

TRUST POLICY

Nursery Handbook – Safeguarding and Child Protection Policy



Approval		
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1.0	February 2026	Childcare Service Manager Nursery Managers	Archived	New trust wide policy

1.1	August 2026	Tracey Gregory	LIVE	Minor changes in line with legislation
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1. Introduction

The framework sets out the safeguarding and welfare requirements providers must meet. They are designed to help providers create a high-quality, welcoming, and safe setting where children can enjoy learning and grow in confidence.

3.2 pg. 23 EYFS Statutory Framework 2026

University Hospitals Sussex NHS Foundation Trust nurseries are committed to the protection of the children in their care. The welfare, safety and protection of children are paramount.

Our policy is in line with the local child protection procedures approved by the Local Safeguarding Children Board (LSCB).

The Nursery Management team complies with the local child protection procedures approved by the Local Safeguarding Children Board and ensures that all adults working and looking after children in the provision are competent to put the procedures into practice.

The Policy is based on the Government's statutory guidance 'Working Together to Safeguard Children 2018' (2020) and the University Hospitals Sussex Safeguarding Policy and the Early Years Statutory Requirements 2026 to ensure the following procedures are followed:

- Ensuring the suitability of people looking after children.
- Designated Staff to tackle Safeguarding and Child Protection concerns
- Training of staff.
- Procedures when an allegation is raised against a member of staff.
- Covering the use of mobile phones, smart watches and cameras.

Providers follow the guidance of 'Working Together to Safeguard Children 2018' updated 2020.

It is a requirement of providers to report any suspicions they may have that a child has suffered/is suffering or is at risk of suffering harm to the Local Safeguarding Children Board. A copy of the Sussex Child Protection and Safeguarding Procedures is available for the staff with relevant contact telephone numbers.

2. Policy Statement

The nurseries will ensure the following:

That confidentiality is always maintained.

The Service Manager and Nursery Management teams are the designated staff for child protection liaison.

The Service Manager and Nursery Management teams should ensure that all staff have a DBS or previously cleared CRB and have appropriate recruitment clearances.

If a child shows concern to Nursery staff on an occasion when he/she has entered the nursery either by presenting a sign of an injury or verbalising an incident this will be recorded on an 'Incident on Arrival form' or a Chronology of Significant Events Form and will be filed in a confidential folder or child's admission file.

Staff will inform and discuss any concerns they have regarding a child's safety with the designated person or his/her line manager. Should concerns arise full, contemporaneous and objective records must be kept.

Parent or carers permission will be sought (although this is not a requirement) before a referral is undertaken or discussed with other agencies, unless doing so may itself place the child at further risk.

The Designated Person will seek advice from the following professionals to establish if the report constitutes a child protection concern, Fiona Cassidy Lead for Safeguarding Children and Young People or Sarah Matthews, Safeguarding Nurse for University Hospitals Sussex NHS Foundation Trust as professional advisors. Tracey Gregory, Senior Designated Person and Childcare Services Manager with responsibility for the nurseries.

Telephone for guidance or referral:

West Sussex Safeguarding Children Partnership:

Integrated Front Door (IFD)

Mon-Fri (9.00-17.00) Tel: 01403 229900

Out of Hours Tel: 03302226664

Emergency Duty Team (EDT) Tel: 03302226664 (Emergencies Only) or if unavailable Tel:
07711769657

Local Authority Designated Officer: Tel: 033 022 26450

Email: LADO.Admin@westsussex.gov.uk

All information and referral for WSCC contacts can be found at www.westsussexscp.org.uk

Local Authority Safeguarding Board - Brighton and Hove:

The Front Door for Families

Mon-Thurs (9.00-17.00) Tel: 01273 290400

Fri Only (9.00-16.30) Tel: 01273 290400

Out of Hours Tel: 01273 335905

Tel: 01273 335906

Email: FrontDoorforFamilies@brighton-hove.gov.uk

Tel: The Front Door for Families: 01273 290400

Local Authority Designated Officer:

First Contact - Email: ladoenquiries@brighton-hove.gov.uk.

