

Angelina's Day Care (ADC) Safeguarding & Child Protection Policy

(Updated in line with EYFS Statutory Framework, September 2025)

1. Statement of Intent

At ADC, the welfare, health, and safety of every child is of paramount importance. We are fully committed to safeguarding and promoting the wellbeing of children in our care, ensuring that all children grow up safe, respected, and listened to. Our safeguarding systems are designed to protect children from harm, abuse, neglect, exploitation, and unsafe practice, while supporting families through a culture of openness and trust.

Children learn best when they are healthy, safe, secure, when their individual needs are met, and when they have positive relationships with the people caring for them. This policy outlines the safeguarding and welfare requirements ADC must meet, designed to help us create a high-quality, welcoming, and safe setting where children can enjoy learning and grow in confidence. We will take all necessary steps to keep children safe and well, promoting good health, supporting appropriate behaviour, and maintaining meticulous records and procedures.

This policy adheres to our legal responsibilities under the Childcare Act 2006, specifically section 39(1)(b), which gives legal force to the safeguarding and welfare requirements. Failure to meet these requirements can lead to actions from Ofsted, including serving a welfare requirements notice, the failure to comply with which is an offence.

2. Safeguarding Aims

Angelina's Day Care aims to:

- Promote the health, safety, development, and welfare of every child.
- Establish a safe workforce where children can learn and play securely.
- Identify children at risk of or suffering significant harm and take immediate action.
- Prevent children from being drawn into terrorism, radicalisation (the process by which a person comes to support terrorism or extremist ideologies), or extremism (vocal or active opposition to fundamental British values, or advocating harm to others).
- Embed British Values: democracy, rule of law, individual liberty, respect, and tolerance.
- Create a culture where children's voices are heard and valued.
- Work in partnership with parents, carers, and professionals to keep children safe.

3. Definitions

- **Safeguarding:** Protecting children from maltreatment, preventing impairment of health or development, ensuring safe and effective care, and enabling children to grow up in safe circumstances. This includes ensuring suitability of staff, promoting good health, supporting behaviour, and maintaining records, policies, and procedures.
- **Radicalisation:** The process by which a person comes to support terrorism or extremist ideologies.
- **Extremism:** Vocal or active opposition to fundamental British values, or advocating harm to others.

4. How We Achieve These Aims

Angelina's Day Care achieves its safeguarding aims by:

- Preventing unsuitable people from working with children (Safer Recruitment).
- Promoting safe practices and challenging unsafe behaviour.
- Ensuring all staff are confident to identify and report concerns swiftly.
- Contributing to multi-agency partnership working (social care, police, health).
- Ensuring all staff are trained, supervised, and supported in safeguarding.
- Embedding safeguarding into daily practice, curriculum, and environment.

5. Preventing Abuse & Harm

Angelina's Day Care will:

- Maintain an ethos where children feel secure, respected, and listened to.
- Provide trusted adults for children to approach with worries.
- Stay updated with statutory guidance on:
 - Child Sexual Exploitation (CSE)
 - Child Criminal Exploitation (CCE) & county lines
 - Female Genital Mutilation (FGM)
 - Forced marriage
 - Domestic abuse & coercive control
 - Modern slavery & trafficking
 - Contextual safeguarding (peer, online, community risks)
 - Abuse linked to faith or belief (e.g., witchcraft-related abuse)
- Engage parents/carers in discussions around safety and sensitive safeguarding concerns.
- Use age-appropriate education to teach children about safety, respect, and making good choices.

6. Safer Recruitment & Staff Suitability

Angelina's Day Care ensures that people looking after children are suitable, possessing relevant qualifications, training, and having passed any required checks to fulfil their roles.

- Suitability Checks:
 - We take appropriate steps to verify qualifications, even where physical evidence cannot be produced.
 - Any person who may have regular contact with children (e.g., someone living or working on the same premises) is suitable.
 - Ofsted or a Childminder Agency (CMA) is responsible for completing suitability checks of the provider and every other person living or working on domestic premises where childcare is provided, including enhanced criminal records checks and barred list checks.
 - For group-based providers, an enhanced criminal records check is obtained for every person aged 16 and over (including for unsupervised volunteers, and supervised volunteers who provide personal care) who works directly with children, lives on the premises, or works there when children are present.

