colleges). We partner with the National Day Nurseries Association (NDNA) as our primary quality-assured training provider to ensure content is early-years specific, legal, and continually updated.





- **Induction Training:** Day 1 induction covers setting-specific child protection procedures, Whistleblowing, Mobile/Device rules, Code of Conduct, and identifying the DSL team.
- **Mandatory Core Modules:** Within 4 weeks of appointment, all staff must complete NDNA-certified *Prevent Awareness (WRAP)* and *Level 2 Child Protection & Safeguarding*.
- **DSL Advanced Training:** DSLs and Deputy DSLs undertake advanced multi-agency DSL training (Level 3+) every 2 years, supplemented by local authority MASH/LADO briefing updates.
- **Regular Knowledge Refreshers:** Safeguarding is a standing agenda item at all monthly team meetings, supplemented by bi-monthly "Spotlight Sessions" covering emerging local risks, context-specific scenarios, and updated guidance.

## 7.2 In-House Training, Internal Updates & Specialised CPD

In addition to external NDNA qualifications, Flower Pots delivers structured, continuous in-house training and development across all settings to embed practical knowledge, address site-specific operational needs, and maintain a proactive safeguarding culture:

- **Monthly Safeguarding "Spotlight" Briefings:** Dedicated in-house training segments built into monthly staff meetings. These sessions cover localised risk updates, emerging digital safety trends, case study discussions, and practical refresher scenarios.
- **Safer Sleep & Care Routine Practical Workshops:** In-house practical training delivered during room inductions and reviewed bi-annually. This includes hands-on instruction on 5-minute sleep monitoring logs, environment control, cot positioning, and enforcing the Flower Pots White Noise & Audio Supervision Standard.
- **Safer Eating & Allergy Management Workshops:** Internal practice reviews on food preparation (choking hazards), mealtime supervision, visual allergy alert systems, and live practice with placebo EpiPen/Auto-injector devices.
- **Safer Recruitment Training for Managers:** All Nursery Managers, Deputy Managers, and Directors undertake internal safer recruitment training on Zinc verification workflows, behavioral questioning techniques, and detecting low-level suitability red flags during candidate interviews.

- **Regular Practice Audits & Mock Scenarios:** DSLs regularly conduct unannounced "mock disclosures" and scenario tests to evaluate practitioner response times, recording accuracy, and escalation awareness.

## 8. Technology, Online Safety & Family Device Enrolment

We manage digital risks through robust technical controls and strict operational mobile phone restrictions:

### 8.1 Mobile Phone & Personal Smart Device Prohibition

- **Strict Storage Rules:** Personal mobile phones, smart watches with camera/recording capabilities, and personal tablets are strictly prohibited in all nursery rooms, sleep rooms, bathrooms, and outdoor areas.
- **Lockers:** Personal devices must be switched off and secured in staff lockers or designated storage areas upon arrival. Devices may only be accessed during designated breaks in staff-only rest areas.

### 8.2 Family Device Enrolment & Mobile Device Management (MDM)

To eliminate digital vulnerabilities, Flower Pots operates an enterprise Mobile Device Management (MDM) framework for all nursery-owned tablets and devices running the Family management app:

- **Enrolled Device Inventory:** Only nursery-owned devices registered on our central MDM system are permitted on-site. Personal devices can never be used to record child observations or capture photographs.
- **Strict Security & Kiosk Lockdown:** Devices are locked down to pre-approved educational and operational applications. App stores, internet browsers, social media platforms, and personal cloud accounts are disabled.
- **Data Protection & Camera Controls:** Photographs and videos taken via the Family app are stored directly within the secure, encrypted app container. No visual content is stored on local camera rolls or external memory cards.
- **Off-Site Policy:** Nursery devices must remain on nursery premises unless explicitly authorised by the DSL, under strict security protocols.