For urgent LADO matters outside of office hours, at weekends and on public holidays
contact 01273 335905

The Local Authority Designated Officer (LADO) will be appointed if an allegation has been made against a member of staff or the setting. A strategy meeting will be arranged if deemed appropriate.

University Hospitals Sussex NHS Trust nurseries Senior Designated Person will contact Ofsted if required.

3. Unauthorised or Incapacitated Person

We will not release any child to any person who is not authorised to pick up by the child's parent or carer. Staff will notify the person with legal responsibility of the child and will only release if verified.

We will not release any child to any person[s] we feel may be incapacitated in a way which could result in harm to a child for example under the influence of alcohol or drugs or behaving in a manner not suitable of taking charge of a child.

It is the responsibility of the Nursery Manager, Deputy Manager, or senior member of staff on duty to contact the child's other parent or carer or emergency contact person. If no contact can be made, then the Local Safeguarding Children Board will be informed and/or a 999 call if we feel that there is a risk or potential harm to a child. The Nursery Management team will contact Ofsted.

The nursery management team will document any concerns regarding the suitability of persons collecting

4. Role of the Nursery 'Designated Safeguard Lead' (DSL) (Nursery and Deputy Managers)

Within our nurseries the Nursery Manager and Deputy Manager are the named Designated Safeguard Leads and will support staff and families should a safeguarding or child protection concern be raised.

All nursery staffs undertake Level 3 Child Protection & Safeguarding training annually.

- Ensure that staff complete and maintain documentation of a child's health, wellbeing and daily routine.
- Ensure staffs comply with the use of Mobile Phones, Smart Watches and Camera's whilst on the premises, outdoor activities and outings.
- Maintain accurate and secure Safeguarding or Child Protection records.
- Ensure staff have annual training and aware of any updates.
- Ensuring that staffs know the signs and symptoms of abuse.

- Attend Local Authority 'Strategy Meeting' and meet with all professionals assigned to the case.
- Support children, staff and families on advice from Local Authority professionals.
- Liaise with UH Sussex NHS Foundation Trust HR Recruitment to ensure all staff have cleared relevant checks when recruiting to a post'.
- Supervise staff practice and challenge inappropriate behaviours.
- Act as a source of support, advice and expertise on matters of safety and safeguarding and deciding whether to make a referral by liaising with relevant agencies.
- To lead in a case of staff suspension due to a safeguarding concern.
- The DSL will liaise with the police and Local Safeguarding Board in cases where a crime may have been committed.
- To inform Ofsted and the Local Education Authority with a concern of Child Protection or Safeguarding only in the absence of the Childcare Services Manager.
- Liaise with Disclose and Barring service in cases where a person has been dismissed or resigned due to risk / harm of a child, only in the absence of the Childcare Services Manager.
- The DSL will review annually the 'Child Protection and Safeguarding' policy annually and update when required.
- To ensure staff attend the annual UH Sussex NHS Foundation Trust Safeguarding training.

5. The Action of the 'Designated Person' on Receiving a Report of Suspected Harm

Structure:

Senior Designated Safeguard Lead – Childcare Service Manager UH Sussex NHS Foundation Trust

Designated Safeguard Lead – Nursery Manager's and Deputy Nursery Manager's at Sussex House and Wendy House Nurseries.

The Designated Safeguard Lead decides whether the report constitutes a child protection concern. If it does a referral is made to Integrated Front Door at West Sussex Children or The Front Door for Families (Brighton and Hove)

If unsure about whether the report constitutes a child protection concern, the Designated Safeguard Lead will consult with the Safeguarding team based at UH Sussex NHS FT or telephone the Local Safeguarding Children Board for further advice.

When consulting with the LSCB the Designated Safeguard Lead will make it clear whether they are making a referral or seeking advice.