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- An additional criminal records check should also be made for anyone who has lived or worked abroad.
 - Staff are expected to disclose any convictions, cautions, court orders, reprimands, and warnings that may affect their suitability to work with children (whether received before or during employment).
 - Individuals whose suitability has not been checked, including through a criminal records check, are not allowed to have unsupervised contact with children.
 - Record Keeping: We record information about staff qualifications, identity checks, vetting processes, and references (including the criminal records check reference number, the date a check was obtained, and who at the setting obtained it).
 - DBS Referrals: We are required to make a referral to the Disclosure and Barring Service if a member of staff is dismissed (or would have been, had they not left first) because they have harmed a child or put a child at risk of harm.
- References: We obtain at least two references for any member of staff (including students and volunteers) before recruitment, directly from referees. We will:
 - Not accept open references (e.g., "to whom it may concern") or rely on applicants to obtain their own references.
 - Ensure references are from the applicant's current employer, training provider, or education setting and have been completed by a senior person with appropriate authority, not a family member.
 - Obtain verification of the individual's most recent relevant period of employment if not currently employed.
 - Secure a reference from the relevant employer from the last time the applicant worked with children (if applicable).
 - Ensure electronic references originate from a legitimate source.
 - Contact referees to clarify vague or insufficient information.
 - Compare application information with references and resolve discrepancies.
 - Establish the reason for leaving current/most recent post and resolve concerns satisfactorily before appointment.
 - When providing references for previous employees, we will confirm suitability to work with children and provide facts of any substantiated safeguarding concerns/allegations that meet the harm threshold.
- Disqualification:
 - A disqualified provider or practitioner must not continue as an early years provider, be directly involved in management, or be employed in connection with early years provision.
 - ADC must notify Ofsted of any significant event likely to affect the suitability of any person in regular contact with children on the premises, including disqualification, as soon as reasonably practicable, but within 14 days of becoming aware of the information.
 - If ADC becomes aware of information that may lead to an employee or a person living or working at domestic premises where childcare is provided being disqualified, we will take immediate appropriate action to ensure child safety.
- Ongoing Supervision: Ongoing supervision ensures professional conduct is maintained and provides support, coaching, and training for practitioners, promoting the interests of children.

7. Whistleblowing

Angelina's Day Care has a clear whistleblowing procedure for all staff (including students and volunteers) to raise concerns about poor or unsafe practice in the setting's safeguarding provision.

- This procedure includes when and how to report concerns and the process that will be followed after concerns are reported.
- Staff are aware of these procedures and feel confident that their concerns will be taken seriously by the senior leadership team.
- Concerns can be reported to the DSL, Manager, or external agencies.
- Staff may also contact:
 - NSPCC Whistleblowing Helpline: 0800 028 0285 (Mon-Fri 08:00-20:00, Sat-Sun 09:00-18:00) or help@nspcc.org.uk.
 - Ofsted: 0300 123 1231.
- Whistleblowers are protected from retaliation or victimisation.

8. Monitoring Attendance & Absences

Attendance is closely monitored as a safeguarding risk.

- Angelina's Day Care has an attendance policy, shared with parents/carers, detailing expectations for reporting absences and actions for unnotified or prolonged absences.
- A prolonged absence is considered 2 consecutive unexplained days, or sooner if other concerns exist.
- Staff will contact parents immediately in case of absence.
- If parents are unreachable, emergency contacts (minimum of 2 per child) will be used.
- Repeated or concerning absences, especially considering a child's or parent's vulnerability, will be referred to the Local Authority Children's Social Care (or MASH) or a police welfare check requested.

9. Staff Taking Medication/Other Substances

- Staff members must not be under the influence of alcohol or any other substance that may affect their ability to care for children.
- If a practitioner is taking medication that may affect their ability to care for children, they must seek medical advice and only work directly with children if the medical advice confirms it will not impair their ability.
- All medication on the premises must be stored securely and out of reach of children at all times.

10. Smoking and Vaping

- Smoking is not permitted in or on the premises when children are present or about to be present.
- Practitioners should not vape or use e-cigarettes when children are present, and we will consider Public Health England advice on their use.

