



# DERBY COLLEGE GROUP POLICY

## Little Explorers Nursery Safeguarding Policy

Policy Number:	STS-011
Executive Owner:	Deputy CEO
Owning Strategy / Department:	Safeguarding
Approval Board / Committee / Group:	Corporation
User Group:	Employees, Parents/Guardians, Visitors, Contractors
Relevant To:	All persons encountering Little Explorers Nursery
Implementation Date:	October 2014
Approval Date:	October 2025
Review Start date:	July 2026
Expiry Date:	October 2026

Date:	October 2025
Originator:	Director of Health and Safety (DSL)
Area:	Safeguarding

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**POLICY - PROCEDURES - GUIDELINES - RELATED DOCUMENTS**

## Policy Accountability and Implementation

Policy Title: Little Explorers Nursery Safeguarding Policy  
 Policy Author / Reviewers: Director of Health and Safety (DSL), Nursery Operations Manager (DDSL)  
 Policy Implementation: Nursery Operations Manager, all College employees encountering Little Explorers Nursery  
 Policy Monitoring and Compliance: DCG Safeguarding Operational Group  
 Policy Review Timeline: This policy will be reviewed annually

### Synopsis:

Children have the right to be treated with respect and to be safe from any form of abuse. Little Explorers Nursery will work with children, parents/guardians and external agencies to ensure the welfare and safety of children. Little Explorers Nursery fully accepts the responsibility to follow the Derbyshire Children's Safeguarding Board Procedures and the statutory requirements for Early Years Foundation Stage to safeguarding children.

## Policy Classification and Publication

### Classification

- Essential Authority (EA)

### Publication

- Intranet – Policy portal

### Empowering/related legislative and/or authoritative references:

Working together to safeguarding children (2023); Childcare Act 2006; Statutory framework for the Early Years Foundation Stage; Keeping Children Safe in Education (2025)

### Impact Assessment reference:

## Periodic Policy Review / Change History

*Note: Please make it clear if change/review relates to procedures, guidelines and associated documents only or it is a rational for a new or substantive policy review*

Version	Reviewed / Modified by:	Change History	Advisory committee / groups or specialists	Review / Meeting Date/
V5	Environmental Compliance Manager (ECM)	Senior Designated Person job title changed to Designated Safeguarding Lead in line with Keeping children safe in education	Safeguarding Board	17.06.2016
	ECM	Inclusion of Early Help Process and other forms of abuse	Safeguarding Board	17.06.2016
V6	ECM	Minor amendments to titles	Safeguarding Board	21.10.2016
V7	ECM	Deputy Principal Education & Learner Experience is now the Nominated Person for Little Explorers Nursery The Nursery Operations Manager is now the Co-ordinator for Little Explorers Nursery	Safeguarding Board	24.02.2017
V8	ECM	Minor amendments to titles	Safeguarding Board	10.11.2017
V9	ECM/Nursery Operations Manager	Removal of the requirement for employees of Derby College working within Little Explorers Nursery to sign the Disqualification by Association form in line with the changes to Regulation 9 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018	Safeguarding Board	01.08.2018
V10	Director of Services for Students/Nursery Operations Manager	Changed review date to September to coincide with the annual publication of the revised Keeping Children Safe in Education (KCSIE) Added updated reference to KCSIE 2019 version	Safeguarding Board	28.06.2019

Version	Reviewed / Modified by:	Change History	Advisory committee / groups or specialists	Review / Meeting Date/
V11	Director of Services for Students/Nursery Operations Manager	No major amends; Added updated reference to KCSIE 2020 version	Safeguarding Board Corporation	05/10/20 14/12/20
V12	Director of Services for Students/Nursery Operations Manager	No major amends; Added updated reference to KCSIE 2021 version	Safeguarding Board	10/11/2021
V13	Director of Services for Students/Nursery Operations Manager	No major amends; Added updated reference to KCSIE 2022 version	Safeguarding Board	29/09/2022
V14	Director of Services for Students/Nursery Operations Manager	No major amends; Added updated reference to KCSIE 2023 version	SLT Safeguarding Group Corporation	01/07/2023 23/10/2023
V15	Director of Health and Safety (DSL)	No major amends; Added updated reference to KCSIE 2024 version	Safeguarding Operational Group  Curriculum Performance Committee  SLT Safeguarding Group Corporation	18/09/2024  25/09/2024  03/10/2024 21/10/2024
V16	Director of Health and Safety (DSL)	No major amends; Added updated reference to KCSIE 2025 version Included - Body Map Form	Safeguarding Operational Group  Safeguarding Leadership Meeting Corporation	15/09/2025  22/09/2025  Due: 22/10/2025

## **1. Policy Statement**

Children have the right to be treated with respect and to be safe from any form of abuse. Little Explorers Nursery will work with children, parents/guardians and external agencies to ensure the welfare and safety of children.