When making a referral to the Designated Safeguard Lead will take advice of the LSCB or Local Authority Designated Officer (LADO) of who and when 'persons' need to be informed for example the parent or carer. The safety of the child is always paramount.

If unsure about the safety of the child, the LSCB will consult with social services and the police.

Local Authority Safeguarding and Child protection referrals are discussed with the Senior Designated Safeguard Lead who is the Childcare Service Lead.

All child protection referrals are reported to Ofsted Complaints Tel: 03001231231

OFSTED address: Ofsted
Piccadilly Gate, Store Street,
Manchester M1 2WD

If the Designated Safeguard Lead has a direct relationship with the child or family, it should be referred to the additional Designated Safeguard Lead in the setting, the Designated Safeguard Lead in the other nursery or the Senior Designated Person who is the Service Lead.

Child Protection and Safeguarding concerns are the responsibility of all those working with children and therefore an enquiry or referral is openly welcomed, however we would ask for staff to share their concerns prior to speaking to the Local Safeguarding Team to ensure all information is correct.

If staff are unable to report their concerns to the Designated Safeguard Lead or the Service Lead (SDSL) then they should contact the Director of Human Resources for UH Sussex NHS Foundation Trust (please refer to the Whistleblowing section)

6. Information Sharing

The General Data Protection Regulation 2018 (GDPR) and Data Protection Act 2018 does not prevent the sharing of information for the purpose of keeping children safe. Studies shown from Serious Case Reviews that it is the fear of practitioners sharing information that prevents the raising concerns and early interventions.

Working Together to Keep Children Safe 2023 says 'Practitioners should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children whether this is emerging or where a child is already known to the Local authority social care'.

The GDPR 2018 regulates the sharing of personal information however it is not necessary to seek consent to share information with safeguarding concerns or promoting the welfare of a child if there is a lawful basis to process personal data.

UH Sussex nurseries will always ask a Safeguarding Lead either within our organisation or the Local Authority the threshold requirements sharing personal information before proceeding with raising a concern.

7. Recruitment of Nursery Staff

All members of staff will hold an appropriate childcare qualification of a Level 2 or 3 NVQ or equivalent and above (stated by Department of Education previously Children's Workforce Development Council) or have equivalent childcare experience. We support unqualified staff to undertake a formal qualification using the UH Sussex Apprentice Levy

There are robust Policies and Procedures of recruitment held by University Hospitals Sussex NHS Foundation Trust guidelines and NHS Employers.

All staff should complete Statutory and Mandatory training required by University Hospitals Sussex NHS Foundation Trust and Early Years Statutory Framework.

Recruiting of Staff:

Vacancies in our nurseries are advertised on the NHS Jobs website, University Hospitals Sussex NHS FT website, Recruitment website INDEED and within the local DWP centre. We also use our 'nurseries' Facebook page to promote our settings and advertise positions that are available.

All candidates must apply for a position in our nurseries but completing an online application form on a system called TRAC.

Personal information such as Name, Gender, Ethnic Group, Age or Disability/Health concerns are not available to those that are 'shortlisting' candidates.

At the time of interview, the candidate will have to undertake a formal interview, a written exercise and spend a period in a playroom being observed with their interaction and engagement with the children.

The candidate will be 'scored', and the nursery interview panel will appoint the best candidate for the position. All applicants will be treated equally

University Hospitals Sussex NHS Foundation Trust Resourcing department will carry out the following checks following the interviewing and selecting of staff.

Identity checks:

- Employment history and references must validate a min 3-year continuous employment/training including gaps.

- Professional Registration and Qualifications
- Right to Work checks
- Criminal Record Checks
- Work Health Assessment

New Staff attend a one- or two-day compulsory UH Sussex Trust 'Induction Programme'. There will also be a local induction in the nursery for all new staff. The new employee will also be teamed with a 'buddy' who support and supervises practice including daily routines, procedures such as fire evacuation, introduction to parents and carers and undertaking personal care routine. The 'buddy' if and when appropriate informs the nursery manager of any continuing issues to ensure this can be addressed as soon as possible.

