Safeguarding Children Policy for Manna House Day Nursery

Reviewed: October 2026

Manna House Day Nursery abides by the duty of care to safeguard and promote the welfare of children and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation has an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents carers and other agencies is essential in promoting children's welfare

Purpose:

Manna House Day Nursery will:

- Protect children and young people who receive Manna House Day Nursery's services from harm. This includes the children of adults who use our services
- Provide staff and volunteers, as well as children and their families, with the overarching principles that guide our approach to safeguarding

This policy applies to anyone working on behalf of Manna House Day Nursery, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.
Child Abuse: Children may be vulnerable to neglect and abuse within their family or harm outside of the family. There are four main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child criminal exploitation
- Child trafficking
- Domestic abuse
- Emotional abuse

- Female genital mutilation
- Grooming
- Neglect
- Non-recent abuse
- Online abuse
- Physical abuse
- Sexual abuse

Safeguarding children: Safeguarding children is defined in Working Together to Safeguard Children 2023 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 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
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where
  this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework

Thresholds

Manna House Day Nursery refer to and seek guidance from the Threshold Framework held by Staffordshire Safeguarding Children Partnership.

The Threshold Framework 'Accessing the Right Help at the Right Time' is the overarching document for the whole of the children's workforce. This multi-agency threshold framework is a guidance tool that all agencies, professionals and volunteers can use to consider how best to meet the needs of individual children and young people. The Threshold Framework is available on the Staffordshire Safeguarding Children Partnership website https://www.staffsscp.org.uk.

The Prevent Duty

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counter terrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations

- Other organisations may also have Prevent duties if they perform delegated local authority functions

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. More information available on the Staffordshire Safeguarding Children Partnership website https://www.staffsscp.org.uk.

Training & Awareness:

Manna House Day Nursery will ensure an appropriate level of safeguarding training is available to its trustees, employees, volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children
- Understand the difference between safeguarding children and child protection
- How to spot the signs of abuse and neglect
- How to respond to the indicators of abuse and neglect and keep children safe
- Understand dignity and respect when working with children
- Have knowledge of the Safeguarding Children Policy

Staffordshire Safeguarding Children Board provide safeguarding children training for private and voluntary sectors Learning Zone – Staffordshire Safeguarding Children Partnership (staffsscp.org.uk)

Confidentiality and Information Sharing:

Manna House Day Nursery expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of significant harm* or contact the police if they are in immediate danger, or a crime has been committed. For further guidance on information sharing see our information sharing policy.

**Please see SSCB Threshold Framework – Accessing the right help at the right time for definition*

Consent:

Whilst professionals should in general discuss any concerns with the child, their parents / carers and where possible seek their agreement to making referrals to Staffordshire Children's Advice and Support (SCAS), this should only be done where such discussion and agreement-seeking will not place the child or others at increased risk of suffering significant harm. For more information see the Threshold Framework on the Partnerships website https://www.staffsscp.org.uk.

Consent / agreement is not required for child protection referrals; however, you, as the referring professional, would need to where possible discuss with and inform parents or carers that you are making a referral as stated above, unless by alerting them you could be putting that child or others at risk.

Recording & Record Keeping:

A written record must be kept about any safeguarding concerns. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Safe Recruitment & Selection:

There is a duty under Section 11 of the Children's Act 2004 for Manna House Day Nursery to be committed to safe employment and safe recruitment practices that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

Manna House Day Nursery has policies and procedures that that cover the recruitment of all trustees, employees and volunteers. This is the safe recruitment policy.

Social Media:

All employees and volunteers should be aware of Manna House Day Nursery's social media policy/procedures and the code of conduct for safeguarding children on digital platforms.

Use of Mobile Phones & Other Digital Technology:

All employees, trustees and volunteers should be aware of Manna House Day Nursery's policy and procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to share images and content on any digital platform without the explicit consent of the person with parental responsibilities.

Escalation:

Professionals providing services to children and their families should work co-operatively across all agencies, using their confidence, skills and experience to make a robust contribution to safeguarding children and promoting their welfare within the framework of discussions, meetings, conferences, and case management.

On occasions situations may arise where there is professional disagreement in relation to safeguarding a child. Resolution is an integral part of professional joint working to safeguard children and this policy seeks to identify how such resolution can be achieved where there are professional differences of opinion.

All professionals have a responsibility to work together and to help to prevent disagreements from escalating where possible. This policy identifies a non-exhaustive list of potential areas of disagreement, guidance on resolving disputes and procedures to be followed when disputes cannot be resolved through discussion and negotiation between professionals at front line level.

Whistleblowing:

It is important that people within Manna House Day Nursery have the confidence and support to come forward to speak or act if they have concerns that have not been addressed by the escalation process. Additional knowledge, advice and guidance must be sought from designated safeguarding leads at all times.

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by Manna House Day Nursery to protect whistleblowers.

Further information on 'Allegations of abuse made against a person working with children' visit Staffordshire Safeguarding Children Board website.

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Staffordshire Children's Advice and Support (SCAS)
0300 111 8007
Emergency Duty Service (out of hours) Tel No. 0345 604 2886
Or email: eds.team.manager@staffordshire.gov.uk
Police
Emergency – 999

Non-emergency – 101

NSPCC Helpline - 0808 800 5000