



Safeguarding & Child Protection Policy

Play Days Nursery Limited & Play Days Academy Limited

Adopted: September 2025 | Review: September 2026

Author: Imelda Rylatt, Company Director & DSL

"Every child deserves the best possible start in life and the support that enables them to fulfil their potential. A secure, safe and happy childhood is important in its own right."

Statutory Framework for the Early Years Foundation Stage (EYFS 2025)

1. Purpose & Aims

The purpose of this policy is to provide a clear framework for all staff, volunteers and stakeholders at Play Days Nursery & Academy in safeguarding and promoting the welfare of every child and young person in our care. This includes children registered at the setting, those on student placement, and young apprentices under the age of 18.

This policy ensures that:

- All children are safe and protected from harm.
- Staff, volunteers, managers, owners, visitors and parents understand their legal responsibilities in relation to safeguarding and child protection.
- The setting has clear procedures for responding to concerns, disclosures and allegations.
- Safeguarding is embedded across all areas of our provision and is considered everyone's responsibility.
- Children are listened to, respected and given appropriate support — 'providing help and support to meet the needs of children as soon as problems emerge'.

Safeguarding at Play Days is everyone's responsibility.

2. Related Policies

This policy must be read alongside the following Play Days policies, all of which form part of our safeguarding framework:

Safeguarding & Child Protection Policy (this document)	Safe Recruitment & Staff Training Policy	Low-Level Concern Policy
Staff Professional Conduct Policy	Whistleblowing Policy	E-Safety, Mobile Phone & Acceptable Use Policy
Confidentiality & Information Sharing Policy	GDPR & Data Protection Policy	Behaviour Management Policy

3. Designated Safeguarding Leads (DSL)

A Designated Safeguarding Lead Officer (DSLO) is appointed at each setting with lead responsibility for all safeguarding matters. The DSLs are:

Academy DSL:	Mel Rylatt & Gemma Stodd 0116 278 8782
Nursery DSL:	Tracey Hubbard & Courtney Stevens 0116 225 2213
Overall Safeguarding Responsibility:	Imelda Rylatt, Company Director 07701 062043

Any of the above may be contacted with safeguarding concerns at either site in the absence of the setting's own DSL. In the event that a concern relates to a DSL, this must be reported directly to Imelda Rylatt or to the LADO.

4. Responsibilities

Imelda Rylatt, Tracey Hubbard, Gemma Stodd & Mayur Bhatt have overall legal responsibility to ensure that Play Days has an effective safeguarding policy in place, that it is complied with, and that:

- The policy is available to parents and carers on request and published on our website.
- All staff and volunteers are properly vetted and safe to work with children.
- Clear procedures are in place for handling allegations against staff, senior staff, students or volunteers.
- The safe and appropriate use of authorised cameras, mobile phones and all electronic devices with imaging and sharing capabilities is actively monitored and reviewed.
- The Prevent Duty under the Counter Terrorism and Security Act 2015 is implemented and monitored.

The DSL is responsible for:

- Ensuring all safeguarding concerns are effectively responded to, recorded and referred to the appropriate agency.
- Delivering or arranging safeguarding training for all staff and volunteers — updated every two years in line with EYFS 2025.
- Attending child protection case conferences, reviews and core groups where a child in our care is involved.
- Monitoring and reviewing the safe and appropriate use of all electronic devices and online technology, including Smart Watches and Glasses.
- Implementing, monitoring and reviewing the Fundamental British Values.
- Prevent and anti-terror training, monitoring and reporting responsibilities.
- Ensuring all staff complete annual Safeguarding Competency Audits and Suitability Declarations.

5. EYFS 2025 — Key Safeguarding Updates

The following updates to safeguarding practice were introduced with EYFS 2025 and are now embedded in our procedures at Play Days:

Child Absences	Settings must have a clear procedure for following up unexplained absences on the first day. Where a safeguarding concern exists, the DSL must be informed immediately.
Safer Recruitment	Updated requirements for employee references — references must be sought before interview where possible, and all gaps in employment addressed.
Safer Eating	Revised guidance on food safety and supervising children during mealtimes, including choking risk management.
Whistleblowing	All staff must be made aware of their duty to report concerns about colleagues and are encouraged to self-refer under our Low-Level Concern policy. The NSPCC whistleblowing line is available: 0800 028 0285.
Toileting & Intimate Care	Updated guidance on intimate care procedures — all intimate care must follow a documented policy (updated March 26), be recorded and communicated to parents.
Paediatric First Aid Training	All first aid training must be renewed at least every three years.
Safeguarding Training	Safeguarding training must now be updated every two years (previously three years) for all staff. DSLs undertake additional specialist training beyond whole-setting requirements.