11. Health (Medicines, Food, and Safer Eating)

11.1 Medicines

- We have a procedure, discussed with parents/carers, for taking appropriate action if children are ill or infectious, including preventing the spread of infection.
- We have and implement a policy and procedures for administering medicines. This includes systems for obtaining and keeping up-to-date information about a child's needs for medicines.
- Staff administering medicines requiring medical or technical knowledge are trained.
- Prescription medicines are only administered if prescribed for a child by a doctor, dentist, nurse, or pharmacist (aspirin only if prescribed by a doctor).
- Medicine (prescription and non-prescription) is only administered with written parental permission for that particular medicine.
- A written record is kept each time medicine is administered, and parents/carers are informed on the same day or as soon as practicable.

11.2 Food and Drink

- Where children are provided with meals, snacks, and drinks, these must be healthy, balanced, and nutritious, in accordance with the 'Early Years Foundation Stage nutrition guidance'.
- Fresh drinking water is always available and accessible to children.
- There is an area adequately equipped to provide healthy meals, snacks, and drinks, with suitable facilities for hygienic preparation of food for children, including sterilisation equipment for babies' food if necessary.
- All staff involved in preparing and handling food receive training in food hygiene.

11.3 Safer Eating & Choking Prevention

- Children are supervised at all times in sight and hearing whilst eating.
- There is always a member of staff in the room with a valid paediatric first aid certificate (consistent with Annex A criteria) whilst children are eating.
- Staff sit facing children during mealtimes to be alert for choking and prevent food sharing or unexpected allergic reactions.
- No food sharing is permitted.
- Allergy management is robust:
 - Before admission, information on special dietary requirements, preferences, food allergies, and intolerances is obtained and shared with all relevant staff.
 - Allergy action plans are developed with parents/carers and health professionals, kept up-to-date, and shared with staff.
 - All staff are trained in choking response and anaphylaxis, aware of symptoms and treatments, and the differences between allergies and intolerances, recognising that children can develop allergies at any time.
- Food textures are introduced by developmental stage, not age alone, and prepared suitably for each child's individual developmental needs, working with parents/carers.
- Babies and young children are seated safely in highchairs or appropriately sized low chairs while eating, with minimised distractions in designated eating spaces.
- Records of choking incidents requiring intervention are kept, reviewed periodically to identify trends, and appropriate action is taken to reduce risk.

11.4 Food Poisoning

- Angelina's Day Care will notify Ofsted of any food poisoning affecting two or more children cared for on the premises as soon as reasonably practicable, but within 14 days of the incident. Failure to do so is an offence.

12. Supporting and Understanding Children's Behaviour

- We are responsible for supporting, understanding, and managing children's behaviour appropriately.
- Corporal punishment is prohibited, and we ensure it is not used by anyone caring for or in regular contact with a child, or living/working on the premises. Failure to meet this is an offence.
- Physical intervention is permitted only to avert immediate danger of personal injury to any person (including the child) or to manage a child's behaviour if absolutely necessary.
- A record of any physical intervention used is kept, and parents/carers are informed on the same day or as soon as practicable.

13. Special Educational Needs and Disabilities (SEND)

- Angelina's Day Care has arrangements in place to support children with SEND.
- As a group provider, we are expected to identify a Special Educational Needs Co-ordinator (SENCO).
- We will have regard to the 0-25 SEND Code of Practice, and practitioners will discuss any worries about a child's progress in any prime area with parents/carers to agree on support, considering if additional or specialist help is needed.

14. Safety and Suitability of Premises, Environment and Equipment

14.1 Accident or Injury

- An accessible first aid box with appropriate items for children is always available.
- Written records of accidents or injuries and first aid treatment are kept, and parents/carers are informed on the same day or as soon as practicable.
- Registered providers must notify Ofsted of any serious accident, illness, or injury to, or death of, any child while in our care, and of the action taken. This must be done as soon as reasonably practicable, but within 14 days of the incident. Failure to do so is an offence.
- We must also notify local child protection agencies of any serious accident or injury to, or the death of, any child while in our care, and act on any advice from those agencies.

14.2 Safety of Premises

- Our premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children and activities provided, complying with health and safety, fire safety, and hygiene legislation.
- We have an emergency evacuation procedure and appropriate, working fire detection and control equipment (fire alarms, smoke detectors, fire blankets/extinguishers).