Regular staff/team meetings and supervisions will take place to ensure close staff co-operation and shared thinking.

8. Student Placements and Volunteers

Providers must not allow anyone under 17 to care for children unsupervised at any time. Providers may count students and long-term volunteers (aged 17 or over) and apprentices (aged 16 or over) in ratios at the level below their study level if the provider is satisfied that they are suitable, competent and responsible and they hold a valid and current paediatric first aid qualification

3.57 Early Years Statutory Framework 2026.

University Hospital Sussex NHS Foundation Trust nurseries are committed to sharing good practice and supporting those who wish to pursue a career in childcare. We welcome students to join our nursery teams to gain work experience.

We will endeavour to only accept 2 students at a time to ensure there is no undue pressure on staff.

Students will be required to be 16 years and above therefore placements are for colleges or universities candidates only. We do not take Secondary School students.

Placements will be agreed after discussions with the Service / Nursery Manager and appropriate tutors.

UH Sussex NHS Trust requires all students to complete an HR 'Honorary Contract' before a placement commences.

- The contract must be completed by the Service / Nursery manager, Student and Tutor.
- The required checks before a placement are Identification, Criminal record check and Health Assessment.
- All students will be given an Induction to the setting and will be informed of key policies and procedures such as Fire Evacuation, Use of Mobile Phones/Cameras & Smart Watches, Confidentiality, Equalities and Safeguarding.

- It is expected that during the placement that a tutor will visit the nursery or have verbal communication with the Nursery Manager, Deputy Manager or Senior EY Educator.
- Students will be offered support and guidance throughout their placement. At the end of the work experience an accurate report will be completed for the student and college with honest and constructive feedback of the students' performance.

As part of a students' study, they may be required to undertake observations of individual/groups of children. All appropriate permissions will be in place prior to this being carried out and the student will be required to show their written observations to the Senior EY Educator/Nursery Manager or Deputy. Observations undertaken from a student should not provide any information that discloses an identity

Students will be able to undertake personal care after a suitable induction period and with the full supervision of a staff member.

Students will be always supervised by a member of staff and not left alone with a child[ren].

Students are not to be used in ratios, unless are on long term placement and have the required competencies.

Volunteers:

The nurseries recognise that volunteers can be a value contribution to the settings, providing a range of skills and experiences. As many volunteers within the Trust are retired individuals it brings the opportunity of children have multi-generational experience, especially if they have minimal contact with their extended family i.e. grandparents.

All volunteers are vetted through the UH Sussex NHS Trust volunteer service before spending time in our nurseries. The recruitment checks will be carried out and will include

- Employment history and references must validate a min 3-year continuous
- Right to Work checks /VISA Status
- Criminal Record Checks
- Work Health Assessment

*Volunteers and Students are not Trust employees however they will have to follow the nursery policies and procedures in the same manner as an employee

*Volunteers and students are likely to become aware of confidential information within the nursery either about children, staff or parents therefore should always adhere to the Trust and Nursery confidential policy.

9. Allegations Surrounding a Staff Member of Volunteer

The Senior Designated Safeguard Lead will be responsible where there is a Safeguarding or Child Protection allegation about a member of Staff, Volunteer or Student.

Allegations of abuse made against a person who works with children detailed in 'Working Together Safeguard Children 2023'. The procedures should be applied when there is an allegation or concern that any person who works with children in connection with his/her employment or voluntary activity has:

- *Behaved in a way that has harmed a child or may have harmed a child*
- *Possibly committed a criminal offence against or related to a child*
- *Behaved towards a child or children in a way that indicates that he/she is unsuitable to work with children.*

The Senior Designated Safeguard Lead will:

Decides whether the concerns or complaints fall within the threshold of significant harm and therefore requires appropriate disciplinary procedures.