6. Recognising Concerns & Indicators of Abuse

Safeguarding at Play Days encompasses all aspects of children's welfare — not solely child protection. It includes child safety, bullying, racist abuse, online safety, domestic abuse and a range of other concerns. All staff have a responsibility to be alert to indicators of abuse and to consult further when uncertain. Any concern, however small, must be passed to the DSL on the day.

Category	Description	Possible Indicators
Physical Abuse	Hitting, shaking, throwing, burning, scalding, drowning, suffocating or fabricated illness (previously Munchausen's Syndrome by Proxy).	Unexplained marks, bruising, burns or injuries. Injuries inconsistent with explanation. Bruising on a non-mobile child must always be referred immediately.

Emotional Abuse	Persistent failure to meet a child's emotional needs — hostility, rejection, threats, witnessing domestic abuse, preventing social contact or placing inappropriate expectations on a child.	Very low self-esteem, excessive self-criticism, withdrawn behaviour, clinginess, lack of appropriate boundaries with strangers, eating disorders or self-harm.
Sexual Abuse	Forcing or enticing a child to take part in sexual activities, whether or not the child is aware. Includes online exploitation and Child Sexual Exploitation (CSE).	Disclosure or allegation, genital soreness or injury, inappropriate sexualised behaviour, language or drawings. Signs of distress or unexplained gifts or money.
Neglect	Persistent failure to meet a child's basic physical or psychological needs — food, shelter, supervision, medical care, education or emotional warmth.	Poor appearance, malnourishment, inadequate clothing, frequent illness, dental issues, poor attendance, changes in behaviour.
Peer-on-Peer Abuse	Physical, sexual, emotional or financial abuse between children, including bullying, relationship abuse, harmful sexual behaviour and cyber-bullying.	Changes in behaviour, self-harm, withdrawal, anxiety, missing sessions, regression in younger children.

For detailed definitions and current safeguarding issues, staff should also refer to the Leicester, Leicestershire & Rutland Safeguarding Children Partnership (LLRSCP) procedures at llrscb.proceduresonline.com

7. What to Do — Responding to Concerns & Disclosures

All child protection concerns must be acted on immediately. If you are concerned that a child may be at risk or is suffering abuse, you must tell the DSL on the same day. All adults, including the DSL, have a duty to refer known or suspected cases of abuse to the relevant agency.

If a child makes a disclosure:

- Stay calm and listen carefully.
- Reassure the child — they have done the right thing in telling you.
- Do not investigate, ask leading questions or make promises of confidentiality.
- Tell the child you will need to share what they have told you.
- Inform your DSL as soon as possible — on the same day.
- Make a written record of the disclosure using the setting's safeguarding record forms (PD-SG-LL-001), recording the child's exact words, signed, dated and with your role noted.

Multi-Agency Referral (MARF):

Before completing a MARF, always check the LLR SCP thresholds at: lrsb.org.uk/uploads/view-the-llr-scp-thresholds-for-access-to-services-for-children-and-families-in-leicester-leicestershire-rutland

Referrals to Leicestershire County Council or Leicester City (including Early Help and Social Care) are made via the online MARF. Have ready: child's name, DOB, address, details of other children and family members, names of other agencies involved, and any relevant assessments.

8. Prevent Duty & Fundamental British Values

The Counter Terrorism and Security Act 2015 places a legal duty on all early years providers to have due regard to the need to prevent people from being drawn into terrorism. This is known as **The Prevent Duty**.

At Play Days we implement the Prevent Duty by:

- Ensuring all staff receive Prevent and Channel awareness training.
- Actively promoting Fundamental British Values — democracy, individual liberty, rule of law, and mutual respect and tolerance of different faiths and beliefs — through our EYFS curriculum and daily practice.
- Monitoring and reporting concerns about radicalisation or extremism to the DSL immediately, who will refer to the Channel programme or police where appropriate.
- Taking account of the Local Safeguarding Children Partnership's Prevent policies, protocols and procedures.

What to look for:

- Expressions of support for extremist views or violent groups.
- Changes in attitude, friendship group or appearance that give concern.

