



Roles and Responsibilities

Designated Safeguarding Lead: Jayne Windsor

The Designated Safeguarding Lead (DSL) has the appropriate status, authority and responsibility to carry out the duties of the role effectively. The DSL will:

- Lead on all safeguarding and child protection matters within the nursery.
- Ensure safeguarding remains at the heart of the nursery's culture and everyday practice.
- Undertake appropriate safeguarding training and refresher training in line with the requirements of the Somerset Safeguarding Children Partnership (SSCP), ensuring knowledge remains current with legislation, guidance and local procedures.
- Support, advise and provide guidance to all staff regarding safeguarding concerns.
- Promote a culture where children are listened to, respected and their wishes and feelings are taken into account when making decisions.
- Promote professional curiosity and support staff to ask appropriate questions rather than making assumptions.
- Ensure that all concerns are taken seriously, recorded accurately and acted upon without delay.
- Maintain secure, confidential safeguarding records, separate from children's learning records, in accordance with data protection legislation.
- Monitor safeguarding concerns to identify patterns, repeated incidents or emerging risks.
- Make timely referrals to Children's Social Care, the Police, Early Help or other agencies where appropriate.
- Coordinate and contribute to Early Help Assessments and multi-agency meetings.
- Attend Child Protection Conferences, Core Groups, Strategy Meetings and other safeguarding meetings where required.
- Ensure Child Protection Plans and Child in Need Plans are implemented within the nursery.
- Liaise with health professionals, social workers, schools and other agencies to ensure effective information sharing.
- Ensure safeguarding records are transferred securely to a child's new setting or school and obtain confirmation of receipt.
- Notify Children's Social Care where a child subject to a Child Protection Plan is absent without explanation, in accordance with local procedures.
- Ensure staff receive safeguarding induction before working unsupervised with children.
- Ensure all staff receive safeguarding updates and understand their statutory responsibilities.
- Ensure safeguarding policies are reviewed at least annually, or sooner if legislation changes.
- Ensure safeguarding information is shared with parents and carers, including the nursery's duty to make referrals where a child may be suffering or likely to suffer significant harm.
- Lead on safeguarding audits and quality assurance to continually improve practice.
- Work closely with the Manager and Management Committee to ensure safeguarding responsibilities are fully met.

Deputy Designated Safeguarding Lead (DDSL)

Deputy DSL: Karen Robotham

The Deputy Designated Safeguarding Lead is appropriately trained and will:

- Support the DSL in carrying out safeguarding responsibilities.
- Act in the absence of the DSL with the same level of authority.
- Ensure safeguarding decisions are never delayed because the DSL is unavailable.
- Maintain safeguarding records and liaise with external agencies where required.
- Promote safeguarding awareness across the nursery.

Management Committee

The Management Committee will ensure that:

- Safeguarding is given the highest priority throughout the organisation.
- Appropriate safeguarding policies and procedures are in place, implemented, reviewed annually and published for parents.
- A suitably trained DSL and Deputy DSL are appointed.
- The DSL role is clearly identified within the job description.
- Robust safer recruitment procedures are followed in accordance with statutory guidance.
- Appropriate DBS checks, references, identity checks, right-to-work checks and suitability checks are completed.
- There are effective procedures for managing allegations, low-level concerns and complaints relating to staff or volunteers.
- Staff receive safeguarding training during induction and regular updates thereafter.
- Staff understand whistleblowing procedures and feel confident raising concerns.
- The nursery works effectively with Somerset Safeguarding Children Partnership (SSCP), Children's Social Care, Ofsted and other agencies.
- Safeguarding practice is regularly monitored and audited.
- Adequate staffing, time and resources are provided to enable the DSL to fulfil the role effectively.
- Children are supported to learn about keeping themselves safe, including online safety, in an age-appropriate way.
- Annual safeguarding reviews are completed and any actions addressed promptly.

Manager: Jayne Windsor

The Manager will:

- Ensure safeguarding policies are fully implemented.
- Support the DSL and Deputy DSL in fulfilling their safeguarding responsibilities.
- Ensure sufficient staffing, time and resources are available for safeguarding duties.
- Promote a safeguarding culture where staff feel confident to raise concerns.
- Ensure staff understand professional boundaries and the Staff Code of Conduct.
- Ensure children are given opportunities to develop personal safety skills, including online safety.
- Ensure children's wishes, feelings and lived experiences are central to decision making.
- Liaise with the Local Authority Designated Officer (LADO) where allegations are made against adults working with children.
- Notify Ofsted and other regulatory bodies where required.
- Refer individuals who may pose a risk to children to the Disclosure and Barring Service (DBS) where the legal threshold is met.
- Ensure safer recruitment procedures are consistently followed.
- Monitor staff wellbeing and provide appropriate support following safeguarding incidents.

Responsibilities of All Staff

Every adult working within Clare House Nursery has a responsibility to safeguard children.

All staff must:

- Read and understand all safeguarding policies and procedures.
- Understand the nursery's safeguarding ethos and "Curious Practitioner" approach.
- Be professionally curious and never make assumptions.
- Remain alert to signs of abuse, neglect, exploitation or radicalisation.
- Understand that safeguarding includes physical, emotional, sexual abuse, neglect, domestic abuse, child criminal exploitation, child sexual exploitation, online abuse, county lines, female genital mutilation, forced marriage and other emerging safeguarding risks.
- Recognise that children with SEND may have additional safeguarding vulnerabilities.
- Listen carefully to children and never ask leading questions during a disclosure.
- Record concerns factually, accurately and promptly.
- Report all safeguarding concerns immediately to the DSL or Deputy DSL.
- Understand that anyone can make a referral directly to Children's Social Care if they believe a child is at immediate risk.
- Maintain confidentiality whilst understanding that safeguarding information must be shared where necessary to protect children.
- Follow the Staff Behaviour Policy and Code of Conduct at all times.
- Maintain appropriate professional boundaries with children and families.
- Challenge unsafe practice and report low-level concerns about adults working with children.
- Complete safeguarding training and updates as required.

The welfare of the child is always the paramount consideration.