Consult the Local Safeguarding Children Board regarding the concern. A LADO will be assigned to the case and discuss what information can be shared with parents or carers to reassure and contain rumours.

Arrange for the member of staff or volunteer to refrain from work while investigation is taking place.

Inform Human Resources of the complaint. University Hospitals Sussex NHS Foundation Trust complaint procedure will be enforced.

Suspend the member of staff (if allegations are very serious and are likely to lead to dismissal and prosecution) and then follow the UH Sussex NHS Foundation Trust disciplinary procedure.

Ensure that confidentiality is always maintained.

Support the other staff.

Inform Ofsted about the situation

10. Suspension of a Staff Member for an Allegation

Suspension does not indicate that an alleged incident has taken place but is intended to allow a full investigation to be conducted and to protect the staff member or volunteer as well as the children, families and other staff throughout the process.

The decision to suspend a member of staff where an allegation against them has been made should be under the guidance of the Childcare Services Manager as the Senior Designated Person and a senior HR Manager to be present.

Suspension is not automatic and alternatives to suspension should always be considered i.e. working from home or temporary redeployment.

11. Expectations of Staff Working in UHSussex NHS Nurseries

All nursery staff should:

- Recognise and respond to physical, emotional and behavioural indicators that a child might be suffering from harm.
- Respond appropriately to a child's allegation of abuse.
- Act on concerns about the conduct of a colleague, volunteer or students.
- Act on a report of suspicion of abuse
- Staff own awareness – Ensure not left in room for long periods of time alone.
- Care for a distressed child appropriately and ensure other staff members are present.
- Ensure that two members of staff are present at the start and at the end of the day.
- Ensure that volunteers/agency staffs are not left alone at any at any time with the children.
- Attend regular training courses regarding child protection.
- On being alert to abuse all staff and volunteers should record accurately and report to the designated person without delay and certainly on the same day.
- All Staff should be aware that when dealing with child protection issues that parental co-operation is of the up most importance and that they are committed to:
- Supporting parent or carer in understanding their responsibilities for the welfare of their children.
- Working at fostering trust and good relationships with parents.
- Informing parents of their child's progress and development and encouraging them to enjoy and celebrate their child's achievements.

12. Whistleblowing (Freedom to Speak Up)

Providers must put appropriate whistleblowing procedures in place for all staff (including students and volunteers) to raise concerns about poor or unsafe practice in the setting's safeguarding provision

3.7 pg. 24 EYFS Statutory Framework 2026

The Early Years Foundation Stage states that whistleblowing is when an individual reports takes the steps to report a concern of misconduct, neglect, bullying or safeguarding or an illegal act which requires escalating for further investigation.

All Nursery employees are responsible and accountable for their own actions and behaviours that are associated with their job role. Likewise, they also have a duty of care to report any concerned behaviours of colleagues, volunteers, students or parents/families.

Nursery staff have a responsibility to challenge any discriminatory remark or behaviour against other staff members, children, families, and visitors.

Staff should:

- To role model good practice and speak politely and supportively to colleagues that might need advice or support in the delivery of their own practice.
- Speak to another colleague or senior staff member if inconsistent or bad practice continues.
- The child's needs are always at the forefront of good practice.
- Staff should be familiar with nursery and Trust policies and procedures.
- Staff should be aware of the reporting structures within UH Sussex nurseries.
- Raising concerns can be done verbally and written.
- Staff to feel comfortable to cooperate with internal and external investigations.
- Confidentiality should be maintained throughout when raising concerns or during investigations.
- All UHSussex NHS Trust employees should be familiar with the Trusts Freedom to speak Up Policy (previously known Whistleblowing Policy)

***Staff should be able to raise concerns without fear of repercussions or mistreatment from the team or a colleague.**

If Nursery staff feel they are unable to disclose information either within the setting or through University Hospitals Sussex NHS Foundation Trust, then they can seek advice with:

NSPCC whistleblowing advice line is available. Tel: 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends.