- Access to extremist material online.
- Family members or associates known or suspected to be involved in extremism.

Radicalisation is the process by which a person comes to support terrorism or extremism. Extremism is the vocal or active opposition to Fundamental British Values. Any concern must be referred to the DSL immediately and will not be handled without appropriate agency guidance.

To report a concern related to radicalisation, the DSL will contact the Channel team — see agency contact details on the final page of this policy.

9. Low-Level Concerns

A low-level concern is any concern about an adult's behaviour that is inconsistent with the staff Code of Conduct, including conduct outside of work, but does not meet the threshold for a LADO referral. Staff at Play Days are actively encouraged and trained to self-refer low-level concerns to the DSL.

Examples include:

- Impatience or irritability with children or colleagues.
- Excessive one-to-one attention towards a particular child, & or family
- Inappropriate conversations around children — discussing personal social life, relationships, alcohol or drug use.
- Staff friendships that may impact professional judgement or safeguarding.
- Inappropriate Professional Conduct- socialising with parents or carers.

All low-level concerns are recorded using the Low-Level Safeguarding Concern Record (PD-SG-LL-001) and reviewed by the DSL. Where a concern relates to the DSL, it must be reported directly to Imelda Rylatt or via our Whistleblowing Policy. Perpetrators of harm often begin with low-level boundary testing — staff must act on any concern immediately. Failure to report may result in disciplinary action.

10. Managing Allegations Against Staff or Volunteers

If an allegation is made against any adult in a position of trust — including staff, students, volunteers or self-employed practitioners — it must be brought to the immediate attention of the Safeguarding Lead on duty, who will inform Imelda Rylatt, Gemma Stodd or Tracey Hubbard immediately.

Management must:

- Refer to the LADO immediately and follow up in writing — see contact details at the end of this policy. Note: the Leicestershire County LADO phone line is no longer in service; referrals must be made via the online form at leicestershire.gov.uk
- Consider safeguarding arrangements for the child to ensure they are away from the alleged abuser.
- Contact parents or carers only if advised to do so by the LADO.
- Consider the staff member's right to a fair and equal process.
- Notify Ofsted of the allegation within 14 days.
- Follow appropriate disciplinary procedures, including suspension if necessary.
- Notify the Disclosure and Barring Service (DBS) where a member of staff is disciplined or dismissed as a result of a founded allegation.
- Act on all decisions made in any strategy or allegation management meeting.

11. Current Safeguarding Issues

The following are all considered safeguarding issues and must be referred immediately to the most relevant agency. Full guidance and local procedures are available via the LLRSCP procedures manual at llrscb.proceduresonline.com

• Child Sexual Exploitation (CSE) & Online Safety	• Child Trafficking & County Lines
• Domestic Abuse — including as a witness	• Honour-Based Violence & Forced Marriage
• Female Genital Mutilation (FGM)	• Radicalisation & Extremism (see Prevent Duty — Section 8)
• Ritualistic & Faith-Based Abuse	• Private Fostering (statutory duty to inform Local Authority)
• Safeguarding Children with SEND	• Sexually Active Under-18s — Protocol applies

Reporting FGM: the DSL will report to the police via 101. Reporting radicalisation: the DSL will refer to Channel. Play Days does not condone any practice that is illegal or harmful to children, regardless of cultural or religious belief.

12. Safer Recruitment

All staff recruited to work with children at Play Days are subject to robust safer recruitment procedures in line with the Safe Recruitment & Staff Training Policy. This includes:

- Enhanced DBS check — mandatory before working unsupervised with children.
- A minimum of two professional references, with at least one from a most recent employer.
- Verification of all qualifications and addressed gaps in employment history.
- Two-person interview panel with safeguarding knowledge assessment.
- Social media review as part of due diligence.
- Full induction covering safeguarding, whistleblowing, professional conduct, mobile phone policy, confidentiality and GDPR.
- Initial three-month probationary period, extendable where required.
- Annual Safeguarding Competency Audit and Suitability Declaration.

13. Safeguarding Training

All staff and volunteers undertake safeguarding training in line with EYFS 2025 and Leicester, Leicestershire & Rutland Safeguarding Children Partnership (LLRSCP) requirements:

- Whole-setting safeguarding training updated at least every two years (EYFS 2025 requirement).
- Annual Safeguarding Competency Audit for all staff, reviewed by the manager each September.
- DSLs undertake additional specialist training — LLRSCP Group 3 Multi-Agency Safeguarding course or refresher — at least every two years.
- The setting has adopted the LLRSCP Competency Framework as a reflective tool for all staff.
- All newly appointed staff and volunteers receive safeguarding information as part of induction on their first day.