## 9. Physical & Health Safeguarding Protocols

### 9.1 Safer Sleeping Standards & White Noise Policy

Safe sleep is a critical physical safeguarding responsibility. Flower Pots operates in strict alignment with The Lullaby Trust guidelines and EYFS 2026 standards:

- **Routines & Supervision:** Children sleep in dedicated, well-ventilated sleep areas. Physical room checks are conducted and logged at maximum 5-minute intervals, observing breathing, body temperature, and physical positioning. Children under 12 months are always placed on their backs to sleep with feet to the foot of the cot.
- **Flower Pots Group White Noise Standard:**
  - **Background Sound Threshold:** Continuous white noise machines or loud background music are prohibited during sleep periods as they compromise a practitioner's ability to clearly hear a child's breathing, subtle distress, movement, or vocalisations.
  - **Permitted Application:** Gentle, low-volume white noise or soothing ambient sounds may only be used during initial settling-in phases, provided the device volume does not exceed 50 decibels (dB) (measured at crib distance) and is turned off once the child enters deep sleep. Practitioners must rely on physical line-of-sight monitoring and clear audio environments at all times.

## 9.2 Safer Eating Practices

- **Supervision:** Children are supervised 100% visually and audibly while eating. Practitioners must sit face to face with children during meal and snack times to facilitate social interaction and monitor for signs of choking.
- **Choking Prevention & Food Preparation:** Food is prepared strictly according to age-stage safety guidelines (e.g., grapes, cherry tomatoes are cut lengthways into quarters; hard fruits/vegetables are steamed or grated; nuts are strictly banned across all settings).
- **First Aid Readiness:** At least one Paediatric First Aid (PFA) qualified staff member is present in the room during all meal and snack routines.

## 9.3 Allergy Management & Signposting

- **Risk Assessment:** Every child's dietary needs, medical allergies, and cultural requirements are recorded during enrollment via Famly.

- **Visual Alert Systems:** Rooms maintain clear, confidential allergy reference boards. Individual color-coded crockery items are used during mealtimes to prevent cross-contamination.
- **Emergency Medication:** Auto-injectors and allergy medications are stored in accessible, un-locked (out of child reach) locations in each room, clearly labeled with the child's Individual Health Care Plan.
- *For detailed technical guidelines, refer to the standalone Flower Pots Mealtime Policy.*

#### 9.4 Dangerous / Banned Dogs on Premises

- **Absolute Ban:** In accordance with the Dangerous Dogs Act 1991 (and 2023 Exemption Scheme updates), banned or restricted dog breeds (including XL Bullies, Pit Bull Terriers, Japanese Tosas, Dogo Argentinos, and Fila Brasileiros) are strictly prohibited from entering nursery premises, grounds, car parks, or drop-off/pick-up zones under any circumstances.
- **General Canine Rules:** No dogs (except registered, working Assistance/Guide Dogs) may be brought onto nursery property or left unattended near nursery gates.
- **Risk Management:** Staff are empowered to challenge any individual bringing a restricted animal near nursery boundary gates and will contact local Police (101/999) if child safety or public safety is threatened.

### 10. Healthy Technology Balance, Screen Use & Early Online Safety Education

While Flower Pots settings do not use interactive screens or televisions with children during standard nursery days, we recognise that our children are growing up in a digital world. We proactively embed early online safety education into our EYFS curriculum, helping children develop foundational digital resilience and safe habits through age-appropriate, real-world interactions:

#### 10.1 Educating Children on Staying Safe Online

We do not wait for children to use devices to teach them about safety. Through everyday discussions, key person group times, carpet chats, and story-based learning, practitioners support children to understand simple, core digital safety principles:

- **The "Trusted Adult" Concept:** We regularly discuss who trusted adults are (parents, practitioners, key persons) and empower children to always tell an

adult immediately if something they see or hear on a screen, tablet, or smart device makes them feel sad, scared, worried, or confused.