Email address is: help@nspcc.org.uk.

Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.

Ofsted provides guidance on how to make complaints about a provider: Complaints procedure - Ofsted - GOV.UK (www.gov.uk).

General guidance on whistleblowing can be found via: Whistleblowing for employees.

13. Staffing Demonstrating British Values within UHSussex Nurseries

The Statutory Framework for the Early Years Foundation Stage demonstrates links to promote fundamental 'British Values' to comply with the Prevent Duty 2015.

University Hospitals Sussex NHS Foundation Trust nurseries will demonstrate the following responsibilities.

- Provide staff with sufficient training of Child Protection and Safeguarding at Level 3 to all staff annually.

- The nursery staffs to recognise vulnerability within our families with an awareness of possible radicalism behaviour, and the actions in response to the behaviours and concerns.
- The Counter-Terrorism and Security Act 2015 places a duty on early years providers “to have due regard to the need to prevent people from being drawn into terrorism” (the Prevent duty).
- Both the ‘Senior Designated Person’ and the ‘Designated Person’ to understand when to make Safeguarding referral; and the relevant professionals to liaise with in-line with normal reporting process.
- Senior Designated Person and/or Designated Person to liaise with UH Sussex NHS Foundation Trust Human Resources department if a staff member or volunteers are demonstrating radicalised behaviours or signs of family vulnerability.
- Staff to be alerted to any Safeguarding or Child Protection issues within the child’s life either, at home or elsewhere.
- Staff to keep children safe and to promote health and wellbeing.
- Staff to promote ‘Personal, Social and Emotional’ development by teaching children right from wrong, to mix with others and share values, ideas, and opinions. Ensure all beliefs and cultures are respected, shared and celebrated.
- Staff to challenge negative behaviours towards individual’s race, beliefs, culture, gender and sexuality and prevent stereotypical thoughts or behaviours.

14. Continuum of Need / Threshold Guidance (West Sussex)

The ‘Continuum of Need’ level of need and threshold guidance is a tool to assistant practitioners working with children and young people where there are safeguarding concerns. The tool is designed for those working closely with children and young people to identify those most vulnerable at the earliest opportunity and provide the correct support.

There are two documents as part of this process:

- To help identify the Level of Need.
- The threshold to make a referral.

The two documents will support the nursery staff to identify early factors which may impact or have potential impact on a child’s learning and well-being such as Health, Environment and Learning surrounding the child and their family.

The nursery staffs recognises that families can go through many changes and therefore some factors may be short or long term and may/may not need any further support.

If a child has been identified within the tool to need additional support the nursery management will discuss with the parent/carer as early as possible any concerns raised; this may include strategies the nursery can support, advice from a Health professional or a local authority Early Years Advisor.

In cases where a concern has met a Safeguarding/Child Protection threshold than the nursery management team will follow the relevant policy and procedures.

15. Additional Safeguarding and Child Protection Concerns

Below provides an overview of other areas that will meet a Safeguarding or Child Protection concern:

Bruising of a Non-Mobile Baby

UH Sussex nurseries recognise that bruising in older infants and children is normal and can occur frequently with outside play. The nurseries will record bruising if excessive, in unusual areas and abnormal in size and colour.

NICE Guidance 2017 states that bruising in any child who is not independently mobile should prompt suspicion with a referral made to the Local Children's Safeguarding Board.

Abusive Head Trauma (AHT)

Abusive Head Trauma or previously known as Shaken Baby Syndrome (SBS) is an injury to a person that has been caused by another person.

Signs of AHT can be subtle to fatal with symptoms ranging from extreme fussiness or irritability, vomiting, difficulty staying awake, breathing problems to seizures, fractures and coma.

In mild cases of AHT a child may appear normal after being shaken, but over time he/she may develop health or behavioural problems.

