



OPERATIONAL PLAN STANDARD 13 – CHILD PROTECTION

Supporting Documentation S13.2 Child Protection Policy and Procedure

Policy Statement

At Kaleidoscope nursery, we are committed to creating an environment in which children, staff, students and volunteers are safe from abuse and harm. We are duty bound to report any concerns or suspicions of abuse promptly and appropriately, while maintaining confidentiality. Safeguarding is at the heart of our practice and forms part of our commitment to every child entrusted to our care.

We aim to stay well informed, trained, supervised and supported through:

- Keeping staff up to date and well-informed
- Regular review of policies and procedures
- Discussing changes in staff meetings
- Displaying safeguarding flowcharts and key contacts clearly
- Maintaining robust induction and ongoing training
- Reviewing and learning from Serious Case Reviews
- Keeping an Open Door policy for Safeguarding and Whistleblowing

Designated Safeguarding Leads:

- **DSLs:** Chantelle Matts, Amanda Dyer, Kathleen Extance, Steph Atkins
- **Deputy DSL:** Chantelle Coles, Helen Friday-Ross

We follow both Dorset and Somerset guidance, particularly the Safeguarding Children's Partnership (DSCP) guidance, including the *Threshold of Need and Intervention*, and the *Continuum of Need (The Windscreen)*.

Vulnerable Children

Particular attention is given to children considered more vulnerable, including:

- Babies and children still in nappies or requiring intimate care, including NIM babies
- Children with special educational needs or disabilities (SEND)
- Children subject to Child Protection or Child in Need plans

Responding to Suspicions of Abuse

- Any changes in a child's behaviour or appearance or unexplained injuries will be investigated.
- Parents will be approached for an explanation where appropriate. If concerns remain, the matter will be referred to Children's Social Care.
- High-level concerns or disclosures will be acted upon immediately.
- Confidentiality is paramount — concerns are shared only with those who *need to know* (e.g. DSL, Manager, Social Care).

If a Child Discloses Abuse – The 5 R's

1. **Receive** – Listen carefully, stay calm, and use open questions.
2. **Respond** – Reassure the child and explain what will happen next.
3. **Report** – Tell the DSL or Deputy DSL immediately.
4. **Refer** – DSL to refer promptly to Social Care or MASH.
5. **Record** – Write an accurate record *the same day*, using the child's own words.



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Use the TED Approach:

- **T**ell me
- **E**xplain...
- **D**escribe...

Responding to Signs or Disclosures

- Stay calm and listen carefully.
- Do not promise to keep secrets.
- Let the child speak at their own pace.
- Ask questions for clarification only — avoid leading questions.
- Reassure the child they have done the right thing by telling you.
- Record accurately using the child's own words.
- Report immediately to a DSL or Deputy DSL.

Record Keeping

- All safeguarding records (disclosures, observations, meetings, outcomes) are stored confidentially and securely on Trello.
- Records should begin as soon as staff notice any concerning patterns or 'gut feelings'
- All records must include dates, times where appropriate, names, and any actions.
- Where marks are discovered on a child, these must be recorded and signed by the parent.

Operation Encompass

Kaleidoscope nursery is part of Operation Encompass, a national initiative where schools and early years settings are notified by the police if a child has experienced or been exposed to domestic abuse. This allows us to provide timely, informed emotional support and safeguarding monitoring for affected children.

Safeguarding Actions May Be Needed To Protect Children and Adults From:

- Neglect
- Physical, sexual, or emotional abuse
- Bullying, including online and prejudice-based bullying
- Racist, homophobic, or transphobic abuse
- Gender-based violence or violence against women and girls
- Radicalisation or extremism
- Child sexual or criminal exploitation, including county lines
- Sexting and harmful sexual behaviour
- Teenage relationship abuse
- Substance misuse
- Gang activity and youth violence
- Domestic violence
- Female genital mutilation (FGM)
- Forced marriage or honour-based violence
- Fabricated or induced illness
- Poor parenting, homelessness, or other welfare concerns



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Children Missing in Education (CME)

We monitor children's attendance to safeguard children and families and:

- Operate a **same-day call-back** for children absent from booked sessions
- Log all reasons for absence and monitor patterns
- Pay close attention to attendance for funded and EYPP children
- Notify receiving schools of any concerns at transition

County Lines

While our children are very young, we recognise that families, siblings, volunteers, and apprentices may be at risk of exploitation. We stay vigilant for signs and share relevant information with MASH. County Lines involves the grooming of children to traffic drugs or money, often through coercion, violence, or abuse. Children as young as 7 years old have been targeted and exploited. We train staff to recognise risk factors such as:

Physical Signs

- Unexplained injuries, bruises, or signs of assault
- Appearing unusually tired, unkempt, or neglected
- Sudden change in clothing, possessions, or mobile phones (expensive items, new trainers, designer clothes)

Behavioural Changes

- Becoming withdrawn, anxious, or secretive
- Sudden aggressive or defensive behaviour
- Changes in friendship groups or isolation from peers
- Using new language, slang, or terms associated with gangs
- Increased interest in money, status, or risky behaviour

Communication & Technology

- Possession of multiple phones, SIM cards, or "burner" phones
- Receiving large numbers of calls or messages
- Sudden secrecy about who they are talking to online or by text

Relationships

- Associating with older individuals or gang members
- Having a "boyfriend"/"girlfriend" much older than them
- Unexplained new acquaintances or adults showing an unusual level of interest
- Being dropped off or collected by unknown vehicles or adults
- Signs of coercion, intimidation, or threats



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Toxic Trio

Staff are trained to recognise the impact of the Toxic Trio — *domestic abuse, substance misuse, and mental health issues* — which are significant risk factors for child harm. Staff will be alert to signs that the Toxic Trio may be present:

Domestic Abuse Possible Indicators:

- Parent or carer seems fearful, anxious, or overly submissive around their partner
- Frequent arguments, shouting, or tension between adults during drop-offs/collections
- Unexplained bruises or injuries on adults or children
- A child becomes frightened of loud noises or sudden movements
- A child talks about "mummy and daddy fighting" or "someone being hurt"
- Parent constantly checks in with partner before speaking or making decisions

Parental Substance Misuse Possible indicators:

- Parent smells strongly of alcohol or appears under the influence
- Inconsistent routines or chaotic home life (frequent lateness, forgotten items)
- Unexplained changes in a child's hygiene, appearance, or mood
- Child often tired, hungry, or wearing unclean clothes
- Money problems or frequent changes in adult collecting the child
- Parent appears disoriented, agitated, or excessively drowsy

Parental Mental Health Difficulties Possible Indicators:

- Parent seems withdrawn, tearful, or overwhelmed
- Expressions of hopelessness or inability to cope
- Child appears anxious, clingy, or takes on a caring role ("parentification")
- Neglect of child's emotional needs or basic care
- Sudden change in engagement with nursery — missing meetings or isolating themselves

Impact on Children

Children living in homes affected by the Toxic Trio may show:

- Delayed development, poor speech, or regression in toileting or sleep
- Low self-esteem or anxiety
- Overly compliant or withdrawn behaviour
- Aggression or emotional outbursts
- Fear of separation or attachment difficulties
- Over-familiarity with adults or inappropriate role reversal (comforting a parent)



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Female Genital Mutilation (FGM)

FGM is a serious criminal offence and form of abuse. If we suspect or know that a child or woman has undergone or is at risk of FGM, we will:

- Contact the police immediately on 101 or 999.
- Liaise with Social Care and attend any organised strategy meetings so that they can assess the risks to siblings and other females in the family and ensure appropriate medical and emotional support is offered.

Whistleblowing

Staff are encouraged to raise concerns about colleagues or unsafe practices. Concerns can be reported directly to one of the DSL's in line with our Safeguarding policy.

Making Referrals

- Where appropriate, we will discuss concerns with parents/carers and seek consent before making a referral.
- If doing so may increase the risk of harm to a child, we will refer without consent.
- All conversations with parents or professionals will be logged.

Key Contacts

Dorset:

- LADO: 01305 221122 | Email: LADO@dorsetcouncil.gov.uk
- Family Support & Advice Line: 01305 228558
- Out of Hours: 01305 221000
- Families/Public: 01305 228866
- Families with Named Social Worker: 01258 474036

Somerset:

- Family Front Door Consultation Line: 0300 123 3078
- Children's Social Care (MASH): 0300 123 2224 | Email: childrens@somerset.gov.uk

Police:

- Non-Emergency: 101
- Emergency: 999



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Cross-Reference with: S4.1 Confidentiality Policy and Procedure S4.2 Data and Information Sharing and Record Keeping Policy S11.1 Behaviour Management Policy and Procedure S12.2 Partnership with Parents S13.1 Safeguarding Policy and Procedure	Date of Review: 01.11.25 Next Review Due: 01.11.26 Approved by: KMT
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