- **Asking Permission:** We teach children the concept of asking an adult before using or touching devices, building habits around digital boundaries and adult supervision.
- **Body Autonomy & Consent in Photos:** When taking photos for Family learning journals, practitioners ask children for permission (*"May I take a photo of your tower to show Mummy?"*), instilling early awareness of personal privacy, consent, and digital image ownership.
- **Using Age-Appropriate Stories:** We use early years digital safety literature and resources (e.g., Childnet's *DigiDuck* stories or Smartie the Penguin) during circle times to explore themes such as kindness online, not talking to strangers on games, and recognising when a device needs to be put away.
- **Balancing Real-World Play:** We talk with children about how screen time is just one small part of life, helping them understand the value of balancing technology with outdoor exploration, active physical play, and real-world relationships.

## 10.2 Parental Support & Guidance

We partner with families to support consistent online safety habits at home:

- **Screen Guidance:** We share resources aligned with UK Government and NHS recommendations—advising zero screen time for children under 2 years (except video calling family) and a maximum of 1 hour per day of high-quality, co-viewed content for children aged 2-5.
- **Home Safety Signposting:** We provide parents with practical guidance on setting up child accounts, enabling parental controls, managing content filters, and establishing healthy bedtime routines free from devices.

## 10.3 Safeguarding & Wellbeing Triggers

Excessive or unmonitored screen use at home can become a safeguarding or developmental concern. Staff are trained to identify screen-related warning signs, including:

- Children exhibiting or mimicking age-inappropriate, violent, or sexualised content during role-play or peer interactions.
- Extreme fatigue, severe emotional dysregulation, or language/social delays linked to unmonitored night-time screen access.

Where such signs emerge, the Key Person and DSL will sensitively raise concerns with parents, offering early help support and guidance.

## 11. Information Sharing Duty (2026 Standards)

Information sharing is essential to effective safeguarding. Under Working Together to Safeguard Children and updated 2026 Information Sharing Guidance, Flower Pots practitioners recognise that data protection laws are a mechanism to facilitate *safe* and *proportionate* sharing, not a barrier to child protection:

| Flower Pots Information Sharing Principles |                                                      |
|--------------------------------------------|------------------------------------------------------|
| Child welfare first                        | GDPR does not prevent sharing for child protection   |
| No consent required                        | If seeking consent increases risk of harm to a child |
| Proportionality                            | Share necessary facts with LADO/MASH & police        |
| Timely escalation                          | Record decisions and share without delay             |

- **Child Welfare Precedence:** The safety and welfare of the child overrides all GDPR and confidentiality considerations.
- **Sharing Without Consent:** While we strive to work in open partnership with families, parental consent is NOT required to share information with Social Care, MASH, or Police if seeking consent could increase the risk of harm to the child, compromise a police investigation, or cause unreasonable delay.
- **Practice Execution:** Information shared with multi-agency partners (MASH, Health, Police, LADO) must be factual, objective, proportionate, and transmitted via secure, encrypted channels.

## 12. Response Protocols for Disclosures and Concerns

### 12.1 Handling a Child Disclosure

When a child discloses abuse, staff must use open-ended questioning via TED (Tell, Explain, Describe) and execute the 4 Rs:

1. **Receive:** Listen calmly and with undivided attention. Do not express shock, disbelief, or interrupt.

2. **Reassure:** Reassure the child that they were right to speak up. Never promise to "keep it a secret"; explain gently that you must tell someone whose job it is to keep them safe.
3. **Respond:** Ask open-ended questions only using TED (*"Tell me what happened," "Explain that to me," "Describe where you were"*). Do NOT probe, ask leading questions, or conduct an investigation, as this can compromise a legal prosecution.
4. **Record & Report:** Document the disclosure immediately (within 30 minutes) using the child's exact words. Sign, date, and hand the factual log to the DSL immediately.

## 12.2 Whistleblowing, Internal Escalation & External Reporting

Flower Pots is committed to an open, transparent culture where staff feel confident to challenge unsafe practices, poor conduct, or safeguarding failures without fear of retaliation or detriment.