14. Legislation & Statutory Guidance

Children Act 1989 & 2004	Working Together to Safeguard Children 2023 (updated 2026)
Statutory Framework for the Early Years Foundation Stage 2025 (EYFS 2025)	Counter Terrorism and Security Act 2015 (Prevent Duty)
Education Act 1996, 2002 (s.175) & 2011	Safeguarding Vulnerable Groups Act 2006
Female Genital Mutilation Act 2003	Protection of Freedoms Act 2012
Data Protection Act 2018 & UK GDPR	Equality Act 2010

15. Policy Adoption, Review & Availability

Adopted:	September 2025 by Imelda Rylatt, Company Director & DSL
Review Date:	September 2026
Availability:	Available to parents and carers on request. Posted throughout both settings and on the setting website. Available in alternative languages on request.
Compliance:	This policy is reviewed annually to ensure compliance with local and national guidance.

16. Agency Contact Details

Leicestershire County Council

Service	Telephone	Email / Web	Notes
Social Care — First Response (24hr)	0116 305 0005	childrensduty@leics.gov.uk	County Hall, Championship Way, Glenfield, LE3 8RF. Complete MARF online after calling.

LADO — Allegations Against Adults	Online referral only (phone line no longer in service) Enquiries: 0116 305 4141	CFS-LADO@leics.gov.uk leicestershire.gov.uk/report-a-childcare-worker	Refer within 1 working day. Mon–Thu 8.30am–5pm, Fri 8.30am–4.30pm. Outside hours: contact First Response.
Early Help	0116 305 0005 (ask for P3 Desk)	childrensduty@leics.gov.uk	Part of the Common Assessment Framework (CAF).
LLRSCP	0116 305 7130	sbbo@leics.gov.uk lrsb.org.uk	Leicester, Leicestershire & Rutland Safeguarding Children Partnership.
Prevent	0116 295 5048 (8.30am–3pm)	prevent.team@leicestershire.pnn.police.uk eastmidlandsprevent.co.uk/Refer	Leicestershire Police Prevent Engagement Team.

Leicester City Council

Service	Telephone	Email / Web	Notes
Social Care — Duty & Advice (24hr)	0116 454 1004 (Option 3)	das.team@leicester.gov.uk	Halford House, 91 Charles Street, Leicester LE1 1HL
LADO — Allegations Against Adults	0116 454 2440	Lado-allegations-referrals@leicester.gov.uk	Respond within 4 hours; action within 24 hours. Complete online referral form.
Early Help / Family Help	0116 454 1004 (Option 2) Direct: 0116 454 5899	early.help@leicester.gov.uk leicester.gov.uk/earlyhelp	Professionals' direct line for early help referrals. Common Assessment Framework / Family Help.
LSCB — Leicester City	0116 454 6520	lcitylscb@leicester.gov.uk www.lcitylscb.org	Bosworth House, 9–15 Princess Road West, Leicester LE1 6TH
Prevent	0116 295 5048 (8.30am–3pm)	prevent.team@leicestershire.pnn.police.uk eastmidlandsprevent.co.uk/Refer	Leicestershire Police Prevent Engagement Team.

Useful National Contacts

NSPCC Helpline	0808 800 5000 help@nspcc.org.uk
NSPCC Whistleblowing Advice Line	0800 028 0285 help@nspcc.org.uk
Child Exploitation & Online Protection (CEOP)	www.ceop.police.uk
LLRSCP Procedures Manual	llrscb.proceduresonline.com
Working Together to Safeguard Children 2023	www.gov.uk/government/publications/working-together-to-safeguard-children
Prevent Duty Guidance	www.gov.uk/government/publications/prevent-duty-guidance
LLR Neglect Toolkit 2021	proceduresonline.com/trixcms1/media/12158/llr-neglect-toolkit.pdf
East Midlands Prevent Referral	eastmidlandsprevent.co.uk/Refer

Policy adopted by: Imelda Rylatt, Company Director & DSL

Signature: _____ Date: _____

This policy should be read in conjunction with Working Together to Safeguard Children 2023 (updated 2026), EYFS 2025, and all Play Days related policies listed in Section 2.