Little Explorers Nursery fully accepts the responsibility to follow the Derby and Derbyshire Children's Safeguarding Partnership Procedures and the statutory requirements of Early Years Foundation Stage to Safeguarding Children.

In all cases of concerns about a child's welfare the concerns will be reported to the appropriate Children's Social Care team.

## **2. Definitions**

A child is defined as any person under the age of 18 years.

## **3. Principles**

This policy and supporting guidelines and procedures are based upon the principles of having simple, easy to follow processes that empower people to make disclosures which are dealt with in a structured, professional manner.

## **4. Scope and Limitations**

This policy applies to Little Explorers Nursery and is underpinned by the College's Safeguarding Policy and supporting procedures, which should be read in conjunction with this Policy and supporting procedures.

## **5. Responsibilities**

The roles and responsibilities of employees are clearly identified with the Safeguarding Procedures.

The Director of Health and Safety is the College's Designated Safeguarding Lead and Little Explorers Safeguarding Nominee and is responsible for the development and ongoing review of the policy.

The Nursery Operations Manager is the Deputy Designated Safeguarding Lead and Safeguarding Co-ordinator for Little Explorers Nursery and is responsible for the day-to-day operations.

The Designated Safeguarding Lead, Senior Leadership Team, Nursery Management Team and Safeguarding Officers are responsible for the delivery of the Safeguarding Procedures.

## **6. Implementation Arrangements**

The roles and responsibilities of staff in implementation of this policy are set out clearly in the Little Explorers Nursery Safeguarding Procedures.

All new employees are made aware of the Policy, Procedures and Guidelines during the formal new starter induction process. Updated and amended policies and procedures are disseminated and reinforced in training sessions, team meetings, newsletters and via email communications.

## 7. Monitoring and Review

The Safeguarding Leadership Meeting and Safeguarding Operational Group will monitor the effectiveness of the safeguarding policies and procedures implemented with the College to ensure legal compliance.

To facilitate this, managers at all levels are responsible for the ongoing local monitoring of compliance.

The Little Explorers Nursery Safeguarding Policy and supporting procedures are subject to an annual review, unless there are changes in legislation or management arrangements. This review will consider the views of employees and relevant local and national documents. The College reserves the right to make whatever changes it deems appropriate.

An updated copy of the Policy, Procedures and Guidelines are available from the Nursery Operations Manager.

## 8. Guidelines

The [Little Explorers Nursery Safeguarding Guideline](#) provides additional information about the following:

- General Guidance
- Key Contact Information
- Early Help Process
- Categories of abuse:
  - Abuse
  - Physical Abuse
  - Emotional Abuse
  - Sexual Abuse
  - Neglect
- Other forms of abuse
  - Domestic Violence
  - Exploitation
  - Extremism and Radicalisation
  - Female Genital Mutilation
  - Fabricated or induced illness

## 9. Procedures

The [Little Explorers Nursery Safeguarding Procedure](#) sets out the framework for the safeguarding within Little Explorers and provide details on the following:

- Overview
  - Related Legislation
  - Allegations against an employee or volunteer
- Responsibilities

## 10. Templates / Forms

Safeguarding form - SG1

Safeguarding form - SG2

Body Map

Disclosure & Barring Services Annual Declaration Form

## **11. Related Documents**

This Policy does not stand alone and should be used in conjunction with other policies, procedures and guidance.

DCG Safeguarding Policy, Procedures and Guidelines

Health, Safety & Welfare at Work Policy

Health & Safety Risk Assessment Policy

Employee Code of Conduct

Employee Disciplinary Policy

Employee Recruitment & Selection Policy

Bullying & Harassment Policy

Public Interest Disclosure Policy (Whistleblowing)

E-Safety Policy

Derbyshire Safeguarding Board Procedures

Applying to waive disqualification: early years and childcare providers (Ofsted)

Keeping Children Safe in Education

Working together to safeguard children

Early years foundation stage statutory framework

Childcare Act

Disqualification under the Childcare Act