ICON is a nationally coordinated multi-agency programme to support parents coping with a crying baby. The Hampshire group developed an acronym 'ICON' which supports the core message ICON represents:

- I= Infant Crying is normal, and it will stop.
- C= Comfort methods can sometime soothe the baby, and the crying will stop.
- O= it's OK to walk away if you have checked the baby is safe and the crying will stop.
- N= Never ever shake or hurt a baby.

For further information email: <http://iconcope.org/>

Fabricated Illness:

Fabricated or induced illness is when the carer may exaggerate or deliberately cause symptoms of illness to a child in order to seek out unnecessary medical treatment or investigation.

The signs may include the carer exaggerating a real illness or symptoms, inducing physical illness through poisoning, starvation and inappropriate diet. They may also present false allegations of abuse, encourage the child to appear ill or disabled to obtain unnecessary treatment or specialised support.

Domestic Abuse:

The Government defines 'Domestic Abuse' as an incident or pattern of incidents demonstrated in of controlling, coercive, threatening behaviour, violence or abuse of a person 16 years or over who are or have been intimate partners or family members regardless of gender, sexuality. Other signs of Domestic Abuse are physiological, physical, sexual, emotional and financial abuse.

The updated Working Together to Safeguard Children 2020 states that practitioners need to develop their knowledge and skills in addressing the impact that domestic violence has upon children both as a witness and by being forced to collude in the act. This has both short term and long-term emotional effects on the individual.

Female Genital Mutilation (FGM)

The procedure which includes the removal of part or all the external genitalia for cultural or other therapeutic reasons the BSUH Nurseries will:

- Refer to the Local Authority Safeguarding Board
- Ref to the FGM – Multi Agency Guidance (February 2011)

All NHS Hospitals are required to record a patient that has FGM or a family history of FGM.

Safeguarding / Child Protection Concerns Linked to Beliefs in Spirits Possession and Abuse in Faith / Cultural Groups:

Staffs have a 'Duty of Care' to report any child suffering damage to their physical and mental health, their capacity to learn and ability to form relationships.

If the nurseries suspect a child's safety and wellbeing is at risk due to concerns surrounding rituals of religious/faiths/cultural groups, the 'Designated Person' will sort advice from the following contacts:

Local Safeguarding Children's Board
Child Protection Advisory Service (CPAS)
Caribbean Evangelical Alliance (ACEA)

16. Missing / Repeated Absence of a Child

If providers have concerns about children's safety or welfare, they must immediately notify their local authority children's social care team, in line with local reporting procedures, and, in emergencies, the police

3.9 pg. 24 EYFS Statutory Framework 2026

Sussex House and Wendy House, hold a register of attendance per day and keep a record of children's absence and reasons for non-attendance.

If it is determined that a child has repeated absence from the setting without prior acceptable notification than University Hospitals Sussex NHS Foundation Trust nurseries has a responsibility to ensure that the welfare of the child is upheld and has the responsibility to liaise with other agencies such as Health Visitor, Social Worker known to the family to ensure they receive the required support.

Where a child is repeatedly absent from the setting the Nursery Manager or Service Manager has the responsibility to ensure the child is safe and therefore will contact the parent or carer to establish the child's welfare.

In such circumstances there may be a child protection concern and therefore the nursery will be permitted to follow the Safeguarding and Child Protection policy and procedures.

**Missing child whilst on nursery premises please refer to the Lost and Missing Child Policy*

17. Links to other Trust policies

UHSN009 Nursery Handbook - Mobile Phone, Smart Watches and Camera Policy
UHSN010 Nursery Handbook - British Values and Prevent Policy
UHSN011 Nursery Handbook - Lost and Missing Child Policy
UHSN012 Nursery Handbook - Arrival and Departure Policy
UHSN013 Nursery Handbook - Parental Responsibility Policy
UHSN014 Nursery Handbook – Toileting and Intimate Care Policy
UHSN015 Nursery Handbook - Learning, Play and Care Policy