- **Internal Procedures First:** In the first instance, staff are expected to follow our internal whistleblowing procedure by raising concerns directly with their Designated Safeguarding Lead (DSL), Nursery Manager, or Area Manager.
- **Internal Escalation & The 'Speak Up' Platform:** If a staff member feels their concern has not been adequately addressed, if the concern involves senior management, or if they prefer an independent, confidential route, they must escalate the matter using the Flower Pots 'Speak Up' Platform. This secure internal reporting channel allows staff to submit confidential or anonymous whistleblowing disclosures directly to the Senior Executive Team.
- **Visibility & Contact Information:** Whistleblowing informational posters clearly displaying internal escalation steps, 'Speak Up' platform access details, and key contact numbers are prominently displayed on staff noticeboards in every nursery setting.
- **External Escalation (Regulatory Duty):** If an employee genuinely believes that internal escalation routes have been exhausted or that a safeguarding failure poses an immediate, unaddressed risk to children, they retain the legal right and statutory duty to escalate directly to external regulatory bodies, including:
  - **NSPCC Whistleblowing Helpline:** 0800 028 0285 / [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
  - **Ofsted Whistleblowing / Safeguarding Hotline:** 0300 123 1231
  - **Local Authority MASH / LADO Teams** (see Appendix)

### 13. Staff Suitability & Allegations Against Adults

#### 13.1 Managing Formal Allegations Against Staff

If an allegation is made that a staff member has harmed a child, committed a criminal offense against a child, or displayed behavior indicating they are unsuitable to work with children:

- **Immediate Notification:** Report immediately to the Nursery Manager/DSL. If the allegation involves the Manager, report directly to the Area Manager or Senior Leadership Team.
- **LADO Referral (Within 24 Hours):** The DSL/Area Manager must contact the Local Authority Designated Officer (LADO) within 24 hours for initial consultation before taking internal investigative action.
- **Prejudice-Free Suspension:** Following LADO advice, the staff member may be suspended without prejudice or temporarily redeployed away from children while multi-agency inquiries proceed.
- **Ofsted Notification:** Ofsted will be notified of any serious allegation or child protection event within 14 days (or as directed by statutory timelines).

#### 13.2 Low-Level Concerns Culture

We foster an open environment where "low-level concerns", minor conduct issues or oversights that do not meet the formal harm threshold but breach our Staff Code of Conduct are reported to the Manager. Logging low-level concerns prevents organisational "blind spots" and maintains high professional standards across all settings.

### 14. Formal Reporting Summary Table

| Scenario/Risk                                  | Primary Reporting Agency                  | Statutory timeline   |
|------------------------------------------------|-------------------------------------------|----------------------|
| Immediate danger/Active harm                   | Police (999) / Local Authority (MASH)     | Immediate (by phone) |
| Suspected child harm/Neglect                   | DSL/Local Authority (MASH)                | Same working day     |
| Allegation against a staff member              | LADO (Local Authority Designated Officer) | Within 24 hours      |
| Serious child injury, hospitalisation or death | Ofsted, RIDDOR, MASH                      | ASAP (Max 14 days)   |



|                                   |                                      |                        |
|-----------------------------------|--------------------------------------|------------------------|
| Radicalisation/Extremist concerns | DSL, Channel, Police (101)           | Immediate notification |
| Whistleblowing on unsafe practice | NSPCC whistleblowing helpline/Ofsted | Immediate action       |

## 15. Appendix: Statutory & Local Authority Contact Details

| Agency                 | Contact Detail | Purpose                       |
|------------------------|----------------|-------------------------------|
| Hertfordshire MASH     | 0300 123 4043  | Reporting a child at risk     |
| Hertfordshire LADO     | 01992 555420   | Allegations against staff     |
| Buckinghamshire MASH   | 01296 383962   | Reporting a child at risk     |
| DfE Extremism Helpline | 020 7340 7264  | Concerns regarding extremism  |
| Anti-Terror Hotline    | 0800 789 321   | Reporting suspicious activity |
| NSPCC Whistleblowing   | 0800 028 0285  | Escalating setting concerns   |

Policy Authorised By: Nikki McNulty

Date: 30.09.2026