- Fire exits are clearly identifiable, and fire doors are free of obstruction and easily opened from the inside.
- Indoor space requirements are met based on age:
 - Children under two years: 3.5m² per child.
 - Two-year-olds: 2.5m² per child.
 - Children aged three to five years: 2.3m² per child. These calculations are based on usable areas of rooms, not including storage, thoroughfares, staff areas, cloakrooms, utility rooms, kitchens, or toilets.
- Outdoor Access: We provide access to an outdoor play area or ensure outdoor activities are planned and taken daily (unless inappropriate due to unsafe weather conditions), adhering to legal responsibilities under the Equality Act 2010.
- Sleeping Arrangements: Sleeping children are frequently checked to ensure they are safe. Cots and bedding are suitable, and babies are placed down to sleep safely in line with government SIDS guidance (NHS advice).
- Baby Room: There is a separate baby room for children under the age of two, ensuring they have contact with older children and are moved into the older age group when appropriate.
- Toilets and Intimate Hygiene:
 - There are an adequate number of toilets and hand basins available, with separate facilities for adults usually.
 - Suitable hygienic changing facilities are provided for children in nappies.
 - Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting. Doors remain ajar, staff visible, never left unsupervised during intimate care.
 - An adequate supply of clean bedding, towels, and spare clothes is maintained.
- Organising Premises for Confidentiality and Safeguarding:
 - There is an area for confidential discussions with parents/carers and for staff breaks away from children's areas.
 - Children are only released into the care of individuals explicitly notified by the parent.
 - Children do not leave the premises unsupervised.
 - We take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking visitor identity.
 - Additional measures are considered for overnight stays.
- Insurance: Angelina's Day Care carries appropriate insurance, such as public liability insurance, to cover all premises from which we provide childcare.
- Safety on Outings: Children are kept safe while on outings. Risk assessments of potential hazards are conducted, and steps are identified to remove, minimise, and manage those risks, including consideration of staff-to-child ratios. Vehicles transporting children and their drivers are adequately insured.
- Risk Assessment: We take all reasonable steps to ensure staff and children are not exposed to risks and can demonstrate how risks are managed. Written risk assessments may be used for specific issues, to inform staff practice, and to demonstrate risk management to parents/carers or inspectors.

15. Training, Support, and Supervision

15.1 Designated Safeguarding Lead (DSL)

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- Name: Feroza Akter
- Contact Information: 07392 597296/ 01206617320
- Role: The DSL has lead responsibility for safeguarding children, liaising with local statutory children's services agencies and Local Safeguarding Partners (LSPs). The DSL provides support, advice, and guidance to all practitioners on an ongoing basis and for specific safeguarding issues.

15.2 Safeguarding Training

- All practitioners receive safeguarding training in line with the criteria set out in Annex C. This ensures they are supported and confident to implement the setting's safeguarding policy and procedures on an ongoing basis.
- The DSL attends a training course consistent with Annex C criteria.
- Training is renewed every two years, with annual refresher training considered to maintain basic skills and stay up to date.
- Training includes:
 - What safeguarding means, main categories of abuse, harm, and neglect (physical, emotional, sexual, neglect).
 - Factors, situations, and actions that could lead or contribute to abuse, harm, or neglect.
 - How to work in ways that safeguard children.
 - How to identify signs of possible abuse, harm, and neglect at the earliest opportunity (e.g., significant changes in behaviour, decline in well-being, unexplained injuries, concerning comments/behaviour, inappropriate staff behaviour, FGM, domestic abuse).
 - How to respond, record, and effectively refer concerns or allegations related to safeguarding in a timely and appropriate way.
 - The setting's safeguarding policy and procedures.
 - Legislation, national policies, codes of conduct, and professional practice in relation to safeguarding.
 - Roles and responsibilities of practitioners and other relevant professionals involved in safeguarding.
 - Online safety, exploitation, mental health awareness, and emerging risks (AI/online harms, peer-on-peer abuse).
- DSL training also covers: Building a safe organisational culture, safe recruitment, developing/implementing policies, supporting practitioners, local child protection procedures, referring/escalating concerns, managing allegations, and internet safety.

15.3 Induction Training

- All staff induction includes information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues. Staff are supported to undertake appropriate training and professional development.

15.4 Supervision of Staff

- Angelina's Day Care implements appropriate arrangements for the supervision of staff who have contact with children and families. This supervision aims to provide support, coaching,

and training, promote children's interests, and foster a culture of mutual support and continuous improvement, encouraging confidential discussion of sensitive issues.

