



Safeguarding Children Policy

We intend to create in our pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. The person responsible for implementing this policy is the Manager and Designated Safeguarding Lead, Becky Horseman. In order to achieve this, we will:

Procedures:

We carry out the following procedures to ensure we meet the level of safeguarding required. We are committed to building a 'culture of safety' in which children and adults are protected from harm.

Where a child or adult makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behavior; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:

Listens to the child or adult, offers reassurance and gives assurance that she or he will take action;

Does not question the child or adult, although it is okay to ask questions for the purposes of clarification, however no leading questions will be asked;

Fills in a concern form before discussing it with anyone. They must fill the form in pen and include: the date and time of the observation or the disclosure; the exact words spoken by the child or adult as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time. If there are any marks on a child or adult the staff member will write in full detail what they have seen taking into account the size and color of the mark, as well as where it is on the child's body. The staff member then passes this concern to the designated safeguarding lead who will decide what further action needs to be taken.

A staff member will fill out a form about a parent or another staff member if they are concerned. Staff members know who to go to if they are not comfortable passing information to the designated safeguarding lead (the deputy safeguarding lead Jill Richardson or the head of Trustees Joe Smith).

If a staff member notices an injury on a child although they are not concerned about it being a safeguarding injury they must fill out an existing injury form. These forms will be looked at by the designated safeguarding leads on a regular basis.



We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated lead will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated lead has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and Leicestershire and Rutland Safeguarding Children Partnership's (LRSP) procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.

Procedures are in place to record details of any visitors to the setting. Security steps are taken to ensure we have control over who comes into the setting.

Seek and supply training

The Designated Safeguarding Lead, Becky Horseman and Deputy Safeguarding Lead, Jill Richardson will have up to date training at all times. When the setting is open at least one of the designated safeguarding leads will be on the premises or at least contactable. They will ensure staff are fully trained and understand our safeguarding policies and procedures and that parents are made aware of them as well.

We will seek out training opportunities for all staff and attend refresher courses every three years, as required. This will ensure that staff are able to recognise and respond to the symptoms of possible physical abuse, neglect, emotional abuse, sexual abuse and signs that young children may be at risk of radicalisation or of being drawn into terrorism, as set out in the 'Prevent Duty Guidance' 2015. All staff understands that safeguarding is everybody's responsibility. Staff will have an in house refresher training at least annually.

Staff will receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.

Staff knowledge:

All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully skeptical.

All staff understand the principles of early help (as defined in *Working Together to Safeguard Children*, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.

All staff know who and how to share information regarding safeguarding.



All staff know that they can contact the NSPCC whistle blowing helpline on 08088005000 or email help@nspcc.org.uk if they feel that the setting and/or the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through the settings whistle blowing policy.

All staff understand what the setting expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behavior, online safety (including use of cameras and mobile phones), whistle blowing and dignity at work.

Exclude known abusers:

It will be made clear to applicants for posts within the pre-school that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All appointments both paid and voluntary will be subject to a probationary period and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children.

All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).

Prevent abuse by means of good practice:

Adults will not be left alone for long periods with individual children or with small groups. An adult who needs to take a child aside, for example, for time out after behavior which needs improvement, will leave the door ajar.

Adults who have not been cleared by a DBS check will not take children unaccompanied to the toilet.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout of the playroom will permit constant supervision of all children.

Staff will not be permitted to have personal mobile phones with them while working with the children.

We will provide an environment that is safe and welcoming to all and which supports British values. These are defined by the Prevent Duty as *democracy, the rule of law, individuality and mutual respect, tolerance of those with different faiths and beliefs.*

Respond appropriately to suspicions of abuse:



All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/key person and the pre-school Manager. It is the responsibility of the Designated Safeguarding Lead to manage any safeguarding concerns and to decide at which point advice should be sought or a referral made to Children's Social Care.

Disclosures made by children, changes in children's behaviour/appearance will be investigated.

Parents/carers are normally the first point of contact. Concerns are normally discussed with parents/carers to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary. If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should consider seeking advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

Parents/carers are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.

We respond to concerns by either filling in an online referral or phoning:

First Response Central Duty Desk – telephone number 0116 3050005.

The First Response professional **Advice Line** is available for guidance – **contact number can be found in the setting's safeguarding referral procedure for staff members only.**

And/or to the Leicestershire Police – telephone number 999 or in non emergency situations 101

Where a child is at risk from radicalisation or being drawn into terrorism, staff will work in partnership with local partners such as the police, the LRSP and Channel and will take advice accordingly.

If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the LRSPs escalation process.

Allegations made against a member of staff:

In the event of a member of staff or a volunteer having an allegation of abuse made against them, the staff member or volunteer would be suspended from duties whilst the allegation was being thoroughly investigated. This does not in any way indicate that the allegation is thought to be true but is for the protection of all concerned.

If the allegation was deemed to be upheld the member of staff would be required to terminate their employment/voluntary position within the group. ISA would also be informed (Independent Safeguarding Authority) as well as notifying the Disclosure and Barring Service of relevant information,



so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

In the event of the allegation not being upheld the member of staff/voluntary helper would be able to resume their duties immediately.

Ofsted will be informed of any such allegations and the member of staff who has had the allegation made against them should ensure that Ofsted has been informed. The Local Authority Designated Officer (LADO), Allegations Manager will also be informed, telephone number 01164542440, email CFS-LADO@leics.gov.uk

If the allegations are against the manager/Designated Safeguarding Lead then the matter will be passed to the Chair of Trustees, Rev Joseph Smith, to report to Ofsted and LADO as stated above.

Keep records:

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up quite separate from the usual ongoing records of children's progress and development. The record will include in addition to the name, address and age of the child, timed and dated observations describing objectively the child's behaviour/appearance, without comment or interpretation, where possible the exact words spoken by the child, and the name and signature of the recorder.

Such records will be kept in a separate file and will not be accessible to people in the pre-school other than the pre-school Designated Safeguarding lead/manager and the key person and any other member of staff as appropriate.

Liaise with other bodies:

The pre-school operates in accordance with the Local Safeguarding Children Partnership. Confidential records kept on children about whom the pre-school is anxious will be shared with Children's Social Care if the pre-school feels that adequate explanations for changes in the child's condition have not been provided.

If a report on a child is to be made to the authorities the child's parent/carer will be informed at the same time as the report is made. However, there will be circumstances when informing the parent/carer of a referral may put a child at risk, and in individual cases advice from Children's Social Care will need to be taken.

The group will maintain ongoing contact with the registering authority including the name, address and telephone number of the pre-school adviser or social worker to ensure that it would be easy in an emergency for the pre-school and Children's Social Care to work well together.

**Support families:**

The pre-school will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.

Where abuse at home is suspected the pre-school will continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shared with the child's parents/carers.

With the proviso that the care and safety of the child must always be paramount the pre-school will do all in its power to support and work with the child's family.

We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.

This Policy was adopted at a meeting of the pre-school held on 23rd August 2024.

Signed on behalf of the pre-school: Rebecca Horseman (Manager)

Date to be reviewed: 23rd August 2025.