- Supervision provides opportunities for staff to:
 - Discuss issues concerning children's development or well-being, including child protection concerns.
 - Identify solutions.
 - Receive coaching to improve personal effectiveness.
- Supervision and appraisals include safeguarding reflection, and scenario-based exercises encourage confident practice.

15.5 Paediatric First Aid (PFA)

- At least one person with a current PFA certificate (consistent with Annex A criteria) is always on the premises when children are present and accompanies children on outings. The certificate must be for a full course and is renewed every three years.
- All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work to be included in staff:child ratios. Staff on the experience-based route must obtain PFA before being included in ratios.
- We display (or make available to parents) staff PFA certificates or a list of staff with current certificates.
- Annex A Criteria for PFA training includes: Assessing emergency situations, helping unresponsive children (breathing/not breathing), seizures, choking, bleeding, hypovolemic shock, anaphylactic shock, electric shock, burns/scalds, suspected fractures, head/neck/back injuries, poisoning, foreign bodies in eyes/ears/nose, eye injuries, bites/stings, effects of extreme heat/cold, diabetic emergencies, asthma attacks, allergic reactions, meningitis, febrile convulsions, and understanding the role of the PFA (first aid box contents, accident recording). Face-to-face delivery for emergency PFA elements is required.

15.6 English Language Skills

- Staff have sufficient understanding and use of English to ensure the well-being of children, including for record-keeping, liaising with agencies, summoning emergency help, and understanding instructions (e.g., about medicines or food hygiene).

15.7 Key Person

- Each child is assigned a key person to tailor care to individual needs, help the child settle, offer a settled relationship, and build relationships with parents/carers. Key persons also facilitate access to specialist support if appropriate.

15.8 Staff: Child Ratios

- Staffing arrangements meet all children's needs and ensure their safety, with adequate supervision, especially during mealtimes. Children are usually within sight and hearing of staff, and always within sight or hearing.
- Our manager holds an approved Level 3 qualification or above and has achieved a suitable Level 2 maths qualification within two years of appointment (or already holds it).
- At least half of all other staff hold at least an approved Level 2 qualification.
- To count within Level 3 ratios, staff (EYE or experience-based route) must also have achieved a suitable Level 2 qualification in English.

- From September 2025, students/apprentices (aged 16 or over for apprentices, 17 or over for students/long-term volunteers) may be counted in ratios at the level below their study, provided they are suitable, competent, responsible, and hold a valid and current paediatric first aid qualification.
- Specific ratios apply based on age and staff qualifications:
 - Children aged under two: At least one member of staff for every three children. At least one staff member must hold an approved Level 3 qualification (or experience-based route) and be suitably experienced with under-twos. At least half of all other staff must hold an approved Level 2 qualification. At least half of all staff must have received training specifically addressing baby care. The room leader for under-twos must have suitable experience.
 - Children aged two: At least one member of staff for every five children. At least one staff member must hold an approved Level 3 qualification (or experience-based route). At least half of all other staff must hold an approved Level 2 qualification.
 - Children aged three and over (without QTS/EYPS/EYTS working directly with children): At least one member of staff for every eight children. At least one other staff member must hold an approved Level 3 qualification (or experience-based route). At least half of all other staff must hold an approved Level 2 qualification.

16. Procedures for Responding to Concerns

Concerns may arise through:

- Child disclosure.
- Unexplained injury.
- Behaviour changes consistent with abuse.
- Information from third parties.
- Significant changes in children's behaviour, a decline in children's general well-being, concerning comments or behaviour from children, or inappropriate behaviour from practitioners or any other person working with children.
- Any reasons to suspect neglect or abuse outside the setting (e.g., in the child's home, domestic abuse, FGM risk).

Process:

1. Staff record concern immediately, sign/date, and pass to the Designated Safeguarding Lead (DSL).
2. The DSL assesses the concern and decides on the appropriate action: monitor, Early Help intervention, or immediate referral.
3. Referrals are made immediately to the Local Authority Children's Social Care Team (MASH) or police if required, in line with local reporting procedures.
4. Records are kept securely and confidentially.

17. Record Keeping

- All safeguarding concerns are signed, dated, and securely stored.
- Records are retained in line with EYFS and GDPR requirements. Records relating to individual children are retained for a reasonable period after they have left the provision.

- Information is shared on a need-to-know basis, lawfully, and only with authorised parties. Confidential information about staff and children is held securely and only accessible to those with a right or professional need to see it.
- Electronic records are password-protected.
- We adhere to Data Protection legislation (Data Protection Act 2018 and General Data Protection Regulation 2018).
- Parents/carers have access to all records about their child, subject to Data Protection Act exemptions (e.g., if disclosure could cause harm).
- Information about the child to be recorded: Full name, date of birth, name and address of every known parent/carer, information about any other person with parental responsibility, which parent(s)/carer(s) the child normally lives with, and emergency contact details for parents/carers (preferably more than two).

18. Allegations Against Staff

- All allegations against staff are treated seriously.
- The DSL/Manager informs the Local Authority Designated Officer (LADO) immediately.
- Ofsted is notified within 14 days of any allegations of serious harm or abuse by anyone living, working, or looking after children at the premises, whether committed on-site or elsewhere. We also notify them of the action taken. Failure to do so is an offence.
- Written investigation records are kept securely.
- Malicious allegations are treated as misconduct.

19. Confidentiality

- Safeguarding information is handled with discretion.
- Data is shared lawfully and only with authorised parties.
- Confidentiality never overrides child safety.
- All staff understand the need to protect children's privacy and legal requirements for confidential information handling.

20. Information for Parents and Carers

Angelina's Day Care shares the following information with parents/carers:

- How the EYFS is delivered and how they can access more information.
- The range and type of activities and experiences, daily routines, and how parents/carers can share learning at home.
- How the setting supports children with special educational needs and disabilities (SEND).
- Food and drinks provided for children.
- Details of our policies and procedures, including those for uncollected or missing children, making copies available on request.
- How staffing is organised.
- The name and role of their child's key person.
- A telephone number for emergency contact with the provider.

21. Complaints Procedure

- We have a written procedure for handling concerns and complaints from parents/carers.
- Written complaints relating to EYFS requirements are investigated, and the complainant is notified of the outcome within 28 days.
- Records of complaints are made available to Ofsted upon request.
- Parents/carers are informed how to contact Ofsted if they believe requirements are not being met.

22. Inspections and Quality Assurance Visits

- Parents/carers are notified when we are to be inspected by Ofsted.
- After an inspection, a copy of the report is supplied to parents/carers of children attending regularly.

23. Information about the Provider and Changes to Notify

- Angelina's Day Care holds documentation including the name, home address, and telephone number of the provider and any other person living or employed on the premises, a daily record of children cared for, their hours of attendance, each child's key person, and displays its registration certificate.
- All registered early years providers must notify Ofsted (or their CMA if registered with one) of various changes, including premises address, significant events affecting suitability of the provider or any person in regular contact with children, changes to the person managing the provision, or proposals for overnight care. Such notifications, particularly for changes in personnel, must be made within 14 days; failure to do so is an offence. Where reasonably practical, notification for a new manager must be done in advance of the change.

24. Key Contacts (ADC)

Setting Contacts

- Main office: 01206617320
- DSL: Feroza Akter 07392 597296
- Deputy DSL: Jamila khatun 07392 597296

Important External Contacts

- Local Authority Designated Officer (LADO): 03330 139 797
- Local Authority Safeguarding Children Partnership: 0345 603 7627
- Ofsted (England): 0300 123 1231
- Emergency police: 999
- Non-emergency police: 101
- Child exploitation and online protection (CEOP): Online contact only
- DfE counter-extremism helpline: 020 7340 7264
- NSPCC Child Protection Helpline: 0808 800 5000

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- Childline: 0800 1111
- Kidscape: 020 7823 5430
- National Domestic Abuse helpline: 0808 2000 247
- Modern slavery helpline: 08000 121 700
- Crimestoppers: 0800 555 111
- Internet Watch Foundation (IWF): 01223 20 30 30
- Information Commissioners Office (ICO): 0303 123 1113

25. Policy Review

This policy will be reviewed and updated at least annually or sooner if there are any changes in legislation, statutory guidance, or our nursery's procedures. Parents, staff, and Ofsted will be informed of updates. Copies will be available in the nursery and parent welcome packs.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/09/2025	Feroza Akter	01/09/2026
Location:ADC/1		